



SAABE TIMES

A publication of the San Antonio Association of Building Engineers

June 2004

Mark Your Calendar—

JOIN US FOR OUR JUNE LUNCHEON

The next General Membership Meeting of the San Antonio Association of Building Engineers is set for 11:30 am on Wednesday, June 16 at the Alamo Cafe on 281. This month's meeting features Theron Mund of Aqua Technology. His program is "Protecting Your Investment: Putting You Back in Control of Your Water Treatment Program." The meeting will be held in the first floor Travis/Bowie rooms, to the right of the entrance. There is plenty of parking at the back of the restaurant. **Please make sure to check in at the front desk when you arrive.**

Bring your business cards – we'll have the SAABE Networking Board there to help facilitate networking.

Please RSVP to (210) 408-1699 by Tuesday, June 15. PLEASE RSVP so we can be sure to have enough meals on hand!

We hope to see you there! ❖

SAABE Training Seminar

Fire Pump Training Seminar

Sponsored by SAABE and Offered by Simplex Grinnell

- Thursday, June 24 at Simplex Grinnell (1070 Arion Circle, Suite 102).
- **FREE** for SAABE members.
- 11:00am–1:00pm, **lunch included.**
- RSVP required (participation limited to 25 people).
- Find out more about weekly testing and the "do's" and "don'ts" of fire pumps.
- Mark your calendars—SAABE seminars will always be held the last Thursday of every month.
- Contact Russell Huff at Simplex Grinnell at 210-402-6311 for more information. RSVP to Laura Bray at 408-1699.

Education Corner

Design, Operation and Maintenance of Building Systems, Part 2 (BOMI)

- Sponsored by the San Antonio Building Owners and Managers Association.
- Starts Thursday, June 17 (once a week through August 26), 5:30–7:30pm.
- Catholic Life Insurance Building Conference Room (1635 NE Loop 410, second floor).
- Cost: \$475 (BOMA members), \$600 (non-members), plus a one-time fee.
- Contact Lynn Forester (830-981-5223) for more information.

HVAC Test Preparation Seminar

- Sponsored by Construction Seminars, endorsed by the Texas Air Conditioning Contractors Association
- July 9–11, Arlington
- Cost: \$450
- Call 1-888-500-PASS or visit www.constructionseminars.com for more info.

Hazardous Materials

- Sponsored by the Texas Engineering Extension Service
- June 14–18, Mesquite
- Cost: \$795
- Call 1-800-824-7303 or visit www.teex.com for more information.

Electrical Standards

- Sponsored by the Texas Engineering Extension Service
- June 14–18, Mesquite
- Cost: \$795
- Call 1-800-824-7303 or visit www.teex.com for more information.

Contact Education Director Jock Tilghman (681-2494) if you know of other courses. ❖

Email Addresses

Send your email address to laurabray@braycommunications.com to make sure you stay informed of the latest events! ❖

A Message from the President

by Bob Beal

Thanks

A big thanks to Charles Gilbert of Entech and Doug Graves from Hines for putting on a great chiller class in May. It was a part of our fourth Thursday education and training seminars. The next one is being sponsored by Simplex Grinnell on Fire Pumps (see page 1 for details and information on how to sign up).

Internship

Hey, members and managers—this the time to shine and put your money where your mouth is. I have three interns ready to go. I have set them up with the Staffmark temporary agency at 210-377-3242. All you need to do is call and let them know that you are interested, and they will send you the paperwork to get them started. These kids can help with you ladies in the office also. We hope that you folks can use them at least two weeks at a time. I have hired one for the whole summer. Please help us plow some more youth into our trade. We really need to keep the flow going. If we have youth interested in our trade, they will bring computer and modern technological abilities with them and take our trade to the next level in 10 or 20 years. It will almost certainly keep the engineering, building management, and admin trade a worthwhile and needed profession. For any questions, call me at 210-377-2626.

Bylaw changes

All organizations need to have a basic set of bylaws to keep us in line and up and running. As an organization grows, the bylaws become more involved and difficult to understand. They also must be tweaked now and then in order to fall in line with what is going on. Well, SAABE's time has come. At our next meeting, be prepared to look over some needed

Habitat Workday Saturday, June 19 Van De Walle Acres

Help build a home for a family in need! The day's plans include installing siding and roof decking. Habitat provides all tools and materials. Contact Rhondo Jauer at 210-225-1119 if you'd like to participate!

changes to our bylaws. We will give you a month to read over them and ask some questions at the June meeting. After that, you will vote on the changes at the July meeting. That is right—you actually vote. The neat thing about this club is that it is yours!! Your membership—your vote. You voted us in to keep it running, and you folks approve or disapprove. So I ask you to please make yourselves familiar with our bylaws. If you have any questions please call Laura Bray at 210-408-1699

Habitat for Humanity

The outing on May 1 was rained out, so let's get a group together for the next one scheduled for June 19. Call Rhondo at 210-225-4000 and get signed up. ❖

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Tech Talk #84

by The Charlie

Eighth Year—Volume One

Clean Your Hard Drive Before Dumping Your PC!

If you're getting rid of your old computer, or even if you aren't just yet, there are some things you should know.

Chances are great that there's sensitive data on it. If you're like me, that PC's hard drive contains a compilation of your personal and business life. If the wrong people were to grab it, they could hurt you and your business very seriously.

Here's the problem: an index of files is maintained for the hard drive, telling it where things are stored. When you install a file, especially a big one, it is scattered around the hard drive in bits and pieces. On your command to open the file, the hard drive checks the index, then gathers the pieces and reconstructs them.

When that file is deleted, the links between the index and the file disappear. That tells your system that the file is no longer needed and that hard drive space can be overwritten. But the deleted file remains on your computer. Only when it is overwritten do you begin to be safe. Even then, a specialist might be able to recover the old data.

Assuming you just deleted everything in preparation for saying goodbye to your PC, it is unlikely that the sensitive information has been overwritten. It's still sitting there, and anybody with a shareware program could find it.

Do You Trust The Recipient?

How you handle this really depends on where the computer is going. If a trusted employee or your Aunt Minnie is getting it, you can probably just delete stuff. But if you're going to give the computer to a charity, you don't know where your machine will land. And if the neighbor is a computer whiz kid with a mean streak and too much time on his hands gets it, you could have real problems.

So here are our four suggestions.

1. Don't want a big hassle? Give the computer to a trusted employee, friend, or family member. If you trust whom you give it to, we wouldn't put a lot of effort into

destroying data. Recovering deleted data isn't automatic. A thief or con artist will have to get some specialized software and learn to use it. Rivers of boring data would have to be sorted to find the good stuff. The average (honest) person isn't going to bother. So if you give the PC to someone you trust (careful now), you should simply delete the files. More extensive work probably isn't worth the effort. Just be sure the recipient is honest. If he or she is shaky, go to the next step

2. Reformat the hard drive and re-install the operating system. Reformatting a disk prepares it to accept a new operating system. It also wipes out everything on the hard drive. That's your goal.

Past versions of Windows (through Windows ME) allow you to create a startup disk. You'll need one to reformat your hard drive. Click Start > Settings > Control Panel. Double-click Add/Remove Programs. Click Startup Disk. Click Create Disk.

On Windows XP, you'll need to download the disk information. Go to BootDisk.com and click "DOS—Windows 9X/NT4/2000/XP Excellent Boot disks." Download the Windows XP Custom Install Disk and save it to a floppy.


On all systems, shut down all open programs. Restart the computer with the floppy in the A: drive. At the A: prompt, type Format: C. Answer "yes" to the warning; you want to wipe out all the data. When the reformat finishes, put the Windows installation CD in the CD drive and remove the floppy. Restart and re-install Windows.

Reformatting will keep most people out of your old files. But specialized shareware exists to reclaim files after reformatting. If you do not know who will get the computer—or you do know and you don't trust them—stronger measures are required.

3. Buy software and overwrite the disk, again and again and again. If you don't know much about computers, this might be easier than Step 2. There are several programs that write gibberish to the hard drive. They promise that nobody will be able to find your files after the software is utilized. Norton's \$99.95 System Works includes an application called Wipe Info. On Track's \$29.95 Data Eraser offers a similar feature, as does Jetico's \$39.95 BCWipe. There are more such applications on the Internet.

You can leave the operating system and other files on the hard disk, if you want. These programs can be set to overwrite only the unoccupied areas. The process can be slow, because they write to the disk repeatedly. You might want to run it overnight.

(Continued on page 4)



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Tech Talk (continued)

(Continued from page 3)

4. If you're totally paranoid, get out the acetylene torch. No kidding. The only absolute and assured way of protecting your data is to destroy the hard drive. To do that, you need to remove it from the computer. If you want to save the rest of the computer, touch the machine's metal frame before reaching in or wear a static strap (static electricity can wreck the circuitry). Unplug the wires on the hard drive and remove the mounting screws. The hard drive slides out from the back of its holder. You need to destroy the platters inside. Try smashing them with a hammer. Destroying them with a torch should work just as well.

The Pentagon shreds its hard drives. That should work, assuming you can find a hard-drive shredder. I've never seen one.

Step 4 seems excessive to me. But you're right to be paranoid about this. Identity theft has become overwhelming. There are a lot of people out there who would love to hurt you. Personally, I would use Step 3. We believe in being careful, no matter who gets the computer.

Next Month: The Positive & Negative Side!

CHARLIE'S LAW: Life is not like a box of chocolates...it's more like a jar of jalapenos. What you do today, will burn you tomorrow!

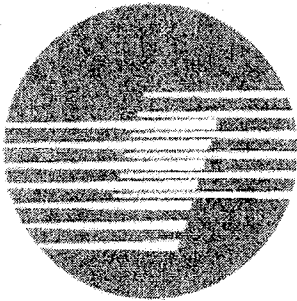
JUSTA MAJNTENANCE MAN ❖

We Need Your Help!

Several SAABE committees need your participation and assistance:

- **Library Committee:** Chaired by Tom Lasater, this committee decides what materials should go into the new SAABE Library.
- **Golf Committee:** Chaired by Jeff Turov, this committee is planning SAABE's first golf event for next year.
- **Education Committee:** Chaired by Charles Gilbert, this committee works on training opportunities for SAABE members (including the new last-Thursday lunchtime seminars).
- **Internship Committee:** Chaired by Bob Beal, this committee will work on SAABE's new internship program for high school students.
- **CBE Committee:** Chaired by Jock Tilghman, this committee reviews applications that CBE candidates have submitted and recommends approval/disapproval by the SAABE board.
- **Scholarship Committee:** Chaired by Jock Tilghman, this committee looks for opportunities for SAABE to provide scholarships.

Please contact the committee chair if you'd like to participate on these or any other SAABE activities. ❖



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“What Is It?” Contest

Log on to SAABE’s web site at www.saabe.org for a new contest called “What is It?” Each month, we’ll post a new photo of some piece of equipment. If you know what it is, send an email to laurabray@braycommunications.com. The member who has the most right guesses by the December holiday luncheon will receive a nice prize. ❖

Vendor Showcase

SAABE meetings now feature a “Vendor Showcase,” with tabletop displays from SAABE vendors that you can visit before and after the meeting. These tabletop displays will be available at every SAABE meeting that’s not fully sponsored. For \$100, vendors can purchase a table that will be set up on the perimeter of the meeting area.

Vendors, if you’d like to fully sponsor a meeting, that option is still open to you. The cost is still \$500, and you can distribute printed material, have a tabletop display, and provide the speaker for that month’s luncheon. For fully sponsored luncheons, there will be no other Vendor Showcase tables present.

To reserve your tabletop display, contact Tim Young, SAABE’s Vendor Representative, at 210-651-5588. ❖

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Leticia Mott

American Filtration
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San Antonio, TX 78216
(210) 340-1106
leticiamott@americanfiltration.com

If you know someone who'd like to join SAABE, have them visit our web site at www.saabe.org to obtain a membership application. Or call Laura Bray (210-408-1699) and she will fax one to you. ❖

Job Listings

Building Engineer: Triple Net Properties seeks a Building Engineer for office and retail. Primary responsibilities include but are not limited to the following: oversee and maintain all engineering operations, maintenance, energy management, and other operation programs (HVAC equipment, repairs, electrical, plumbing, and elevators). Provide technical advice, perform small projects, oversee all tenant and building construction, supervise day porter, janitorial, and security personnel, monitor and maintain preventive maintenance program, oversee all maintenance-related vendors/contractors. On call for all emergency calls 24/7. Qualifications include experience in high rise office building maintenance and some level of higher education and/or designation preferable. Computer skills are required. Fax resume to 210-646-6876.

For more details, visit SAABE's web site at www.saabe.org.

Are you looking for someone to add to your staff? Post your open positions on SAABE's web site, www.saabe.org. This service is free of charge to SAABE members. Send your job listing to Laura Bray (fax 210-408-1799, email laurabray@braycommunications.com). ❖

RSVPs are Important!

Please RSVP if you plan to attend the monthly luncheon. RSVPs are very important – they let us know how many meals to order! ❖

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SAABE TIMES June Issue

Final Thought:

"Surround yourself with the best people you can find, delegate authority, and don't interfere." — Ronald Reagan

2004 Board of Directors

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Laura Bray 408-1699
 Association Coordinator
 (laurabray@braycommunications.com)

Membership Luncheon

June 16, 2004

Time: 11:30 a.m.

Location: Alamo Cafe on 281

Program:

"Protecting Your Investment: Putting You Back in Control of Your Water Treatment Program." with Theron Mund of Aqua Technology

Upcoming Luncheon:

July 21, 2004

The SAABE Times is edited by Laura Bray and printed monthly for the San Antonio Association of Building Engineers by:



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