



Whether Facility Management Is Your Full-time—or Part-time—Job, Here's how to do it better ... and save your company money in the process.

Dear Manager:

You're sitting right now in one of the most overlooked tools for boosting employee productivity and your company's bottom line ...

Your facility.

An ergonomically designed, well-managed, and organized facility can help workers do their jobs better and faster, while significantly reducing your overhead costs.

But whether you handle facility management as one of many other responsibilities ...
... or work in facilities management full-time ...

... the ever increasing scope of your job means there aren't enough hours in the day to keep up with what you need to know.

Now there's practical help for the busy manager: *Facility Management Advisor*.

Twice a month, the *Facility Management Advisor* brings you best practices and practical tips covering the full spectrum of facility management.

- Operations management
- Disaster planning and recovery
- OSHA and EPA regulatory compliance
- Grounds and building maintenance
- Employee health and safety
- Environmental concerns
- Long-range facility planning
- Office planning and design
- Innovations in energy efficiency
- Forecasting and budgeting
- Workplace security
- New construction and renovation
- HR recruiting, retaining, & retention

As the enclosed sample issue demonstrates, *Facility Management Advisor* won't waste your time.

Each quick-reading issue distills important news, regulatory updates, court rulings, new technology, and best practices down to their essence—showing you exactly what to do to run your facility safely and efficiently. And why.

In fact, our editors save you time—an enormous amount of time. We review dozens of periodicals, attend major conferences, interview top facility management professionals, and spend countless hours surfing the Web. We put what's important to you in 8 idea-

Over, please ...

packed pages of pure gold. The rest we throw away, because it isn't worth your time.

In forthcoming issues, we'll talk about the facility management ideas and tips that matter most. With articles like these:

- ✓ Noise hinders productivity. New study reveals acoustical damping *produces a 500% return on investment.*
- ✓ The Americans with Disabilities Act (ADA) requires you to make "reasonable accommodations" for disabled workers. *Here are the do's and don'ts.*
- ✓ A clever way to save on cooling costs: *Put a light-colored roof on the building.*
- ✓ Median cost of operations for a facility with 200 people is \$455,026 annually. *How to get your costs under control.*
- ✓ Cost per kilowatt of energy from fuel cells will soon be competitive with utility power. *Should you install fuel cells as a backup or alternative to the utility grid?*
- ✓ Assaults and threats of violence against American workers take place almost 2 million times a year. *Security audit shows steps you can take to make your workplace more secure.*
- ✓ FBI says cybercrime costs American business \$10 billion a year. *Simple techniques increase computer security.*



When you run your facility like a tight ship, senior management takes notice. You save them money and increase productivity. They give you the kudos, promotions, and pay raises you so richly deserve. You advance in your career. Your job stays secure.

And when they ask, "How on earth do you *know* all this stuff?" you can smile and look away humbly. No need to tell them about *Facility Management Advisor*. It can be our little secret.

The regular rate for a 1-year subscription (24 issues) is \$299, but as a Charter Subscriber, you pay only \$249—a \$50 savings. It's like hiring a team of expert advisors in every facilities management discipline ... from real estate and project management to building maintenance and procurement ... for a very reasonable "fee" of less than 70 cents per day.

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Sincerely,

A handwritten signature in black ink that reads "Margaret A. Carter-Ward".

Margaret A. Carter-Ward
Editor in Chief

P.S. Act now and get the 3 Bonus Reports described on the back cover of this brochure. It's a \$109 value—yours FREE!

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Keeps You on the Cutting Edge of Facilities Management!

Here's what you get in every issue of **Facility Management Advisor**:

- **FM Focus.** Zeroes in on maintenance, occupational health, security, and energy issues.
- **OSHA & EPA Advisor.** Expert compliance advice that helps you stay within regulations and avoid costly fines.
- **HR Side of Facility Management.** Tips for recruiting, retaining, and rewarding top talent.
- **Best Practices in Facilities Management.** Solutions that are working for your peers nationwide—real-world advice from the field.
- **You Be the Judge.** Court cases involving facilities with how the judge ruled and why.
- **Smart Tips.** What facilities managers can do to boost worker performance and productivity.
- **What's Working for Me.** Facility managers reveal their secrets for reducing energy costs, improving workplace security, performance-based outsourcing, dealing with landlords, and more.
- **Legal Update.** Important state and federal news and trends that affect you.
- **News Roundup.** News that affects you.
- **Enforcement Actions.** Who got fined and why for OSHA, EPA, and other regulatory violations.

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Accept our offer of a no-risk trial subscription to *Facility Management Advisor* today and get the 3 bonus reports shown below absolutely FREE!

Special Bonus Report #1: **The Top 10 OSHA & EPA Violations Every Facility Manager Should Know About**

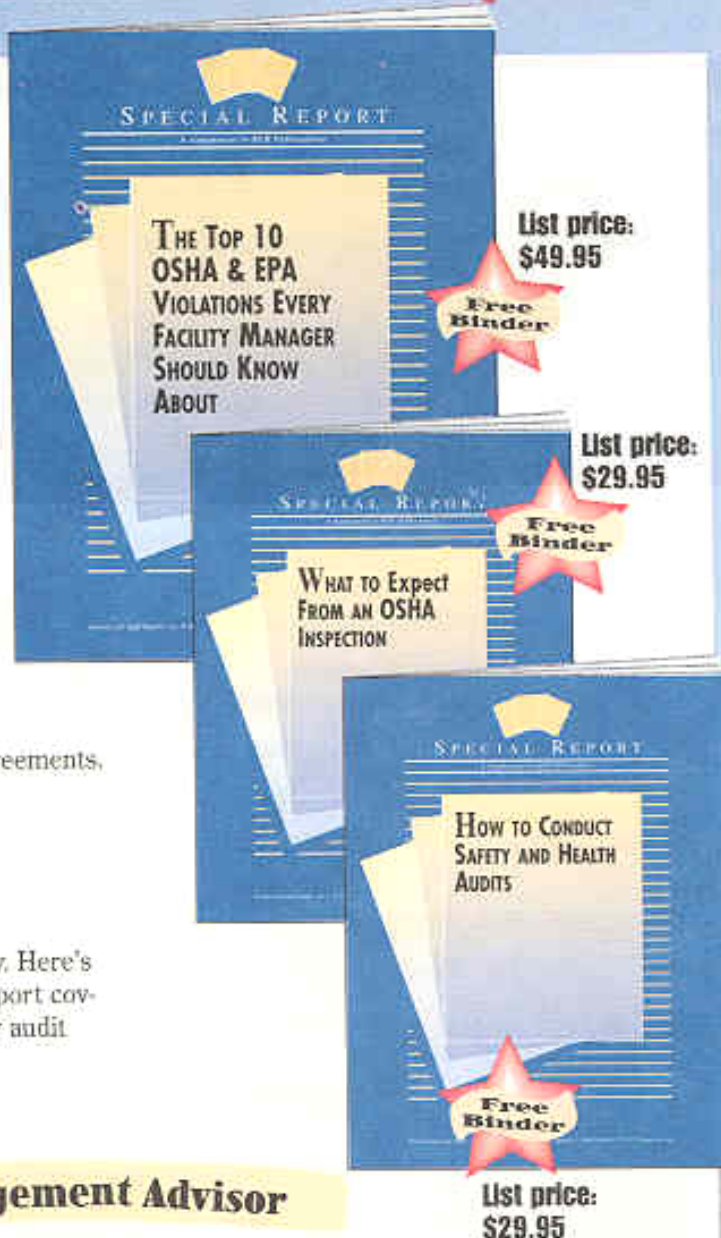
Shows you how to avoid the most common mistakes other facility managers have made. Here are actual companies that learned the hard way about bypassing regulations and the resulting painful penalties.

Special Bonus Report #2: **What to Expect from an OSHA Inspection**

When the OSHA inspector visits, get your facility ready so that you pass his audit with flying colors. This report covers unplanned and planned inspections, the opening conference, walkaround, documenting the inspection, the closing conference, contesting a citation, and conferences and settlement agreements.

Special Bonus Report #3: **How to Conduct Safety and Health Audits**

Accidents and illness can cost you a fortune in lost productivity. Here's how to ensure that your workplace is safe and healthy. This report covers planning an inspection program, items to inspect for, safety audit checklist, and hazard priority classification.



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