There are exciting and new changes to APPA’s primary source of information, the “handbook” or “manual.” Perhaps the most significant change is the change of the title from Facilities Management: A Manual for Plant Administration to APPA’s Body of Knowledge, or BOK. While this may seem to be a minor change, it is in reality a significant statement about the content and relevance of the information it brings to APPA’s membership.

This “fourth” edition of the manual has been completely revamped and is now online. This important move to an online version has allowed the authors to provide access for the readers, through links, to websites with important additional resources. So now instead of just providing references at the end of the chapter, the reader can click on a link that has been placed right in the text and immediately explore the subject matter further. In addition, the new format will allow the insertion of short video/audio clips and graphics that can be used to enhance the material. The online format also allows the material to be accessed anywhere at any time by anyone on a campus that has subscribed to the BOK.

Over the past several years, APPA has been working to align its programs across the many educational resources provided by APPA. Thus, you have seen the Institute for Facilities Management become a four-track program in alignment with the third edition of the manual’s four parts: Part I: General Administration and Management, Part II: Maintenance and Operations of Buildings and Grounds, Part III: Energy and Utility Systems, and Part IV: Facilities Planning, Design, Construction and Administration. In addition, the new certification program is based on the information contained in the BOK, which continues to follow the format of the four parts. All of these changes are meant to provide a consistency in accessing the information provided through APPA’s many venues.

First, we asked the authors to provide information that is relevant to issues we are facing today. While some theory is provided to ensure a broader understanding of the material, the chapters now include practical information for direct application to problems we face every day. Forms that may help organize the work or data gathering have been included, graphics have been improved to provide better understanding, links to many resources have been added at key points in the chapters, and new information in regards to regulatory requirements has been added.

For example, in the Building Interior’s chapter, author Jean Sebbens has added a number of graphics that help with understanding various patterns in interior design work. Harvey Kaiser has provided sample forms in his chapter on Facilities Condition Assessment. And in the chapter on Environmental Health and Safety, Ralph Allen has provided links.
directly to many of the Code of Federal Regulations (CFRs) that are cited in his chapter. These are just a few examples of the changes that are part of the new BOK.

Finally, because of the nature of online publishing, we now have the ability to continuously update the chapters as appropriate, or even add new chapters as necessary. So if there are important changes to security, such as changes to the Clery Act or changes to regulations governing elevators, we will be able to update the chapters quickly, thus, ensuring that APPA’s Body of Knowledge is always up-to-date.

The creation of the BOK has been a monumental effort by everyone involved, from the APPA staff, to the many authors, content coordinators and consultants, to create a truly new, comprehensive, up-to-date Body of Knowledge. I truly believe it will be a valuable tool for our members’ use by providing answers and direction on many of the topics we all deal with on a daily basis.

Learn more at www.appa.org/bok.

Gary Reynolds is the Content Coordinator for the Operations and Maintenance section of the BOK. He is an APPA Fellow, Past APPA President, and currently the executive director of facilities services at the University of Colorado-Colorado Springs. He can be reached at greynold@uccs.edu.

---

BARTLETT.
BECAUSE CUSTOMER SERVICE, JUST LIKE TREES, SHOULD BE A BREATH OF FRESH AIR.

We’re Bartlett Tree Experts and we’ve been exceeding our customers’ expectations for over 100 years. No matter the size or scope of your tree and shrub needs, our experts bring a rare mix of local service, global resources and innovative tree care practices that makes your landscape thrive. Trees add value to your property. And Bartlett adds value to your trees.

PRUNING . FERTILIZATION . PEST & DISEASE MANAGEMENT . REMOVAL
PLEASE CALL 877 BARTLETT 877.227.8538 OR VISIT BARTLETT.COM

---

Part 2 – Operations and Maintenance
Content Coordinator: Gary Reynolds

SECTION II-A: PLANT MANAGEMENT
- Capital Renewal and Deferred Maintenance
- Emergency Preparedness and Business Continuity
- Facilities Condition Assessment
- Work Management

SECTION II-B: BUILDING SYSTEMS
- Building Architectural and Structural Systems
- Building Electrical Systems
- Building Interiors
- Building Control Systems
- Elevator Systems
- Building Fire Protection
- Building Mechanical Systems

SECTION II-C: PLANT SERVICES
- Custodial Services
- Facilities Maintenance and Operations
- Grounds Maintenance and Operations
- Solid Waste and Recycling

SECTION II-D: CAMPUS SERVICES
- Campus Security
- Environmental Health and Safety
Custom-Made Blankets Not in the Budget?

INTRODUCING

EverGreen® Cut ’n Wrap™ Insulation Kits

A New Alternative for Insulating Bare Piping Components on Indoor Steam and Hot Water Distribution Systems

- Rated to 500°F — perfect for retrofits in institutional or commercial facilities
- On site fabrication is QUICK AND EASY, saving time and money
- Removable/reusable — ideal for re-insulation or retrofit jobs
- Ideal for wrapping components such as valve bonnets and stems, flanges, pressure regulators, PRVs and strainers
- Lowers mechanical room temps FAST — improves working conditions while saving energy

Call or click for case studies or to request samples or demos

Visit us at ERAPPA 2010 Booth #215

Auburn Manufacturing, Inc.
The Safest Name in Extreme Temperature Textiles™
34 Walker Road • P.O. Box 220 • Mechanic Falls, Maine 04256 • USA
Phone: 1-800-264-6689 • Fax: 207-345-3380
www.cutnwrap.com

EverGreen Cut ’n Wrap is manufactured by AMI in the U.S.