



APRIL 2021

MESSAGE FROM YOUR PRESIDENT



Despite differing views on when we can return to life and the workplace as we knew it, FM remains in the forefront of ensuring normalcy in our facilities. Because of the pandemic, the FM to-do list going forward will lend more focus on health and safety, re-entry plans, building security, continuity plans etc. Not only in the typical work environment but now must include the “work from home” and third party places locations as part of our responsibilities. We will need to establish new risk

mitigation procedures to keep our employees and attorneys safe and healthy. While one-third of the workforce is expected to continue to work from home, we face new touchpoints which must be included in our focus.

The road ahead will be challenging and we do not know what life changing, work challenging event is around the corner. I know this- I can count on my fellow colleagues to help guide and support me through this new normal. I want to encourage our members to utilize all of your resources specifically your colleagues who have conquered those same challenges and are willing to share their experiences.

*Kim Daugherty,
Chief Facilities and Records Officer, Kean Miller, LLP*

Q1 RESULTS ARE IN!!!!!
2021 MEMBERSHIP DRIVE

We are excited to share that we have increased our membership by six people this first quarter. Congratulations to Phil Moran at Tonkon Torp for referring new member, Laura Langston at Tonkon Torp. He received a \$30 gift certificate.

Quarter 1 New Members

Christy	Hrabe	Vedder Price P.C.
Robyn	Hunter	Osler, Hoskin & Harcourt LLP
Laura	Langston	Tonkon Torp
Samantha	Puckett	Husch Blackwell
John	Quinn	Latham & Watkins
Joseph	Sturm	Allen & Overy LLP

NEW for Quarter 2 only: Not only is the referring member still able to receive a \$30 gift certificate, now all new 2021 members and any referring members will have their name put in a drawing to win a LIC backpack! We will draw a name at the last board meeting in April, May and June. Members, make sure you let us know if you have referred anyone by emailing membership@ifmalic.org.

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2021 SPONSORS



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UPCOMING EVENTS

VIRTUAL HAPPY HOUR !!!

April 21, 2021

2:00 PM CST

Join us during Facility Fusion as we catch up with our colleagues and have some fun!
Attend and be entered into a raffle to win a prize!



May 4, 2021

12:00 PM CST

Future of Legal Workplace Design

Presented by Marty Festenstein and Jason Diaz

Mobility in the legal sector workplace has come into sharp focus as a result of the COVID 19 pandemic. Ubiquitous stay at home orders compelled law firms to adopt rapid change to maintain business continuity. Attorneys at all levels have excelled in remaining productive, nurturing client relationship and maintain high billability with a Wi-Fi connection and laptop. Come hear the opportunities and challenges of a hybrid workplace model as teammates, Marty Festenstein and Jason Diaz of NELSON Worldwide share their perspective and experience.



May 25, 2021

12:00 PM CST

Alone in the Wilderness – Challenging the Future of FM

Presented by Wayne Whitzell

Learning Objectives:

- Learn strategies to bridge the enormous gap between Design and FM
- Discover the path to get off the FM tactical treadmill and become a Strategic FM
- Shift to a new model of innovative FM by leveraging SMEs
- Learn ways to manage and measure vendor SME performance



October 26-28, 2021

IFMA World Workplace

Registration is now open for World Workplace 2021 Conference & Expo!

As the original all-encompassing learning and network event on facilities and how to manage them, IFMA's World Workplace remains the gold standard in facility management education, knowledge exchange, career development and professional network building. You can also win prizes for attending!



Zachary Gogel
Winner of a Walking Treadmill!



Chris Bennett
Winner of a 65" TV!





ANNOUNCEMENTS

CALLING ALL FACILITY MANAGERS!

We need your help to grow our membership! Do you know a Facility Manager, Facility Director or Office Operations Director at one of these firms listed below who you think might be interested in learning more about the LIC? If so, please email their name and contact number to membership@ifmalic.org and we will follow up.

Visit our website for membership information. <http://www.ifmalic.org/why-join/>

Kirkland & Ellis LLP	DLA Piper	White Case
Baker McKenzie	Hogan Lovells	



Congratulations to LIC's own Peter Lorenz!

Peter was awarded the **Anthony J. Cornacchia Distinguished Service Award** at the IFMA NYC 2020 Awards for Excellence event, held on April 15th. Peter is the Director of Facilities and Office Operations at Cadwalader, Wickersham & Taft, LLP in NYC. He is responsible for operations and management activities in their four offices, with the main focus being the New York headquarters. His responsibilities also include: Facilities, Offices Services, Security, Mail and Duplicating, Conference Services, and Dining Room & Pantry Services, as well as Construction, Renovations and Capital Improvements. Congratulations Peter!

SECOND QUARTER ANNIVERSARIES

20 + YEARS

Christopher Mee	Gibson Dunn & Crutcher LLP
Jeffrey Kunak	Skadden Arps Slate Meagher & Flom LLP
Craig Oakman	Phelps Dunbar LLP
Kevin Corrigan	Levenfled Pearlstein

15 + YEARS

Phyllis Medler	Arnold & Porter
L. Sharon Kasachkoff	Jackson Walker LLP
Peter Lorenz	Cadwalader Wickersham & Taft LLP

10 + YEARS

James Ivey	Fish & Richardson PC
Christopher Giorgi	Paul Hastings LLP

5 + YEARS

Michael Benson	Appleby
Mehall Moloney	Simpson Thacher & Bartlett LLP

1 + YEARS

Anne Flygare	Cornerstone Research
Tricia Meinen	Allen & Overy LLP
Jody Owens	Foley & Lardner LLP
Frank Ferrante	Clifford Chance US LLP
Nicole Cooksey	Nutter McClennen & Fish LLP
Zachary Gogel	Henderson Franklin
Mark Rosenwasser	Simpson Thacher & Bartlett LLP
William Morris	Kobre & Kim LLP
Norma Ruane-Fletcher	Stroock Stroock & Lavan

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<https://www.youtube.com/channel/UCsujrKfxmgoowFVBbf4MMjA/featured>



<http://www.ifmalic.org/>





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For more information, please contact:

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Ricoh USA is an information management and digital services company connecting technology, processes, and people. As part of a global leader, we create competitive advantage for over 1.4 million businesses and solve problems for companies large and small. Every day our more than 90,000 global employees serve a vast array of industries designing and optimizing end-to-end business solutions. At the forefront of innovation, we use a wide range of systems, platforms, and image technology to make data accessible to people faster and with more insight than ever before.

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MEMBER SPOTLIGHT



Zachary (“Zac”) Gogel is the Facilities Manager for Henderson Franklin, in Fort Myers, Florida, whom he has been with since June of 2016. He grew up in Southwest Florida where he currently resides with his wife, Shannon, and daughter, Abigail.

Zac is a graduate of Florida Southwestern College in Fort Myers, with a BA in Business Management and Supervision. His early career involved both property and estate management. When he joined Henderson Franklin in June of 2016, he joined in a split role in Support Services and Facilities. In September of 2017 he was promoted to Facilities Manager and has been in the role ever since.

What do you find of value with being involved in the IFMA LIC? I find the resources to be surprisingly helpful as they are tailored to the legal profession. It helps to limit the amount of research time when dissecting a new project. Additionally, I have enjoyed the many discussions that we have had during routable and happy hour events. These discussions leave me with many “a-ha” moments as I realize that I am not the only one with the specific problem. Also the laughter and friendships that I have gained is a big plus.

Describe your perfect day off. I would say that a perfect day off would include an early morning fishing excursion in the Gheenoe (flat bottom canoe for more stability) followed by a relaxing afternoon frying fish in the backyard with the family.

Do you have any hobbies or hidden talents? Tell us about one. I do play the drums, I wouldn’t say that I am a professional but I can keep up with most Classic Rock and some Heavy Metal songs.

Do you have inspirational quote/statement that you would share? I had a shop teacher in high school share this quote and I have been following it ever since.

“As we cannot be universal by knowing everything there is to know about everything, we must know a little about everything, because it is much better to know something about everything than everything about something. Such universality is the finest...” - Blaise Pascal



WEBINAR RECAPS

A Glimpse into the Future of Legal Space – An Evolution of Policy, Technology and Real Estate Facilities

On January 27, 2021, Interior Architects (IA) sponsored a very informative and successful legal roundtable discussion related the many unique challenges facing law firms in 2021 – how to best use their office space, return to office strategies, standard office sizes and the role of the law firm legal secretary, to name a few.

This event was moderated by Buzz Riley, IA Interior Managing Director, and included a distinguished panel of law firm facilities leaders:

Joseph Geierman, Director of Real Estate Facilities, Troutman Pepper
Chris Ruschaupt, Director, Administrative Project Management, Arnold & Porter
John Stanley, Managing Director of Operations, Faegre Drinker
Paul Abrahamson, Director of Real Estate, Perkins Coie

This roundtable event was attended by over 200 individuals, and discussions and strategies revolved around the many pandemic-generated impacts. Discussions and topics included:

- Localized and geographical conditions around “Return to Work”
- Importance of understanding “why people are coming to the office”
- Many firms are still 100% remote, while others have returned to work at differing occupancy levels
- Expectation that there will be different types of “collaboration” and the need for “heads down” space and “quiet zone” space
- Who will still require an office, and are “single sized” attorney offices the wave of the future?
- What in-office/WFH ratio will determine who has a designated office or work space?
- Impacts on firm culture, with significant concern about the impacts on Associate training and collaboration
- Will return to work include “hoteling” and seat reservation structures?
- Rethinking of lease requirements with emphasis on more flexibility and expansion/contraction language
- Will firms consider off-site location for staff and administration?

Thank you to Interior Architects for sponsoring this event and many thanks to our attendees and panelists!



WEBINAR RECAPS

Digital Mailroom Solutions with DocSolid

First of all, the IFMA LIC extends our thanks and appreciation to DocSolid, who recently became a “Diamond” sponsor of the IFMA Legal Industry Council. Thank you DocSolid for your support of the LIC and all of our members!



DocSolid hosted and presented an LIC webinar on February 24, 2021 on the very timely topic of “Create a Digital Mailroom with Airmail2.”

With large numbers of lawyers and administrative staff shifting to a WFH model, consideration of a custom “digital mail” platform is being strongly considered by law firms and corporations.

When employees and others were sent home at the beginning of the pandemic, many of us quickly converted to an “ad-hoc” inefficient approach of scanning mail and then emailing pdf’s directly to off-site attorneys, paralegals and staff. While this approach seems to have provided a basic, quick way to get mail to the proper individual, this method of mail distribution has numerous shortcomings.

Steve Irons and Michael Herzog of DocSolid provided information on how their Airmail2 Digital Mail Room solution creates an optimized workflow for scanning daily mail in law firms, by providing:

- Configure digital mail delivery for different end-user preferences
- Eliminate delays from the dependency on inbound paper documents
- Integrates with the firm’s Document Management System for secure digital delivery
- Built-in quality controls enable scanned paper mail to be shredded
- Mail intake can be centralized across multiple offices
- Workflows optimized for client confidentiality, data security and IG compliance

LEARN MORE:

Watch the replay recording of the **Create a Digital Mailroom with Airmail2** Webinar:
<https://www.docsolid.com/webinars/ifma-lic-airmail2>

Get your copy of the **7 Reasons to Upgrade to a Digital Mailroom** Whitepaper:
<https://docsolid.com/digital-mail-whitepaper>



IFMA ENGAGE

- **Currently, we are working remotely and creating a plan for re-entry this summer. Does anyone have any insight on we can accommodate our staff that utilize cubicles? We are planning to continue to wear masks in the office because not everyone is vaccinated.**
 - ◆ Signage can assist with this as well as creating circulation in the space along with floor directories. This may also mean de-densification of workstation assignment (think checker board assignment vs. someone assigned to every desk). If you can't de-densify due to number of folks coming back (and depending on workstation wall height) you will want to look into acrylic shields to either attach to the workstations or the ceiling. We created varying new policies (including what types of masks folks can wear), made sure everyone knew the policy changes across the board with training, and empowered staff to speak up.
 - ◆ In my organization we've created floor plans the provide at least 6 ft. distance between cubes blocking the cubicles that would be inside that 6 foot measurement. Those cubes have a 65" spine and side walls, where we have cubicles with only 42" panels we've created a 12 foot distance blocking off any cubicles that would be inside the 12 ft. zone. We're not planning to return until September at this point, any essential workers that need to work in the office have been consolidated to a single floor using the cube distancing rules which also our janitorial service to focus on just the spaces that are in use. We've also increased outside air from our HVAC systems increasing air exchange in the floor.
- **Does anyone know what the regulations (quantities, types of paint) are in storing paint in a high-rise Class A Building and also how to dispose of several 5 gallons.**
 - ◆ Storing paint indoors is not a big issue. Depending on you local codes, you should be able to store water based paints (Latex, etc..) in any storage area. I would suggest possibly dedicating a space to these types of items. You may need to store Oil based paints in a flammable locker, again depending on your local codes. Paint thinners and other solvents would definitely need to be stored in a flammable or combustibles type storage locker. Rags with these chemicals on them and other items can also be put in a combustible container, but make sure they are not just thrown in the trash since they have the potential to combust. If you decided to store these items, be sure it is in a well ventilated storage area. Depending on the condition of the paint and if it has been opened, Habitat for Humanity will accept donations. Local schools will also accept these if it is a color they may be able to use. If you just want to dispose of them, most cities have an Environmental Services office and they will sometime accept items so they can be disposed of properly. They should also have a website to give you directions on disposing of these items.
 - ◆ NFPA Code 30 and OSHA 1910.106, cover the storage of hazardous or flammables like paint. They do make OSHA/NFPA dedicated/Rated fire proof lockers for paint that can be put in Basements or closets, (500\$ or less). They should never be put it the Main Electric Room, and no one that is not a Qualified Electrical Worker should have access to the Main Electric Room.



IFMA ENGAGE

- **For those that have a large majority of your employees working remote, how do you handle shipments of items/equipment (specifically IT related) back to an office? We are currently using our work order system for these requests, when an employee enters a ticket we ask for details of each shipment (contents/value), we then send a box (es) to that employee along with a label developed based on the information they provided. The employee would then be responsible for dropping the box (es) with their prepaid label off at the carrier for shipment.**
 - ◆ We are using a very similar process in order to get equipment/materials to our employees working remotely. Also, since we are currently under a 25% capacity order, employees requesting service on laptops/mobile devices are asked to come in directly to the on-site IT Help Desk if the problem can't be solved remotely. We are also utilizing a contact-free drop-off / pick-up table (under a canopy) in front of our main building for those employees who do not want to enter the complex. The employees correspond with Facilities and we coordinate their requests for them, which is working very well over the past year.
 - ◆ We do have some mission critical folks in our building, so we have continue to offer our in house mail services. Currently, the process related to equipment is that a surplus request is submitted (which goes to IT) and a request for a box is made. The supervisor can have it shipped to the associate's home or to the office. We've been allowing associates to drop off equipment so that boxes can ship to us and my team will get the equipment boxed up. At this point in time, it is generally cabling, laptops, mouse, keyboard, and possibly docking station. Monitors are staying in the building. Because we're in COVID, we do have a drop off station set up in the lobby and our janitorial will disinfect the equipment before we box it up (sometimes it is dropped off boxed).
- **Any "HIPAA" facilities working with mail scanning companies or using mail scanning software? I am looking to digitize our physical mail process. Due to COVID-19, we are currently using basic methods to scan and email our mail to off-site staff.**
 - ◆ In our Operations department we use a document management system called Therefore by Canon Solutions. It has text searchable function and you can add a feature where you can send it to other network folders within your environment. Eliminates the need for a file structure. We also vetted Xerox and they had a nice sleek look with nice features as well.
 - ◆ In my experience with Ricoh, I have found that they offer a wide arrangement of options when it comes to mail room solutions. They have options which includes both outsourcing or by providing software and they do abide by HIPAA laws as they provide this solution to many healthcare systems and insurance companies.

Join IFMA Engage and get access to knowledge sharing and meet other facility professionals that understand your FM goals and challenges!

<https://engage.ifma.org/home?>

Your credentials are the same username and password that you use on the main IFMA site.