



THE COMMUNICATOR

NEWSLETTER OF THE TIDEWATER VIRGINIA CHAPTER CSI

"MICROBES, MYTHS, AND CONSTRUCTION" (HOW A MICROBIOLOGIST LOOKS AT MOLD)

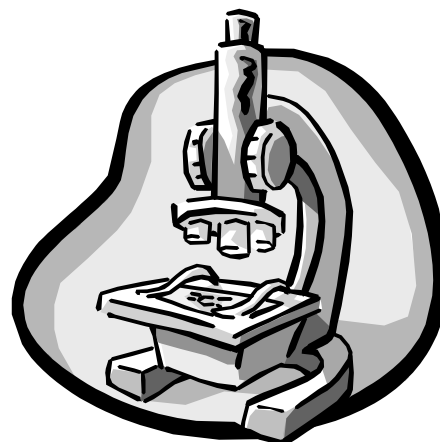
Tuesday, November 9, 2004

This presentation will cover water intrusion and mold in construction, including general microbe morphology and metabolism, general contamination of building materials, and myths and health concerns. Attendees will learn about the basic differences between bacteria and fungi, the reasons why microbes colonize building materials, the basics of human responses to microbial exposures, and how viable and non-viable microbes affect human dose-response.

**Speaker: ALAN J. NEUMANN, Ph.D,
CERTIFIED MICROBIAL CONSULTANT**

Dr. Neumann has over 25 years of experience in scientific research and over 12 years experience in environmental analyses and consulting. This has led him into the interiors of many different building types including residential, commercial and health care facilities. Within ATC Associates, he serves as a senior technical reviewer for Microbial Services. He has been a faculty member in the Biology Departments of several universities and colleges and has also been invited to present seminars on laboratory analyses of asbestos and the principals of microbial investigation.

Alan has three (3) degrees in biology, and received his doctorate from Texas A & M University in 1983. He provides environmental sampling and evaluation, due to water intrusion, and other sampling related to employee/occupant safety and health for insurance adjustors, lending institutions, and investment companies, including pre and post-remediation assessments for both bacterial and fungal contaminants. He also has experience in quality assurance in a laboratory setting. In 2002, he made a presentation entitled, "Microbial Contamination in the Indoor Environment" at the National Lead Conference, sponsored by HUD in Washington, D.C



Location: Holiday Inn Exec Center,
Greenwich Road, VA Beach

Time: 11:30 am:
Registration and Networking
(come early to network)

12 noon:
Lunch and Presentation (1 AIA LU)
Fee: CSI Members: \$25.00
(Remember to wear your CSI pin!)
Non-Members: \$30.00
includes buffet lunch

Payment for this event will be taken at the door.
No-shows will be billed by mail.

Next Month

Tuesday Dec. 12, 2004

Avoiding Problems With Sustainable Roofing

Michael Perry, Building Logics, Inc.

RSVP so we will have a plate waiting for you!
Contact Lee Fry at 757/437-0807 or FryWL@aol.com no later than the Friday before the event.
Thanks!



PRESIDENT'S MESSAGE

Linda Pressler, AIA, CSI, CDT
LEED Accredited Professional
TVA Chapter President

The Middle Atlantic Regional Conference in Harrisburg, PA was well attended. The programs and tours were very interesting. Those from our chapter who attended will submit reports for the Communicator in order to share the information we collected with the membership. One interesting seminar was one about the inspection of building facades. Firms are adding this activity to their list of services. Two ASTM's have been added that indicate the qualifications of inspectors and requirements for the reports. We have programs established to maintain the building interior finishes, mechanical systems, roofs, and grounds but nothing has been developed for the exterior walls. Many of our older stone and masonry buildings are beginning to decay. Loose stones and concrete precast elements have begun falling to the street injuring those below. In New York City a woman was decapitated by glass that fell from a frame because the gaskets and sealants had deteriorated. Two college students were killed while entering Julliard when a precast decorative element fell from the façade above. One can walk down any street of any older city and see the elements that make up the façade in different states of decay. Façade inspection will quickly become a service in great demand in order to avoid accidents and law suits.

We are continuing with this year's theme for the monthly lunch programs which is "**Avoiding Building Envelope Material & Design Failures**". Our October meeting was well attended. We expect the November meeting which will concentrate on avoiding mold and mildew problems to draw an even larger group. As you review the schedule of programs for this year you will want to record the dates on your calendar so you won't miss any of this educational series.

On December 7th we are sponsoring a Joint Industry Holiday Gala which will be held at the Town Point Club in Norfolk. We have reserved a space for 125 guests. The SAME local chapter has already reserved a large block of tickets. We have invited members from all the local chapters that represent the construction industry. This event has the potential to sell out so make your reservations early. Sponsorships for that event are advertised within the newsletter.

Our awards meeting will be held in March and will be a wine and cheese event that will be held in the new City of Norfolk Neighborhood Design Center. This year there will not be a fee for the event. We would like to highlight a sustainable design that has been constructed in the Hampton Roads area. The design could be one element

such as a sustainable site, or a garden roof, or a facility with superior energy efficiency. If you want to nominate a designer or firm for this award please notify Calvin Crofford, the awards committee chairman, and write a brief paragraph as to why the award should be given. The nominee does not have to be a CSI member.

Our annual Product Show will be held concurrently with Architects week again this spring. It will be scheduled for April 5, 2005 so those of you who want those booths in that special location need to get those requests and registration fees into Karenlee Oreo at the AIA office. Once again we will partner with the AIA Hampton Roads chapter for this event.

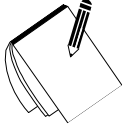
The annual picnic held each June has not yet been planned. We are still seeking a sponsor for this event. Last year's sponsor attracted nearly 100 architects and engineers. We are considering having another joint event with the AIA.

Most of the committee chairperson's and co-chairpersons have been appointed but there are a few openings available. Please contact me if you are interested in becoming involved with the chapter. We still need co-chairs for the Financial Committee, Certification Committee, Education Committee, Product Show committee, and Technical Committee. All of these have chairman. The committee co-chairman this year will become the chairman next year. By participating you will establish working and social relationships with other members, build your professional network in the industry, grow professionally, discover a new source of fun, and help achieve the goals of CSI. The Board of Directors will meet the 4th Thursday of each month. This year all meetings will be held at 6:00 pm in the City of Norfolk Neighborhood Design Center at 111 Granby Street. All members are welcome to attend. The November Board Meeting will be held on November 23, 2004. I hope you will become active and part of what made our chapter an Outstanding Chapter of the Year last year. I look forward to seeing you at the meetings.



EDITOR'S NOTES

Margaret G. Chewning CSI CCS CCCA



Lots of Good Information in this month's issue if I say so my self!

The next Chapter Meeting looks to be quite interesting, and if you have ever had to deal with mold on a project this will be of great interest to you.

I hope everyone has gotten over the Halloween candy by now, and are ready to start the rest of the holiday season in style. The Joint Industry Holiday Gala will be an excellent opportunity for you meet and greet your colleagues in a social setting and enjoy dinner and music with friends.

Its also time to register for those Certification Exams. You can save some money by registering by Dec 1, but you can still register until January 31.

Have you ever gotten an e-mail where you wonder where the person went to school? The article on E-mail etiquette may be one you will want to pass on to various friends.

Look to see you at the November Meeting.

(Advance orders for MasterFormat Continued from page 4)

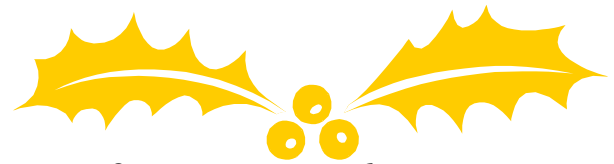
For more information about MasterFormat, or to place an advance order for MasterFormat 2004 Edition, go to www.csinet.org/masterformat. Or contact CSI Member Services at csi@csinet.org or 800-689-2900 (8:30 a.m.-6 p.m. ET).

In anticipation of the release of MasterFormat 2004 Edition, CSI is developing an industry-wide education initiative to support users in transitioning to the new edition.

CSI will provide education for groups at architectural, engineering and construction firms, government agencies, and corporations. Education sessions will address the differences between the 1995 and 2004 editions, best practices, and section numbers and titles directly affecting a particular group. Sessions will also be held at The 49th Annual CSI Show™ & Convention in Chicago April 20-23 (www.thecsishow.com).

A MasterFormat Accredited Instructor Program is scheduled to launch in early 2005. It will prepare people from various segments of the construction industry to teach their colleagues about the new edition. To check for updates on MasterFormat education programs, go to www.csinet.org/masterformateducation.

MasterFormat is a product of CSI and Construction Specifications Canada.-- ### --



You are Cordially Invited to join
Local Design and Construction Professionals

at the

Joint Industry Holiday Gala

Hosted by the CSI Tidewater VA
Tuesday, December 7, 2004

Reception at 6:30 pm (cash bar)

Dinner at 8:00 pm

at the
Town Point Club
Norfolk Virginia



Sponsorships and tickets are available from any TVA CSI Board member. If you have questions call Linda Pressler,

Dinner Ticket	\$45.00
Full table—10 tickets	\$450.00
Novice Sponsorship: Listing in Gala Event program	\$100.00
Apprentice Sponsorship: Recognition at Gala event and a business card ad in the Communicator	\$250.00
Journeyman Sponsorship: includes 2 tickets to Gala, Recognition at Gala event, an Ad in the Communicator, and your logo on Chapter meeting Slide presentations, .	\$500.00
Master Sponsorship: Includes 4 tickets to Gala, Recognition at Gala event, an Ad in the Communicator, and your logo on Chapter Slide presentations,	\$1000.00



THE SHERWIN-WILLIAMS COMPANY

**Master Sponsor
Tidewater Virginia
Chapter-FY 2005**



A Palace of Art

Region conferences have always provided me opportunities to explore. Opportunities to explore areas of the Middle-Atlantic area I don't often get to see, opportunities to explore friendships, new and old which make life quite satisfying, and this time to re-explore a wonderful building which I have had the honor of touring twice before.

In previous visits to Harrisburg Pennsylvania during Student Region Meets, our hosts arranged tours of the State Capitol Building while it was still under renovation. So I was interested in seeing the final product, and it is magnificent.

The Pennsylvania State Capitol designed by Joseph Huston in 1902 is well nicknamed a "Palace of Art". Every space, public, private and utilitarian include art and decorative designs that make the building worthy of the name. Our guides pointed out the techniques used to preserve or restore artwork and sculpture ravaged by inappropriate "updates" and damage from moisture infiltration into the building.

We were able to explore areas of the building not normally open to the public, such as the wonderful dome structure designed in direct reference to Michelangelo's dome of St. Peter's in Rome. The view of the Susquehanna River and the city of Harrisburg were quite breathtaking; but not as breathtaking as a view into the central hall and grand stairway from view ports located at the top of the dome.

The various chambers that contained mural artwork from Violet Oakley were my favorite. In particular, the painting entitled "Law" located in the Supreme Court Chambers. There is so much going on in the painting you could see it multiple times and still find something new and exciting.

As I said, Region Conferences are an opportunity to explore, personally, professionally and spiritually. Next year's conference will be a bi-region conference with the Great Lakes Region at Seven Springs, PA hosted by the Pittsburgh Chapter. It will coincide with the Octoberfest in the area and they plan tours to two of Frank Lloyd Wright's famous designs. Set aside October 6 - 9, 2005 to attend the Bi-Region Conference of the Middle Atlantic and Great Lakes Regions at Seven Springs Mountain Resort in Pennsylvania.

Margaret G. Chewning CSI CCS CCCA ##

Advance Orders Now Being Accepted for MasterFormat™ 2004 Edition The Predominant Standard for Organizing Construction Project Data

ALEXANDRIA, VA (October 27, 2004) – The Construction Specifications Institute (CSI) announced today it is accepting advance orders for MasterFormat™ 2004 Edition. MasterFormat aids delivery of most commercial and institutional buildings as the predominant organizational standard in the U.S. and Canada for specifications and other construction information. The new edition, the most significant upgrade in MasterFormat's 40-year history, is scheduled for release in November.

Functioning as the "Dewey Decimal System" for construction information, MasterFormat organizes data by dividing it into divisions, each of which is composed of sections. The sections are the building blocks of specifications and other construction documents. MasterFormat 2004 Edition has additional divisions and many more sections. This expansion facilitates project delivery by enabling specifications, the written instructions for construction, to address the spectacular advances that have

UPCOMING EVENTS OF INTEREST

Chapter Meeting Lunch	November 9, 2004 11:30 am Holiday Inn Exec. Center
TVA Board	November 23, 2004 6:00 pm 111 Granby St. Norfolk
Certification Exam Deadline	December 1, 2004
Joint Industry Holiday Gala	December 7, 2004 Town Point Club

The Project Resource Manual -- CSI Manual of Practice, 5th ed.

The Construction Specifications Institute
Available Now ISBN: 0-07-137008-4

McGraw Hill Retail Price: \$295.00

CSI Member Price \$236.00

The authoritative resource for the organization, preparation, use and interpretation of Construction Documents encompassing the entire life cycle of a facility. This new edition considers the need for interdependent processes of design, construction and facility use. The 5th edition expands the scope of the manual to meet the requirements of all participants involved in a construction project in a stage-by-stage progression. It promotes a team model for successful implementation

For more information visit www.csinet.org.

taken place in construction technology since MasterFormat was last revised in 1995. The new edition also provides means for specifications to better address building owners' evolving construction priorities such as security, life safety, and environmentally responsible facilities.

MasterFormat 2004 Edition has also added new divisions and sections for organizing specifications for heavy civil construction, such as dams and bridges, and process engineering construction, such as power plants and refineries.

The discounted prices for advance orders of MasterFormat 2004 Edition are \$89 for CSI members and \$129 for non-members. The regular list prices are \$109 and \$159 respectively.

The publication, a soft-bound book that includes a CD-ROM version, consists of:

- Division numbers and section numbers and titles within each division
- An application guide
- Explanatory notes for each section number
- A keyword index
- A transition matrix (on the CD only)

The transition matrix on the CD will be in Excel® spreadsheet format and compare the 2004 edition's titles and numbers with those of both the 1995 and 1988 editions.

(Advanced Orders for MasterFormat Continued on page 3)

12 Ways Businesses Can Benefit Through Certified Employees

Employers can support certification candidates in many ways. They may pay for an exam registration, offer time off to take the exam, or adjust work schedules to allow a candidate to attend review sessions and prepare for the test. Employers won't help, however, unless they understand how they'll benefit from certification.

If you're going to approach your boss about certification, here's a few points you'll want to make.

The most critical resource of any organization is its people. When a firm invests in certification of employees, it is investing in its own success. Whether you pay for your employees to study and pass a certification exam, or hire certified professionals, you can:

1. Increase confidence that your employees understand their professions and operate from one body of knowledge.
2. Raise the confidence of clients by showing that employees meet certification standards and are consistent in their practices.
3. Differentiate your firm from competitors by spotlighting certified professionals in sales and marketing efforts.
4. Strengthen staff loyalty and productivity by making certification part of your firm's professional development program.
5. Use certification as an objective benchmark for hiring and promotion.
6. Assure clients that your firm's products and services meet professional standards and have been created and delivered in a consistent manner.
7. Confirm for clients the qualifications of the firm's employees through official records and references.
8. Save time and money, while producing higher quality work.

9. Develop better processes and practices, which can lead to improved delivery of products and services.
10. Mitigate risk. Certified employees are better equipped to minimize errors and omissions, steer a firm through potential problems, make recommendations for preventing complications, and provide clients sound advice.
11. Help manage the costs of professional liability insurance. Some insurers offer discounts to firms that have certified employees.
12. Expect that certified employees will perform in an ethical manner.

(Written by CSI Communications Manager, Dan Merriman for The Construction Specifier.)

Certification Exam Registration

Forms are available now on www.CSInet.org/certification.

Registration Deadlines:

Early: December 1, 2004

Final: January 31, 2005

Exam Date: April 2, 2005

There will be an exam site in Norfolk.

Fees:	Early	Final
CDT:		
Member	\$170	\$230
Non-member	\$295	\$350
Student	\$90	\$90
CCS/CCCA/CCPR:		
Member	\$225	\$290
Non-member	\$350	\$425

Chapter Fundamental Formats Workshop
Tentatively scheduled for

E-mail etiquette

From HP newsgram, Sept 2004

For a lot of us, a day without e-mail is like a day without food or water. When it's down, not much gets done and we feel out of touch with the outside world. We've become so comfortable with the medium of e-mail that we sometimes forget that there are some basic rules to follow for both business and personal messaging.

Keep business communications business-like. Think of e-mail as a permanent record, just like a paper memo. Remember that it is also not private. Despite their perceived disposability, e-mail messages should be kept official and professional:

- 1 Start with a salutation; don't just launch into your message.
- 2 Include a relevant subject line. This will make them much easier for the recipient to find later.
- 3 Gauge the formality of your salutation by what you would use in paper correspondence ("Dear Ms. Robertson" vs. "Hi Donna!").
- 4 Be concise.
- 5 Separate paragraphs with a full line instead of an indentation.
- 6 Don't use all caps, UNLESS YOU INTEND TO SHOUT.
- 7 Save your "smileys" for personal notes.
- 8 Don't emphasize your point with extraneous punctuation such as exclamation points.
- 9 Don't overuse abbreviations or acronyms. It really doesn't take much longer to type out "by the way."
- 10 Use humor carefully (it doesn't translate well unless the person has known you for a while)
- 11 Do not forward jokes or other chain mail.
- 12 When replying, be careful not to use the "reply all" function unintentionally. Beware: some e-mail programs will "reply to all" automatically.
- 13 Reread your messages before hitting the send button. You'll usually find something to correct; a grammatical error or a missing word. This is also a good time to revisit the tone of the message (see below).
- 14 Always, always, always use the spell check tool.

Choose your words carefully: We've all sent an e-mail or two that we wish we could take back as soon as it was sent. Whether you're angry with a co-worker or thrilled about a sales prospect, don't fire your e-mail off right away. Use your "queue" function, which lines up your messages but doesn't send them. This creates one last opportunity to be sure that what you've said is appropriate, before it's unleashed upon a colleague or customer.

Remember: Humans also use facial expression, oral inflection, and body language to communicate. E-mail is many things-- easy, efficient, immediate -- but it lacks the more human elements of communication. Make sure you aren't sending something that the reader might misinterpret.

Favor clarity over complication

- 1 Don't send HTML- or AOL-based text unless you're sure the recipient can support it.
- 2 Respond to an e-mail by pasting enough of the original message into your response to indicate the issue at hand. If the message was long, just use the relevant section(s). Most e-mail programs have a setting that automatically includes the original message in a reply.
- 3 Send an attachment only if the recipient expects and can open it. If you're not sure, ask first.

While the pace of communication accelerates, it is tempting to impulsively type what comes to mind and send it off. But taking this casual approach to serious business matters could cause you to communicate ideas and attitudes that confuse (or worse, offend) your co-workers and clients. Taking a few moments to carefully draft your messages will project the right image; that of someone with a deliberate and accurate business sense.

Signatures: Using a pre-programmed signature conveniently communicates all your vital stats without having to constantly re-key them (and with no risk of misspellings or transposed numbers). Leave no extra lines between the closing salutation and your name, unless you have the capability of inserting your actual signature. People usually include their full name, title, and organization name. You may also add contact information or a short promotional line or motto.

To program a signature, look under the "Tools" command in your toolbar. Keep in mind that your extensive signature might look a little out of place when sending a short message to a close friend, so you may want disable the signature in these cases. ##

TVA CHAPTER BOARD



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Presented to the
Tidewater Virginia Chapter
April 2004

About CSI
 CSI is an individual membership technical society that serves as the premier integrating force for those that create and sustain the built environment, and as a primary gateway to resources for programs, services, and the exchange of knowledge. The Institute offers products and services that provide a common system of organization and presentation of construction information, enhancing communication among all construction industry disciplines. CSI's 18,000 members include architects, specifiers, engineers, contractors, product representatives, building owners, and facility managers. Founded in 1948, CSI is headquartered in Alexandria, Va., and has 143 local chapters nationwide. For more information about CSI, call 800-689-2900 or visit www.csinet.org.



**Don't forget to Vote for
your choice!
Its your right!**

**See ya at the Chapter
Meeting November 12.**

