



# KIBART CHRONICLE

Issue 4—Page 1

Kibart Chronicle  
December 15, 2005

## TIME for THANKS and REFLECTION

Now that the holidays are already upon us, we want to take a moment and wish all of our employees, their families, and our clients a happy and safe holiday season. We also want to extend a thank you to all of our employees for their hard work this year. Without the hard work and dedication of the Kibart staff, there would be no Kibart for which to write a newsletter.

Along that line, the same heartfelt thank you goes out to our excellent clients. We want to thank you for your business and your support. We hope that you and your families had a healthy and prosperous year and we wish the best for the year to come.



At this festive season, we want to encourage everyone to reflect about how fortunate we are and to think of those who are not as fortunate. To help foster those thoughts, we will be collecting non-perishable food items from our employees and anyone else who wishes to donate, beginning upon issuance of this newsletter through the middle of January, 2006.

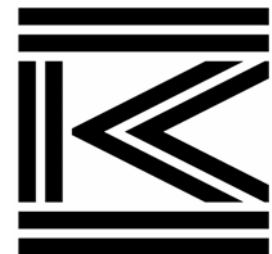
We understand that the local food banks are empty in January, because everything is dispensed at Christmas and donations are very slow after the holidays. We will collect the non-perishable food items in our conference room and will deliver them to the Assistance Center of Towson Churches after January 15, 2006. We would like to thank everyone in advance for donating to this worthy effort.



We are also recruiting volunteers to help teach and encourage inner city children in the Baltimore City Public School System about the design and construction industry through the ACE Mentoring Program. Last year we were able to recruit four mechanical engineers from Kibart who helped to fill two ACE teams. We would like to achieve at least that goal again this year. Please see Ed Abbott if you would like to assist or have any questions about the program. We promise that you will find this program very rewarding and fulfilling. You will find out first hand just how little these kids have and how much of an impact a Mentor truly can be!

### Inside this issue:

<i>It's Official</i>	2
<i>Tech Korner</i>	3
<i>Welcome Addition</i>	4
<i>Mike's Field Notes</i>	4
<i>Seminars / Training</i>	5
<i>Birthdays / Anniversaries</i>	6
<i>Family News</i>	6
<i>Forensic Engineering</i>	6



**KIBART, INC.**

*MAKING  
CONCEPTS  
REALITY*



# IT'S OFFICIAL

In our last news letter, we hinted that Kibart would be a part of several projects associated with Baltimore's East Side Redevelopment.

We can now officially announce that we have been fortunate to be awarded our very first project at The Johns Hopkins University School of Medicine. One of the most significant aspects of being awarded this project is that we have done this on our own. This is a Kibart **prime contract**. Lets all make sure we do an excellent job for Hopkins, so that we can continue this relationship for many years to come.



This past week, we made our Design Development submission for a major mechanical renovation of the Traylor Building, one of Johns Hopkins School of Medicine's most prominent research buildings. This building is a staple building on their campus performing research ranging from cancer studies to AIDS, including animal procedure rooms, as well as BSL-3 operations. It also is the home of the single largest electrified "Johns Hopkins Hospital" sign, announcing their campus location to all of Baltimore and trains passing on the Amtrak system.

This project is a multi-phase project, with construction occurring over the next four years. All operations within the facility will remain open throughout the project, while the entire HVAC system is upgraded and replaced. Quite a challenge, huh?

\*\*\*\*\*

The next project that we're excited to announce is Fasgen, a private R&D operation also associated with Johns Hopkins Hospital. This facility will be an anchor in the redevelopment of the historic Brewers Hill area (the old Natty Boh plant), located in East Baltimore.



We are fortunate to be involved with this project, thanks to Gaudreau Architects and our many years of experience with Gaudreau, designing research and development laboratory facilities throughout Baltimore and Washington.

Some of the unique features of this laboratory will include study of obesity using rodents in an AALAC certified animal facility, a certified Bio-Safety Level 3 (BSL-3) research suite, and an intense chemical fume hood laboratory operation using single pass air, high efficient air filtration, energy recovery, emergency power, laboratory grade air, water, and vacuum, etc.

This project will begin construction in the spring of 2006, with occupancy slated for December. This December date is critical, because Historic funding of the project is predicated on a December 2006 opening.



## TECH KORNER

**Email Etiquette:** Electronic mail has evolved into a necessary and important communication tool in the workplace. Because of its speed and broadcasting ability, it is fundamentally different from paper-based communication. Paper documents must be clear and unambiguous. Email should be no different. When composing and sending an email, you are creating an image of Kibart, Inc..

### **Email Etiquette Rules for Kibart:**

**Be concise and to the point:** Don't be a novelist. Long emails tend not to be read or receive a delayed response due to the lengthy message.

**Be polite and review before you send:** You want to achieve a certain effect with email, just as you would with verbal communication. It's difficult to sense tone in an email. Be professional and review your message before hitting the send button.

**Pay attention to whom you are sending an email:** The worse thing you can do is send the wrong person the wrong email. Don't just hit send.

**Avoid using ALL CAPITAL letters:** IT LOOKS LIKE YOU'RE SHOUTING! Using all caps can be misunderstood. Use quotes and bolded text to emphasize points in your message.

**Use proper spelling, grammar & punctuation:** Don't Over Punctuate!!!

There's no prize for the most punctuation in an email. Use correct grammar. Go to <http://www.grammarbook.com> to look up correct grammar if you're a little rusty.

**Use file attachments sparingly:** Attachments are very useful and frustrating at the same time. Not everyone has a high-speed connection, and attachments can take a long time to download. Use a "PDF" file as much as possible instead of "Word" documents. Word documents can be edited, PDF's cannot.

**Be careful when replying—"Reply to All":** Be careful using this function. Most often, only a limited number of people on the "cc" list actually require your response.

**Use proper structure and layout:** Since reading from a screen is more difficult than reading from paper, the structure and layout is important. Use short paragraphs and blank lines between each paragraph. When making points, number them or mark each point separately.

**Don't use abbreviations or emoticons:** In business emails, don't use abbreviations such as BTW (by the way). The recipient might not be aware of the meanings of the abbreviations, and in business emails these are generally not appropriate. The same goes for emoticons, such as the smiley ;-).

**Do not forward chain letters:** We can safely say you will live for the rest of the day and not have bad luck for ten years if you don't forward them! Simply delete them.

**Do not use email to discuss confidential information:** Sending an email is like sending a postcard written in pencil. If you don't want the information posted on a bulletin board, don't send it. Moreover, never make any libelous, sexist, or racially discriminating comments in emails, even if they are meant to be a joke.

**Don't reply to spam:** By replying to spam or un-subscribing, you are confirming that your email address is 'live'. Confirming this only generates more spam. Therefore, just delete spam email.

**Document your email correspondence:** Paper copies must be made of all correspondence, then updated and replaced until the correspondence is complete. Copies should be filed in the job book or the construction correspondence file. Also, you can save it electronically if you are concerned about losing the paper copy. Save them under the project work order number in "O" drive, in the "EMAIL" folder.

**Using email instead of mail, for meeting minutes, project punchlist and other attachments:** Inform the party(s) receiving the email whether or not you will be mailing an original of the attachment. If you don't tell the recipient whether or not you are mailing the original, then you'd better mail it.

**Acknowledgement of Email Receipt:** If it is an important email, then make sure the recipient has to acknowledge receipt when they receive it. You will get a confirmation when it is received. Just print the confirmation and save it.



## UPCOMING ACTIVITIES

### **Holidays:**

- December 2nd:* ASHRAE Christmas Party, Timonium Fairgrounds
- December 16th:* Kibart Employees Christmas Party, Sheraton Towson
- December 23rd:* Kibart offices closed at Noon
- December 26th:* Kibart Offices Closed
- January 2nd:* Kibart Offices Closed



### **Seminars/Training:**

*December 7th:* System Selection Tool—development of plans and specs for HVAC controls.

*December 14th:* Fundamentals of Vacuum Pumps Design and Systems, by Mahamad Jamal of Kibart.

*January/February/March:*

- Gas Piping Design - postponed from the Fall due to Ed's schedule, rescheduled for this Winter.
- Cooling Towers and Health Care Design, Farshad Kassiri and Steve Brzezinski, respectively.
- Mike is still collecting useful data to discuss "Importance of Constructive Directives," his seminar is scheduled for March 15, 2006.



## WELCOME ADDITION



Kibart is pleased to announce that Mohamad Jamal, P.E. joined our firm as a Senior Mechanical Project Engineer on August 29, 2005. Mohamad holds great credentials which makes us proud to have him on our team. Mr. Jamal graduated from the School of Engineering at Drexel University, and obtained an MBA from Loyola College. He served as Marketing and Development Manager for SAFID Co., a former sister company of NOKIA, and headquartered in Riyadh, Saudi Arabia. SAFID Co. is specialized in manufacturing air distribution systems, air-side acoustic products, and commercial & industrial exhaust hoods.

After spending the last two years in overseas, Mohamad is returning to Baltimore where he worked for more than four years as a Mechanical Design Engineer for Whitman Reardon, and Associates. Mr. Jamal's local design portfolio includes projects for the National Security Agency at Fort Meade, Dover Air Force Base, Maryland Transportation Agency, and projects for various Army and Naval bases. Mohamad's wife, Milly, and two sons, Adam age 5, and Ameer age 4 are glad to be back in the States, in the place where they were born.

## MIKE'S FIELD NOTES

### Did you know?

- Projects budgeted 18-24 months ago are being bid 20%-25% above their funding levels.
- Local Labor costs for steamfitters, plumbers, and electricians are increasing at a similar 20%-25% rate because of the amount of work flooding the local market and the lack of manpower available in our region.
- Copper and steel pricing continues to rise. Unit prices for material need to be verified with vendors prior to preparing budget estimates. Don't assume that Means is correct.
- Field reports should be read by your design engineers. Giving design professionals the benefit of reading about the issues discussed, and directives issued during site visits will help them learn and improve the product that we send our clients.



### Who would have guessed?

- The availability of materials is becoming as much an issue as costs. Rolls of steel used for sheet metal fabrication that were available on short notice (one day shipping) are taking one (1) to (2) weeks to ship to manufacturers. Promised delivery dates are not being met.
- Projects with critical completion dates should consider various options during design and construction to deal with this problem including:
  - pre-purchase equipment with guaranteed ship dates
  - shop drawing approvals contingent on guaranteed ship dates
  - add a requirement for major equipment deliveries to be individually listed on a cost loaded cpm (critical path method construction schedule).



### This month's thought:

*YOU CAN'T BUILD A REPUTATION ON WHAT YOU INTEND TO DO.*



*K*ibart's mission is to provide quality professional engineering services with a commitment to client service and response time, producing economical, energy efficient, and user friendly designs, delivered on time and within budget.

901 Dulaney Valley Road, Suite 301  
Towson, Maryland 21204

Phone 410-494-1111  
Fax 410-494-1112  
Email: info@kibart.com

**We're on the web!**  
**Kibart.com**



**Forensic Engineering**

WHAT IS IT? Aerco Heat Exchanger  
WHAT DOES IT DO? It's a hot water heater

**BIRTHDAYS**

- September 30: Dan Gardner  
Dave Williams
- October 15: Willie San Juan
- October 21: Karl Gumnick
- November 7: Harvey Wofford
- November 11: Abbas Lohrasbi
- December 3: Nadine Hawkins
- December 17: Kevin Cullison
- December 18: Joyce Ey
- December 21: Kevin O'Brien

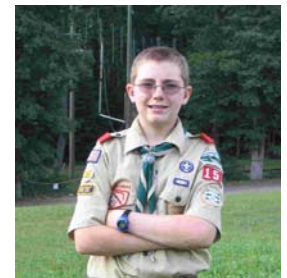


**KIBART ANNIVERSARIES**

- Farshad Kassiri 16 years
- Dean Harris 15 years
- Ed Abbott 15 years
- Paul Orzewicz 4 years

**KIBART FAMILY NEWS**

Dave Fuller's son, Matt, age 13, has earned the Boy Scout rank of "Life". He is the senior patrol leader and has earned "Scout of the Year" for his troop. He is presently working on his Eagle Scout project with the local fire company in Stewartstown, PA.



Sarah Fuller, age 10, is very active in dancing, modeling and singing. She has won over 300 awards and currently holds 31 regional event titles. Sarah's activities also include a movie extra role, with Kate Winslet, in the film "Little Children", to be released in January 2006.