



# BULLETIN

FEBRUARY 2001

*BOMA San Francisco advances the commercial real estate industry through advocacy, professional development, and information exchange*

PRESIDENT'S MESSAGE

## *Member Involvement – BOMA's Energy Source*

BY TODD ROBINETTE, EQUITY OFFICE PROPERTIES

Last month, I met with the leaders of BOMA's committees and task forces, as well as BOMA's staff to share with one another the 2001 objectives of each group. A summary of these is shown on page 6 and 7 of this issue. One of my goals as president is to facilitate better communication between the leadership, committees, task forces and members. By reporting the results of the meeting, I hope to educate our membership on the work planned for this year. Take a few moments and familiarize yourself with the objectives outlined. The information may be new to you, and may serve as a call to action.

I like to use an automotive analogy in describing the past achievements and planned objectives of BOMA San Francisco. Our mission statement, "advancing the commercial real estate industry through advocacy, professional development and

information exchange", provides us with our map and ultimate destination. The Board of Directors is the wheel, our staff is the transmission, and our volunteers are the gas. In a nutshell, we know where we need to go, we have the internal structures in place to guide us, but it is the energy provided by our volunteer workforce that gets the entire process rolling.



I am very proud to represent an organization with such a dedicated and committed volunteer workforce.

I welcome newcomers as well as familiar faces to devote some of their energy to the mission and objectives of BOMA San Francisco. Our committees and task forces welcome new perspectives and industry expertise. Your participation will help fuel the accomplishments of the leading commercial real estate advocacy association.

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## Mark Your Calendars, Please . . .

### **BOMI Institute Courses**

**April 9 - 12**  
Facilitated Group Study

### **RPA/FMA Courses for Property & Facilities Managers**

**March 8 - 11**  
Design Operation & Maintenance of  
Building Systems Part I  
**April 24**  
Ethics is Good Business Shortcourse

### **SMT/SMA Courses for Building Systems Professionals**

**March 5 - 7**  
Boilers, Heating Systems & Applied  
Math

*For information on courses and  
requirements contact Education Program  
Administrator, Gil Martinez, at  
415-362-2662 x12 or [gilm@boma.com](mailto:gilm@boma.com).  
The complete 2001 course schedule is  
available at [www.bomasf.org](http://www.bomasf.org).*

### **BOMA's Dates to Remember**

**Luncheon Dates for 2001 \***  
Thursday, February 22  
*Sherwood Johnston, Pres-Elect,  
BOMA International*

Thursday, March 29  
*Margaret Duskin, Director,  
Cushman & Wakefield*

Thursday, April 26  
*Mike Lipsey, The Lipsey Company*

Thursday, May 31  
Thursday, June 28  
Thursday, July 26  
Wednesday, September 26  
Thursday, October 25  
Thursday, November 29

\* all lunches are from  
11:30 a.m. - 1:30 p.m.  
at the Palace Hotel

### **Broadband Building & Commerce Conference & Exhibition**

**February 21-23**  
San Francisco Hilton  
Visit [www.scievents.com](http://www.scievents.com)  
for more info

### **BOMA International Convention & The Office Building Show®**

**June 17-19**  
Baltimore, MD  
Visit [www.boma.org](http://www.boma.org)  
for more info

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# INSTITUTE

**B**OMI courses keep property professionals educated and informed of new industry developments. In our continuing effort to keep our members aware of the educational opportunities available, we highlight several upcoming courses in each issue of the *BOMA Bulletin*.

### April 9-12, 2001

**Facilitated Group Study** allows you to review any RPA, RMA, SMA, or SMT course. The three- to four-day session is open to the review of any course you choose. The session is guided by Michael Clevenger, PhD., RPA, FMA, CFM, SMA, who is qualified to offer direction in each of the institute's courses.

*"Although I have taken most of my RPA courses in the Accelerated Review format, I took a Facilitated Group Study course last year for the purpose of completing my FMA designation. The format allowed me to finish my designation at a time when no other relevant courses were offered. Facilitated Group Study combines the benefit of a knowledgeable professor to explain complicated concepts and the value of a shared learning experience. Rather than spending several days concentrating on one course, this format enables a variety of people to study for one or more courses with the benefit of discussing specific topics in detail. Would I take Facilitated Group Study for future courses? Absolutely!"*

*Bonnie Kalbrosky, RPA  
Shorenstein Realty Services, LP*

### April 24, 2001

**"Ethics Is Good Business"® ShortCourse** helps you understand the impact that ethical behavior can have on your professional performance and your property's bottom line. Major topics covered in this course are tenant relations, confidentiality, record keeping and trade secrets, proper use of funds & conflicts of interest. You will take away with you an awareness of how ethics influences your business success; the ability to better identify potential ethical issues; guidelines to use when identifying various value systems; and skills in recognizing the progression of events that can lead to ethical misbehavior.

*For more information or to register, contact Gil Martinez at 415/362-2662 x12 or gilm@boma.com*

## GOLDEN GLOW?

*Managing Rooftop space to address Radio Frequency (RF) emission safety and other liability issues while maximize return on investment.*

### Challenge:

Wireless communications are quickly becoming key to tenant retention, enhancing a property's value and generating revenue. Still, some of the equipment required to provide these services generates more than just value; they generate radio frequency emissions and trigger application of OSHA & FCC regulations.

### Crisis or near term Challenge?

Because BOMA and the industry's telecom focus have recently been on mandatory access issues, many owners (and BOMA) may have missed the OSHA/FCC RF Safety Compliance deadline of September 1, 2000. The Occupational Safety and Health Administration (OSHA) is now enforcing the FCC's emissions standards. OSHA becoming involved means that reporting of RF emissions to the FCC, by your telecom tenants, alone, is no longer sufficient. If the emissions exceed the FCC's maximum permissible exposure (MPE) standards, then OSHA under 47 CFR § 11307(b) takes over with respect to employers and workplace providers. More specifically, OSHA mandates that BOMA members have a safety plan, including training to ensure your tenants, your employees and your contractors who work in or around RF antennas are aware of the potential risks posed by such RF exposure.

### Action Plan

In perhaps overly simplistic terms, BOMA members must conduct the following three-step action plan if they are to avoid potential violations of OSHA standards.

- Determine if any areas on your building exceed the maximum permissible exposure (MPE) rules? (See <http://www.fcc.gov/oet/rfsafety>

for a list of what those levels are.)

- If you discover that you have any such areas, bar access to that area until you have developed and implemented a RF safety plan.
- If you determine that you have no areas that exceed the MPE standards:
  - A) Don't accept any telecom tenant that would cause you to exceed the standards or
  - B) Accept the telecom tenant, but implement an RF safety program that meets OSHA and the FCC's rules

### Determining Exposure:

The fastest way to determine whether you have any RF equipment, which exceeds the MPE, is to ask your telecom tenants. They have an ongoing obligation to provide the FCC with such a statement. To further protect yourself, have each of your telecom tenants execute an affidavit to you establishing their RF emission rate and their representation that such emissions do not violate the MPE.

While the following is far from a guaranteed insight as to that level of emissions a specific device may generate, a handy thumbnail on emissions levels is:

1. Dishes or antennas that only receive voice, video or data do not violate the RF emission standards.
2. Fixed-wireless CLECs such as Winstar and Teligent also do not violate the MPE standards. (Obtain an affidavit just to be safe.) If, however, your roof is being used as a hub for such a fixed-wireless provider, it may exceed the MPE standards.
3. Dishes and antennas that both send and receive data are suspect for violating the MPE standards. It would imprudent to have such a

Continued on Page 5, Column 1

GOLDEN GLOW  
Continued From Page 4

device on your building and not pursuing the telecom tenant for a statement as to their equipment's emissions levels. Such devices are used for providing pager services, cellular and PCS phone service, public safety and two way radio services.

4. Almost guaranteed to exceed the MPE standards are broadcast facilities. If you have a broadcaster on your roof, you need to ensure you have a safety plan in place.

## **BOMA's Enhanced Response**

The above plan should get you through the first week, and probably put the great majority of your minds to rest that you do not need a RF plan other than to keep yourself from unwittingly accepting an application that may trigger governmental compliance.

For those of you that want a more detailed checklist and workplans, SiteSafe developed the attached 11-point plan. BOMA International is engaging in negotiations with SiteSafe and other RF safety educators to offer both a training product and seminar for the BOMA membership on the issue. If you feel such a product has market appeal to you, please forward your thoughts to [glederer@boma.org](mailto:glederer@boma.org).

In the meantime, you may visit SiteSafe at [www.sitesafe.com](http://www.sitesafe.com) or Bill Hickok at Hickok Communications, without whose insights we may have missed this issue.

## **Eleven Steps to Implementing an RF Safety Plan for a Rooftop**

1. Develop and maintain a RF safety program, which would document required training, safety procedures and identify required documentation of employees and contractual requirements of contractors and tenants
2. Train your personnel in RF safety awareness and to identify hazards

3. Lock all points of egress to limit access to authorized personnel ONLY.
4. Keep a log of persons who gain access to the rooftop.  
Only allow access to persons who have
  - i. Received proper RF training
  - ii. Use a personal monitor if the site safety plan calls for it
  - iii. Have a rooftop safety plan with them if no personal monitor is called for
5. Set up a program to require contractors to verify that their employees have been trained (and require proof of training before granting access)
6. Maintain a monitor for untrained persons – who must be accompanied by a trained person (use of PPE requires training by OSHA guidelines)
7. Find a third party to conduct a RF safety compliance evaluation to identify areas that may be above the FCC's limits (where use of a personal monitor would be required) – or set up a program to have a "lead" tenant become responsible for a site based compliance effort
8. Implement an RF Site Safety Plan including signs, monitors and awareness training
9. Require that all wireless carriers keep on file with you the RF compliance report verifying their individual operations are in compliance
10. Certify compliance for insurance, building owner, and others.
11. Review lease documents to assure timely and accurate data be maintained with building from each tenant (may best be done through a site management company)

(Thank you to SiteSafe for this 11 point Checklist)

*The foregoing article was provided by BOMA International. Thank you to SafeSite for this 11 point checklist.*

## BOMA's 2001 Objectives

**O**n January 22, the BOMA San Francisco Committee and Task Force leaders met with the Board of Directors and staff to share information about the 2001 objectives of each group. BOMA President Todd Robinette reiterated his goal of accelerating the exchange of information between committees/task forces and the board as well as to the greater membership. A board liaison is assigned to each committee/task force to ensure that both groups are aware of the activities of the other and to ensure that valuable information and resources are disseminated to the membership.

Below is a brief synopsis of the committee/task force's objectives for 2001. If you are interested in volunteering please contact the BOMA office or the chair.

### COMMITTEES

#### Associate

Chair: **Kathleen Carroll, Conklin Bros. Floorcoverings**  
Planning 6 social/networking events including Opening Night at PacBell Park (April 4 - details coming soon), Silverado Golf & Tennis Tournament (May 14), Dinner at the Dump (date tbd), Elmer Johnson Golf & Tennis Tournament (August 20), Casino Night (in conjunction with BOMA/Oakland-East Bay, date tbd) and the annual Holiday Party (date tbd).



*President Todd Robinette addresses the 2001 leadership.*

#### BOMA-SF-PAC

Chair: **Bob Spicker, Colliers International**

Meeting with the new San Francisco Supervisors to introduce BOMA and its mission and establish the lines of communication as well as cultivating the existing relationships with the board of supervisors. Opening Night at PacBell Park will again be a fundraiser for the PAC.

#### Energy

Chair: **Dale Tate, Glenborough Realty Trust**

Will have their hands full monitoring and reporting on the energy crisis with a critical eye on conservation efforts that will assist our members and tenants. Joining forces with BOMA/Oakland-East Bay and BOMA-Silicon Valley to create an area-wide powerpool offering. Expect a new powerpool proposal from Enron in early February.

#### Government & Public Affairs (GAPAC)

Chair: **Mark Buckingham, Hines**

Will continue to schedule regular forums with key public policy officials and will analyze and recommend public policy positions to the BOMA Board of Directors. Oversees the progress of the 4 technical task forces.

#### Program

Chair: **Roxanne Mizzo, Berding & Weil LLP**

Will present a balance of speakers & topics, covering real estate, political issues, new development overviews and professional development/human interest speakers. Coordinating efforts with the various committees/task forces who are planning educational seminars this year.

Continued on Page 7, Column 1

## TASK FORCES

### Building Codes & Permit Processes

Chair: *Jeffrey Feldman, IA, Inc.*

Continue focusing on building codes and fostering the relationships with DBI, etc. Expanding emphasis to planning codes. Planning another seminar on related issues in 3rd or 4th quarter.

### Membership Development Task Force

(New in 2001)

Chair: *Paige Salazar, Terwilliger Management Company*

Identifying and recruiting into our membership, non-member buildings and planned developments in San Francisco, San Mateo, Sonoma & Marin counties. Goal is to grow BOMA's principal building membership by net 10%. Currently recruiting members to the task force.

### Solid Waste Recycling

Chair: *Mark Rumpler, Hines*

Recently updated the recycling guide (see pg. 11 for details), planning to continue their informal brown bag discussions on topical issues. Will hold the 2nd Annual CORY (Commercial Recycler of the Year) Awards later this year - hoping to acquire city funding for the program.

### Technology & Communications

(formerly Telecommunications Task Force)

Chair: *Kathy Mattes, Flynn Land Company*

Expanding its focus to include all types of technologies available to property professionals, especially those that increase efficiency. Planning an educational seminar in July to demystify new technologies for the general membership.

### Transportation

Chair: *Tim Leonoudakis, City Park*

Continue to put pressure on city hall regarding the current and impending parking crisis, will

survey the membership to determine where focus should be/what transportation issues affect our members and their tenants most. Begin discussions with the Council of District Merchants to obtain the neighborhoods input on parking and its effect on their businesses.



*Program Committee Chair Roxanne Mizzo, Solid Waste & Recycling Vice-Chair Chris Levaggi & Energy Committee Chair Dale Tate.*



*BOMA-SF-PAC Chair Bob Spicker outlines the PAC's goals for 2001*



*Transportation Task Force Chair Tim Leonoudakis, Technology & Communications Chair Kathy Mattes, GAPAC Chair Mark Buckingham, Membership Development Task Force Paige Salazar.*



*The Building Codes & Permit Processes team: Tawni Frank and Jeffrey Feldman*



*BOMA's Energy Team: Chair Dale Tate and Board Liaisons Tom Cashion and Steve Colvin (not pictured Tod McKelvy)*

## BOMA MEMBERS MAKING A DIFFERENCE

### BOMA Toy Drive Exceeds 75,000 Toys

Christmas, the holidays, and the start of the new millennium. All came together in a spirit of sharing demonstrated by the success of this year's Toy Drive. BOMA San Francisco's 15th Annual Toy Drive ended with collections that exceeded last year's numbers by over 20,000 toys. John Voelker, firefighter and Chairman of our beneficiary, the San Francisco Firefighter's Toy Program, called this year's drive "incredible". Over 75,000 toys were donated by tenants in approximately 200 building and member facilities throughout San Francisco, San Mateo, San Bruno, and Novato.

In addition to distributing toys at Christmas, many items collected in the drive are donated through several charitable organizations in the bay area that serve needy children and their families. For the past 51 years, underprivileged children have been the welcome recipients of toys distributed by The San Francisco Firefighter's Toy Program. Since 1986, The Building Owners and Managers Association has actively co-sponsored the event. In the 15 years that we've supported the program, your generous donations to the drive have helped place over half a million toys and brightened the lives of children through a host of Fire Fighter Toy recipients.

The Bayview/Hunter's Point Day Health Center, The San Francisco Rescue Mission, SFCASA (a battered and abused children's advocacy group) and several battered women's shelters in the area are only a few of the organizations which benefit from the donations throughout the year. Toys are distributed to children living with AIDS and other life-threatening illnesses, as well as homeless and needy children who would otherwise go without.

On behalf of The San Francisco Firefighters, BOMA San Francisco, and all the children they serve, thank you for making 2000 an overwhelming success!



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# Members on the Move



**Flynn Land Company** has hired **Kathy Mattes** as General Manager. Previously the property manager at China Basin Landing, Mattes now resides at 225 Bush Street. She also serves as the 2001 Chair of BOMA's Technology and Communications Task Force.

**Mark Buckingham** has joined **Hines** as property manager for 50 Fremont. Buckingham is responsible for overseeing operations in the 800,000 s.f. property. He also serves as the 2001 Chair of BOMA's Government & Public Affairs (GAPAC) Committee.

**Huntsman Architectural Group** is pleased to announce promotions of these key staff members: **Aaron Vinson**, Senior Associate; **Tim Murphy**, Senior Associate; **John Seamon**, Associate; **Pamela Robinson**, Associate; **Jack Ang**, Associate.

**Cushman & Wakefield** appointed **James Arce** as its Northern California Asset Services Director. Arce will be responsible for the company's portfolio of 10

million square feet. After spending a good portion of last year on sabbatical, Arce is once again immersed in commercial real estate. Welcome back, Jim!

**ABC Building Services** is pleased to announce that **Beverly Sutliff**, vice president, has been promoted to vice president / regional manager for the Seattle / King county area. Some may have had the pleasure of meeting Beverly throughout her participation with BOMA, particularly on the Solid Waste Task Force. Although Beverly regrets to leave the Bay Area she is thrilled with the new position.

*Been Promoted?  
Received an Award?  
Appointed to a Leadership Position?*

Let your colleagues know!

Email all submissions or press releases to [toryb@boma.com](mailto:toryb@boma.com), attn: Members on the Move

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## **Check this out!**

### *Pre-pay your luncheon reservations for 2001*

Due to popular demand, BOMA members may now pre-pay their luncheon reservations for our membership luncheons in 2001. Enrollment forms for the program were mailed to all members in early January. If you would like a fax copy of the enrollment form, contact Francine Anderson at 415/362-2662 x10.

A complete list of 2001 luncheon dates is shown on the calendar (pg. 2) and on our website.

## **FEBRUARY MEMBERSHIP LUNCHEON**

*Advancing Commercial Real Estate in the 21st  
Century: An Overview of the Key Trends & Issues  
Facing our Industry in the New Millennium*

Featuring BOMA International President-Elect  
**Sherwood Johnston, Carr America**

**Thursday, February 22**

11:30 a.m. - 1:30 p.m.

Palace Hotel

\$45 in advance/\$55 at door



## **FEBRUARY SEMINAR**

*Tenant Bankruptcy: Preparing for & Dealing with  
The Good, The Bad & The Ugly*

Presented by: **Dean Gloster, Partner, Farella  
Braun + Martel LLP**

As the number of tenant bankruptcies continues to escalate, anticipating and dealing with tenant bankruptcies is a major concern for landlords and property professionals. This program presents specific procedures to follow before, during and after a tenant has filed bankruptcy.

**Thursday, February 15**

8:00 - 10:00 a.m.

SFSU Downtown Center

\$65 members/\$75 non-members

*To register contact Francine Anderson at 415/362-2662 x10.*

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## Updated Recycling Guide Published

**T**he revised San Francisco Recycling & Hazardous Waste Guide for Commercial Property Owners and Managers is now available. The guide is a joint publication of BOMA San Francisco and the Solid Waste Management Program, and is made possible by the support of the following companies and organizations: ABC Building Services, Cushman & Wakefield, Golden Gate Disposal and Recycling, Pacific Exchange, sfrecycle.org, and The Swig Company.

The guide is divided into 3 sections focused on the background of recycling in San Francisco, specific waste materials common to property management and directories of companies that offer recycling and disposal services to local businesses. This user-friendly resource is an indispensable tool for property professionals to develop and operate effective recycling programs.

Copies of the guide were mailed to our building members in mid-January, and a limited number of copies are still available. Additional copies may be obtained by contacting Mary Anne Bogue at 415/362-2662 x16 or [mbogue@boma.com](mailto:mbogue@boma.com).

### *BOMA International's 94th Annual Convention and The Office Building Show,*

**June 17 -19, 2001**

To register contact BOMA's registrar at [registrar@boma.org](mailto:registrar@boma.org) or 202/326-6331.

To exhibit contact Maureen Lynn Eyles at [meyles@pgi.com](mailto:meyles@pgi.com) or 888/777-6956.

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**408-232-0691** or check-out our web site at [www.fiamet.net](http://www.fiamet.net)



**First Internet Alliance, Inc.**

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## **Renew Your BOMA Membership Now, and Count on BOMA for Continued Advocacy, Professional Development, and Information**

Your 2001 membership renewal is due and payable. We urge prompt payment so your benefits will continue uninterrupted. We also urge a voluntary contribution to BOMA's local and state political action committees. A suggested PAC contribution amount is shown on your invoice; we ask that you give whatever you feel comfortable with, because a fully funded political action committee is a critical component of BOMA's advocacy success.