

January Round Table Discussion Recap

by Ron Moyer, RMC Facilities Services, Inc.

January 27th, 2005
11:30 am – 1:00 PM

The roundtable topic and lunch for the Month of January was on “Office Standards” hosted by **Ron Moyer, CFM, RMC Facilities Services, Inc.** included the following topics:

- Documented Office Standards
- Furniture Standards Used
- Conference Room Standards

§ **Trends of Office Standards**

- Office Furnishing Standards
- Technology Standards
- Office Construction Standards

The group discussed all of the above areas and had comments as to their experiences in their company in some of these areas including a graphic trending analysis by **Lila Grant, HKS Architects** who provided us with her recent analysis of the trends of cubicle size and office standards.

Additionally, **Mike Darger, CFM, CKE Restaurants**, provided us with a “List Serve” document form that many of his “Corporate Facilities Council” members who were also describing in detail their own office standards as well as personal knowledge on some of the topics. With over 20 responses on the List Serve items we had plenty to discuss regarding their experiences. Handouts were provided including Office Standards from List Service members and some of the attendees. The group also discussed the trends of private offices to cubicles and some industry members going back to private offices in order to improve longevity to employees remaining with the company.

The following were in attendance at the meeting located at RMC Facilities Services, Inc. office in Anaheim:

- Mike Darger, CFM CKE Restaurants
- Henry Chacon The Boeing Company
- Mike Finelt Human Scale
- John Secor, CFM Archetype International
- Lila Grant HKS Architects
- Steve Francis Steve Francis & Associates
- Ron Moyer, CFM RMC Facilities Services, Inc.

In addition to the members that were present at the Roundtable discussion, the following people participated via conference call donated by **Elise Luckham, CFM, New Century Mortgage**:

- Curtis Wong OM Workspace
- Sherry Marciniak Ceridian
- Tracy Siler ZC Sterling Insurance Agency
- Mary Patterson American First Federal CU
- Kurt Machtof Transportation Corridor Agencies
- Betty Quintana Delta Dental of California

The group finished up with a short discussion regarding our next month's topic of "Technology" as it relates to Facilities. Included in this topic discussion will be the voice over IP phone system with two of our attendees that have it already in place, internal and external use of Outlook Exchange used in calendaring time, and the usage of a Blackberry within our communications role. Next months meeting should be very interesting to all.

RSVP to Ron Moyer at 714/996-6800 or ronmoyer@rmcfs.com. If you are unable to come in person, audio conferencing is available. There is no charge for members for this event.

Services with Lunch provided. We are limited to the first 10 on site attendees as well as unlimited conference call attendees. Elise Luckham of New Century Mortgage donates the conference line for our use. Please notify Ron Moyer By phone at 714 996-6800 or by Email at ronmoyer@rmcfs.com. There is no charge for members.

Our 2004 - 05 Chapter Sponsors - Thank you for your generous support!

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To be removed from the email list, please contact the Association office at jgassocmgmt@earthlink.net or call 714/543-9482

Location: 1180 North Richfield, Anaheim

55 No to 91 West – exit at Tustin Avenue. Go right on Tustin. At LaPalma turn right. At Richfield turn right. Left side of street across from Farmer Boys Restaurant.

Time: 11:30 a.m. to 1:00 p.m.

RSVP: Ron Moyer 714/ 996-6800 or email ronmoyer@rmcfs.com

Limited to 10 attendees; unlimited participants in audio conference

Cost: Free to attendees and audio conferencing participants

(Lunch is provided to attendees as a courtesy of RMC Facilities Services)