



Minnesota Educational Facility Management Professionals

The Messenger

MASMS Legislative Outreach Week | Making it Personal Matters An Important Part of the Legislative Process is Constituent Advocacy! February 28, 2022 through March 4, 2022

Personal communication from a constituent to a legislator is the best way to inform your legislative members and influence their decisions.

During the week of February 28 to March 4, 2022 MASMS members are being asked to make a good effort to contact their legislators and inform them of the MASMS legislative 2022 platform. **Let's make this an impactful week!**

Please review the talking points and platform information:

- [Talking Points](#)
- [MASMS 2022 Legislative Platform](#)

Please try to contact your legislator the week of February 28 to March 4, 2022.

- To find who represents you go to this link:
[LCC-GIS \(mn.gov\)](#)
- For the MN Legislature's webpage go to this link:
[Minnesota Legislature \(mn.gov\)](#)

Here is a template email message you may use (feel free to personalize):

Dear Senator/Representative Name,

I'm _____ with the _____ school district. I'm writing today to reach out to you about the work I (and my team/my crew) do to take care of our school facilities.

While most of this work happens locally, your work at the state capitol impacts our ability to get the job done. I attached the legislative platform for the Minnesota Educational Facilities Management Professionals Association (also known as MASMS). MASMS is a group of over 700 individuals working in the area of facilities, grounds, health and safety operations for Minnesota K-12 and higher education.

I know your time is very limited this session, but I would greatly appreciate a 15 minute virtual meeting to talk about our local school facilities and the potential for legislation that could help our work.

I greatly appreciate you considering my request.

Sincerely,
(add your signature and contact info).

Do you use the MASMS website as one of your tools?

WWW.MASMS.ORG

You will find that many members share information under Quicklinks!

Resources:

- Cleaning Schedules
- Maintenance Schedules
- RFPs
- Bid Proposals
- Policies
- Guidelines

Job Postings

Health & Safety Topics

Scholarship Applications

Legislative Outreach

Q & A from Members

All those questions you see from members asking for information—all the responses all posted on the website.

MASMS Strong in 2022!

**516 Education Members
Representing 220 Districts**

**423 Business Members
Representing 251 Businesses**

Ten Years Ago

*282 Educational Members
Representing 153 Districts*

*345 Business Members
Representing 242 Businesses*

There are 327 Minnesota School Districts. 107 are not enjoying the benefits and networking of MASMS!

Our goal this year is to sign up those districts that are missing out!

CONTACT US



(320) 685-4585



ruth@masms.org



[linkedin.com/company/masms](https://www.linkedin.com/company/masms)



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**MESSAGE FROM
THE BOARD**



Colin Green
Past President

Hello MASMS.

I have a quick and important request for each of you. As you know, our State Legislative Session is beginning so the time has come for us to start contacting our state representatives to inform them of our platform and persuade them about why the platform issues matter and benefit our schools.

To help us do that Ruth has done a superb job on the MASMS website, detailing our platform of issues and making it easy to find your districts representatives and there's even a template letter if you want assistance communicating. This is already accessible by going to <https://www.masms.org/>

I can't overstate the importance of taking part in this. The decisions our elected representatives make directly impacts how our districts are funded, how much is allocated where and how the funds can be used. Each additional effort from our membership will influence those decisions.

I rarely get to be as direct and plain as I wish I could be, but I can on this. I'm asking you to contact your representative and be heard in support of the MASMS platform.

If you wish become even more informed beyond our own platform about school finance you can read the recommendations of the MN Dept of Educations 2020 School Finance Working Group by going to the MDE website; <https://education.mn.gov/MDE/about/adv/active/schfinwork/>

**WELCOME NEW
EDUCATIONAL MEMBERS**

Terry Kimball, Menahga Schools
Steve Walters, Houston Schools
Jessica Wikert, Goodridge Schools
Amy Kern, Rochester Schools
Greg Zernechel, St. Paul Schools

**WELCOME NEW
BUSINESS MEMBERS**

Amy Schluessel C & C Courts, Inc.
Alex Griffith, Sourcewell
Robbie Schultz, RJM Construction
Charlotte Nienhaus, ISG

Spring Countdown!

Spring arrives on March 20th
Easter is on April 7th

Christmas 2022 is 326 days away!



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MASMS 2022 Scholarship Opportunity for the Children of MASMS Members

The MASMS Scholarship Committee is accepting essays from sons and daughters of all dues-paying and life members (**educational and business members**) of MASMS who are high school seniors graduating in 2022 or are currently a post-secondary student attending a post secondary school in the United States

The MASMS Tom Robinson Memorial Scholarship program is in memory of a long time employee with the Hopkins School District in the field of maintenance.

HOW TO APPLY | All applications and essays will be submitted electronically using the link below. You will receive an email confirmation once you submit your application. When you click on the link, complete the application form and submit your essay by April 15, 2022. (You may also go to www.masms.org and select "2022 Student Scholarship" to submit your information.)

1. Essay specifications:

- Maximum of two pages, type written, double spaced narrative.
- Financial need is not a consideration.
- This essay should NOT have your name on it, or any reference within its context that would identify the applicant or his/her MASMS parent. (We do not want the judges to know who the applicant is.)
- Essay should contain:
- Personal data to include school, community activities in which you have participated during high school and/or post secondary (e.g. student government, music, sports, church work, volunteer work, etc.)
- Discussion of awards and honors you have received.
- Description of your work experience (without any reference to a business which may be owned by your parent). Include how long you have worked at each job and the number of hours worked per week.
- Discussion of your grade point average. While the committee will not base scholarship awards on the highest grade point average, they do feel that some discussion on this topic is appropriate. Your educational goals and aspirations.

All information will be reviewed by the MASMS scholarship Selection Committee. **Awards will be announced by letter in early May 2022.** Checks will be issued after proof of enrollment has been received.

SCHOLARSHIP AWARDS

The number of scholarships awarded will be based on available funds. Awards will range from \$250 to \$1500 per person. Each person may receive a lifetime limit of \$2000.

Applicants will need to have a google account to submit this form.

Link: <https://forms.gle/aDxjApyrbZMxPvbF8>

Please note: You must be a registered member of MASMS. Children of all business and educational members are eligible; grandchildren are NOT eligible.

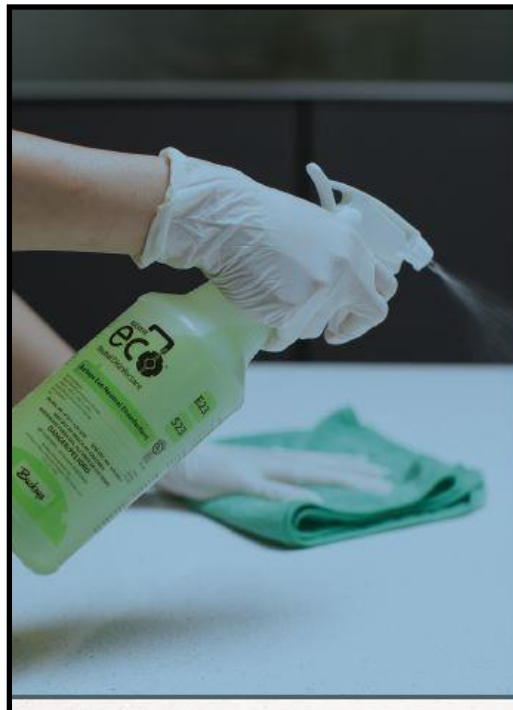
If you have any questions, please email Scott Clemente at: scott@servpro10278.com.



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For more information, contact:
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Registration for July 2022 MASMS Boot Camp Open | We Have Room for 30 Members.

Dates & time: Tuesday July 19th and Wednesday July 20th, 2022—8:00 AM to 4:00 PM (Dinner at 6:00 PM on Tuesday evening.)

Location: Holiday Inn, St. Cloud, MN

Cost: MASMS will cover the cost of this training. This includes cost of class, hotel rooms, and all meals. (Meals include: Tuesday lunch and dinner; Wednesday breakfast & lunch; break for all).

Boot Camp Information | The MASMS Boot Camp is specifically designed to provide training for facility professionals. The institute will be of great value for newly employed facilities managers or seasoned veterans. Custodial—Grounds—Maintenance Management—Security—Health & Safety—Transportation

The following topics will be covered for each of the above aspects:

Standards	Best Practices	Training	Equipment Needs	Staff Management and Development
Inspections/Checklists	Budgets	Management Tools		

Course Description | This course will provide practical experience and proven techniques to help improve skills in the facilities management field. We will describe today's best maintenance practices and show how other schools have developed high performance facility departments. This will include on how to improve management skills, optimize maintenance department performance and productivity, increase leadership skills and prepare facilities department for the day to day challenges

Instructors | This course is taught by seasoned experienced facility staff from public schools. Mike Boland (No St. Paul/Maplewood/Oakdale ISD #622), Scott Hogen (Mankato Schools), Chris Pint (Rosemount-Apple Valley-Eagan ISD#1960 and Laura Masley (Elk River Schools), that have over 75 years of combined experience!

Questions

Contact Ruth at the MASMS office with questions or to register. (Ruth @ masms.org or 320-685-4585)



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Vendor Corner

Dealing with Customer Complaints



Even if your company “never” makes a mistake, sooner or later you will have a customer that is not happy with your product or service or both. How you deal with complaints says a lot about you and your company and is a very important issue for everyone. Having been in the construction industry for 35 years, I have found that what often separates the “good” firms from the “bad” ones is how they respond to problems: do they roll up their sleeves and try to be part of the solution, or do they take a step back and start pointing the finger at other people? You will have problems, every industry and company does – it’s how you deal with them that can separate you from your competition. Here are some tips for responding to customer complaints:

Stay Calm – First, don’t get upset, stay calm! Many times, your customer is already upset when they contact you, and the negative feedback can hurt your feelings sometimes. It is easy to get very defensive – but keep your calm! Even if the customer rants and raves and expresses a lot of emotion, it’s important for you to keep your cool. Many times the customer, upon seeing you are staying calm, settles down a little bit themselves and the discussion will be a lot more effective that way!

Listen – Again, a normal reaction is to start defending yourself or your company, try to explain how you didn’t do anything wrong, what you’ll do to fix it, etc. You need to take time to truly listen to the customer, what was their experience, what are they unhappy about, what could possibly be done to make them satisfied, etc.? Resist the temptation to jump to the solution too quickly, give them time to explain their position. When a customer complains, usually they just want to be heard! Once you’ve listened to them feel free to ask questions, truly try to understand what happened to them and why they are dissatisfied.

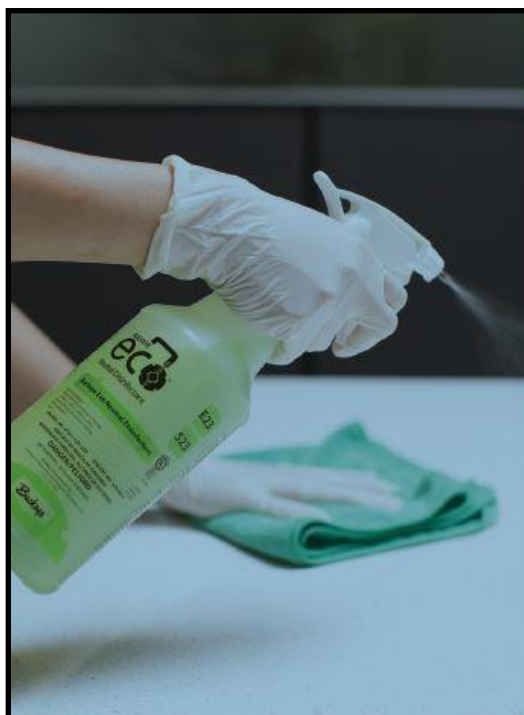
Acknowledge the Problem – If you do a good job of listening this should be easier for you: Acknowledge the problem or issue – if you can repeat back to the customer that you understand why they are not satisfied, summarize what happened in your own words, and acknowledge the problem that can go a long way! If anything, the customer knows you listened, and making acknowledgements like “I can understand why you are frustrated, I would be too” really goes a long way towards showing the customer you listened and you sincerely care.

Apologize – We all know apologies can go a long way towards defusing an unhappy situation (at least any of us that are married know this!). Even if you listened to them and still don’t feel like you did anything wrong, take the high road and give an apology! They went out of their way to provide you feedback, often very valuable feedback, if anything you should be thanking them! Even if you don’t feel you messed up, do the right thing and apologize - their expectations were not met!

Respond Quickly – Dealing with complaints isn’t “fun” and as a result it can be easy to leave them on the lower half of your (or another employee’s) to-do list. When a customer complains it is critical that you provide a prompt response! Even if that response is “I don’t have any answers yet but we are talking here internally and I will get back to you soon” is a lot better way to handle it than the customer not hearing back from you for an extended time.

Responding promptly sends a message, that you care, and similarly not responding promptly also sends a message, and remember they weren’t happy to begin with when they complained – don’t add a slow response to their list!

Obviously we would all prefer to get positive feedback from a customer, telling us how happy they are, but realize that in many respects complaints are more valuable to you and your firm. Don’t just discard the negative feedback, try to learn from it and improve in the future. Accept the feedback and welcome it, even if it isn’t a lot of “fun”!



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Don't Let Supply Chain Challenges Hold You Hostage

Article submitted by Joe Churchill, Reinders, Inc.

In January 2021, we began feeling the pinch associated with increased product costs and availability on everything from copy paper and office furniture to fleet vehicles and fertilizer. Initially, it created significant angst and frustration as we tried to make sense of it all. We were told these supply chain frustrations were temporary and would begin working themselves out by early summer.

Here we are a year later and product availability continues to affect our businesses and prices continue to skyrocket. In some cases, products just aren't available. A 6- to 12-month wait on big-ticket items has become the norm.

But now, as if matters weren't bad enough, labor shortages have created even more angst. Whether you're trying to order items online or trying to keep your clients happy as you ask your skeletal crew to do more, there seems to be no end in sight.

As the U.S. economy rebounds from almost two years of pandemic shutdown, manufacturers, distribution companies and logistic providers are having a difficult time keeping up. Cargo ships filled with containers are bobbing off the California coast waiting for their turn to get unloaded. The goods have arrived and consumers are poised to buy, but getting a product from Point A to Point B has become a nightmare. Ask anyone who's buying or selling. That would be all of us!

So, if neither supply nor demand is an issue, where's the problem? The fly in the ointment is in the logistics. Dockworker shortages and an anemic transportation system hobbled by not enough truck drivers are creating a bottleneck. This is slowing down product movement to wholesale distributors and retailers.

Is this the new normal?

How long will this continue?

As a friend of mine says, "Some days chicken salad. Some days chicken doo-doo" [she actually used a more colorful descriptor here]. So, what then can we do-do?

There are ways you can manage challenges associated with supply chain issues. Some of these suggestions may fall into the commonsense category but bear with me.

- Focus on managing those things in which you have control. Some things simply are not, like what you pay for something or how long you need to wait before receiving a product or service you purchased. Connect with a supplier you can trust. Work with those who under-promise and over-deliver rather than the other way around.

- Look for alternative ways of doing things. We are all creatures of habit. Now is not the time to get stuck in a comfortable routine. Look for creative ways of doing things or alternative products that are easier, quicker to get and maybe cheaper to use.

Continued on Page 7

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Don't Let Supply Chain Challenges Hold You Hostage

(Continued from page 6)

And remember, *sometimes products that cost more will save you money somewhere else.*

- Don't get stuck on price. Taking these steps may not be your first choice, but they may bridge the gap as you wait for relief.
- Look for ways to save labor. Consider outsourcing some services if possible. You may discover a new business partner in doing so. Plan ahead! Don't wait until the last minute to purchase consumables and other products you need to run your business. We have all been lulled into "just-in-time" thinking. We purchase something on Monday and expect to have it on Wednesday.
- Look at what you need 8 to 10 weeks from now and *plan those purchases now.*
- Start taking Integrated Pest Management (IPM) practices more seriously. Embrace cultural practices that will promote plant health. This will reduce inputs and will not compromise results or expectations. Focus your efforts on sustainability. Look for ways you can save inputs like water, fertilizer and herbicides. And time and labor. Carefully select plant material and turfgrass species that need less of everything. Go green by converting combustible engine machinery to battery-powered where it makes sense. If you haven't already done so, go paperless.
- Make a few concessions. Temporarily lower some expectations and increase thresholds around what you believe is acceptable. Downplay perfection and embrace "that's good enough this time".
- Maybe you skip a fertilizer application or postpone painting the shop until next year.
- Practice patience and empathy. Your personal and business health will thank you. And your customers & clients will understand. They see these challenges in all facets of their work and personal lives. And remember, we're all in this together.

There is a silver lining to this ugly pandemic and the supply chain quandary it has created. It has forced us to do things differently. In many cases, we have grudgingly changed the way we operate our businesses. We have discovered that some of these new ways have now become the right way. The smart way. I wish I had purchased Zoom stock about 18 months ago.

There is no better time than now to rethink the way you run your business or do your job. This is a "When life gives you lemons, make lemonade." moment. Embrace it. Collaborate with your peers, business partners and suppliers to find ways to do things differently and better. Not just in the current moment, but for years to come.



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SPECIAL ANNOUNCEMENTS FOR EDUCATIONAL AND BUSINESS MEMBERS

NW, North, West and Metro Chapters April meetings will feature a special speaker!

Tuesday	April 12, 2022	Metro Jimmy's, Vadnais Heights
Tuesday	April 26, 2022	West LCSC - Cooperative, Fergus Falls
Wednesday	April 27, 2022	NW Engelstad Arena, Thief River Falls
Thursday	April 28, 2022	North Brainerd

Please bring your staff! The speaker is Annie Meeham and she will be presenting on "Be the Exception" Please sign up just as you would for your standard chapter meetings.

CPS Class in Grand Forks ND

We will be holding a CPS class on
March 17th & 18th, 2022
in Grand Forks ND.

If you or if you have staff interested
in this class, please contact the
MASMS office ASAP!

CALL FOR PRESENTATIONS FOR 2022 CUSTODIAL/GROUNDS/MAINTENANCE DAYS

We have not held Custodial/Grounds/Maintenance Days for two years, because of Covid. **We are SUPER EXCITED to be able to move ahead with this event this year! Please submit by April 15, 2022.**

Sessions should be of interest for custodial/grounds/maintenance staff. Ideas would be cleaning, roof maintenance, grounds/building maintenance, custodian supervisor, etc. – anything that would be helpful to Custodial/Grounds Maintenance.

For many this is the only additional training they receive each year, we are excited to offer them high quality educational sessions.

The custodial day schedule this year is:

Metro (2 Day)	June 15 th & 16 th , 2022	Central Middle School, Eden Prairie <i>(present the same session 3 times EACH day)</i>
North/NW/West (1 Day)	June 21, 2022	Hill City Schools, Hill City <i>(present same session 3 times for the day)</i>
Southern (1 Day)	June 23, 2022	Prairie Winds Middle School, Mankato <i>(present 1 to 3 times for one day)</i>

If you would be willing to present please reply to this email and give us the following info:

What events you would be willing to participate in (Metro, North or South); Brief description of what the presentation would be on, along with the presenter name (and bio if available), presenter phone number and email and the company name.

We want to thank you for considering this request – as we depend on our business members to provide education for our members and share their knowledge! If you have any questions, please just contact the MASMS office (ruth@masms.org).

CALL FOR PRESENTATIONS MASMS 2022 FALL CONFERENCE

We are soliciting presentations and session speakers for the 2022 MASMS Conference. Education is a very important part of our conference each year and our member's assistance in delivering these sessions is truly appreciated.

Conference dates: Thursday October 6th, 2022 | Friday October 7th, 2022

Location: St. Cloud MN Holiday Inn & Suites, St. Cloud Minnesota

If you are selected you could be scheduled for either of the two days.

Submittals are due by March 15, 2022. Please include all requested information as listed below.

Presentations should be product and vendor neutral, and that the endorsements of certain products or vendors be avoided.

Instructions:

- Review ideas below for presentations
- Presentations should be 50 minutes in length (including answer/question)
- Provide 100-word descriptor of the course
- Provide a short professional bio of the presenter
- Email this to ruth@masms.org

Ideas for sessions include hiring procedures, building systems, environmental health & safety, maintenance operations, financial management, grounds maintenance and leadership.

Committee Members are:

Mat Miller miller.mathew@CO.OLMSTED.MN.US
 Jeff Arthurs - ArthursJ@District279.org
 Tracy Closson TClosson@northfieldschools.org
 Cole Nelson, cnelson@northfieldschools.org
 Paul Hadden, phadden@priorlake-savage.k12.mn.us

Maureen Mullen - mmullen@priorlake-savage.k12.mn.us
 Margaret Bishop - mbishop@nexussolutions.com
 Todd Lieser, todd.lieser@isd623.org
 Chris Neil, chris.neil@isd477.org

We thank you for taking the time to consider this request, The MASMS Educational Committee

PROJECT HIGHLIGHT



After successfully passing \$64 M referendum in 2017, Chisago Lakes School District had a goal to create enhanced spaces for both student and community use.

The new community center, which is attached to Chisago Lakes High School, will house a new pool with large glass walls surrounding it, new family friendly locker rooms, and a weight room.

The biggest challenge the district faced with this facility was creating a secure area which would be used by both the school and the community members simultaneously. This challenge was overcome by creating “secure zones” to provide optimum security in spaces that were shared during school hours.

Additionally, the high school industrial tech shops were relocated to the front of the school for more exposure to students. The renovated space promotes the broadened career focused curriculum, more collaborative spaces, and a greenhouse which is also shared with the community.

Project Submitted by: **Wold Architects and Engineers**

total sf | 75,000 sf (addition),
10,000 sf (renovation)

construction cost | \$17.7 M

completed | March 2019

project type | Addition/Renovation

Dean Jennissen, Superintendent

Steve Mikutowski,
Director of Buildings and Grounds

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Even when it's cold outside, there are few simple pleasures in life that feel quite as nice as stepping outside and getting a deep breath of fresh air. Science shows that going outside does more than just feel good — it can have some very surprising health benefits.

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Health & Safety

The MASMS Health & Safety Committee supplies information for this section. If you have a specific topic you would like to see covered, let the MASMS office know.

Recordkeeping notes: Reporting your OSHA 300A data, FAQs, COVID-19

It is again time to review your OSHA 300 logs from the year that just ended. The deadline for electronically reporting your OSHA Form 300A (log summary) data for 2021, is March 2, 2022. Collection began Jan. 2. Employers need to submit their OSHA 300A data for each establishment with 20 or more workers in Minnesota. Employers need to include their employer identification number (EIN) with their submission. Minnesota OSHA (MNOSHA) requires employers to send their log summary information using the federal OSHA data collection website.

History

In May 2019, MNOSHA adopted the federal regulation to improve tracking of workplace injuries and illnesses. MNOSHA did not adopt Appendix A – Partially Exempt Industries. This means all Minnesota establishments with 20 or more employees are required to submit their OSHA Form 300A data to federal OSHA.

The Injury Tracking Application (ITA) login page is at www.osha.gov/injuryreporting/ita. Step-by-step instructions for using ITA are provided under “Job Aids (How-to Documentation)” on the ITA webpage at www.osha.gov/injuryreporting. Employers with questions about using ITA may contact federal OSHA via its “Help Request Form” at www.osha.gov/injuryreporting/ita/help-request-form.

Frequently asked questions – general

Q. When do I need to submit my data to OSHA?

Establishments that are required to submit their data will have to submit all the required information by March 2 of the year after the year covered by the form or forms. For example, submit 2021 log summary data by March 2, 2022.

Q. Why am I submitting my data to the federal ITA?

MNOSHA does not have a separate data collection application, so it uses the federal ITA.

Q. On the ITA login page it says not all establishments are required to report. Do I still have to submit my information?

Yes, MNOSHA did not adopt the industry exemptions, so employers in all industries in Minnesota are required to submit their data.

Continued on Page 11



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Recordkeeping (Continued from page 10)

Q. What is the size requirement for me to submit my data?

If you had an establishment with 20 or more employees at any time during the previous year, you are required to submit your data for that establishment.

Q. If I reported my data to the U.S. Bureau of Labor Statistics (BLS), do I still need to report it to OSHA?

Yes, BLS and OSHA are separate programs and BLS is prohibited by federal law from sharing data with OSHA. The U.S. Department of Labor is working on a solution to reduce duplicate reporting.

Q. How does OSHA define employees?

All employees on your payroll, whether they are labor, executive, hourly, salary, part-time, seasonal or migrant workers, are considered employees. For more detailed information about covered employees visit www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.31. Minnesota Statutes 182.651, subdivision 9, defines employees as meaning "... any person Recordkeeping notes, continues ... DATE DUE March 2 Safety Lines, January 2022 page 7 www.dli.mn.gov suffered of permitted to work by an employer, including any person acting directly or indirectly in the interest of or as a representative of an employer, and shall include state, county, town, city, school district or governmental subdivision."

Q. Do part-time, seasonal or temporary workers count as employees in the criteria for number of employees?

Yes, each employed by an establishment at any time during the calendar-year counts as one employee, including full-time, part-time, seasonal and temporary workers. Workers from temporary help agencies are included in the count as well.

Q. Do I have to have 20 employees for the whole year to have to submit my data?

If your establishment had 20 or more employees at any time during the previous year, you are required to submit your data.

Q. How does OSHA define an establishment?

An establishment is a single physical location where business is conducted or where services or industrial operations are performed.

Q. How are establishments defined if I am a public-sector employer?

In the public sector, an activity or department within a political subdivision is considered an "establishment," such as a police department, fire department, maintenance garage, administrative operation, etc. For educational institutions, an establishment will typically be defined by grade levels, such as elementary, middle, junior high or senior high school. A separate OSHA 300 log must be maintained for each establishment. Records for all establishments, such as city departments or activities, may be kept at a central location if the employer can: transmit information about the injuries and illnesses from the establishment to the central location within seven calendar-days of receiving information that a recordable injury or illness has occurred; and produce and send the records from the central location to the establishment within the time frames required by 29 CFR 1904.35 and 1904.40 when requested by government representatives, employees, former employees or employee representatives.

Small employers, such as cities that had no more than 10 employees at any time during the preceding year, are exempt from recordkeeping requirements. All elected officials who receive compensation for their elected duties and not merely reimbursement shall be considered employees for purposes of inspection scheduling and injury recordkeeping.

Q. When entering my information in the federal ITA I get an error message that says the number of cases in columns G through J does not equal the number of cases in column M(1) through M(6). What am I doing wrong?

The most common error associated with this message is the double counting of a single case that involves both days away from work and days of restricted work activity. If you enter a checkmark in column H and column I, the case is double counted. A case that involves both days away from work and days of restricted work activity should only have a checkmark in column H (with no checkmark in column I). The number of days away are counted in column K and the number of days restricted are counted in column L. Categorize the case in one of the M columns.

Continued on Page 12

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Recordkeeping (Continued from page 11)

Frequently asked questions – COVID-19

Q. Wouldn't COVID-19 be treated like the flu or a cold?

For purposes of OSHA injury and illness recordkeeping, cases of COVID-19 are not considered a common cold or seasonal flu. The work-relatedness exception for the common cold or flu at 29 CFR § 1904.5(b)(2)(viii) does not apply to these cases.

Q. Is COVID-19 a recordable illness?

Yes, COVID-19 is a recordable illness if the case: 1. is confirmed as COVID-19 as defined by the Centers for Disease Control and Prevention (CDC); Recordkeeping notes, continued ... Recordkeeping notes, continues ... Safety Lines, January 2022 page 8 www.dli.mn.gov 2. is work-related as defined by 29 CFR 1904.5; and 3. involves one or more of the general recording criteria set forth in 29 CFR 1904.7 – death, days away, restricted duty or job transfer, or medical treatment beyond first aid. For more information about recording cases of COVID-19, see the OSHA standard interpretation Updated Interim Enforcement Response Plan for Coronavirus Disease 2019 (COVID-19) at <https://www.osha.gov/laws-regs/standardinterpretations/2021-07-07>.

Continued on Page 11

Q. How do I determine if a COVID-19 case is work related?

As transmission and prevention of COVID-19 infection have become better understood, employers should have an increased ability to determine whether an employee's COVID-19 illness is likely work-related, for example if the employee, while on the job, has frequent, close contact with the general public in a locality with ongoing community transmission and there is no alternative explanation.

Q. Would a COVID-19 case be considered a privacy case?

As with any illness, a COVID-19 case would be considered a privacy case if the employee asks not to have their name on the OSHA 300 log.

Continued on Page 13



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Recordkeeping (Continued from page 12)

Q. An employee has been hospitalized with a work-related, confirmed case of COVID-19. Do I need to report this inpatient hospitalization to OSHA?

Under 29 CFR 1904.39(b)(6), employers are only required to report inpatient hospitalizations to OSHA if the hospitalization occurs within 24 hours of the work-related incident. For cases of COVID-19, the term “incident” means an exposure to SARSCoV-2 in the workplace. Therefore, to be reportable to OSHA, an inpatient hospitalization due to COVID-19 must occur within 24 hours of an exposure to SARS-CoV-2 at work. The employer must report such hospitalizations within 24 hours of knowing both that the employee has been inpatient hospitalized and that the reason for the hospitalization was a work-related case of COVID-19 as defined by OSHA. See 29 CFR 1904.398(a)(2), (b)(7)-(b)(8) for more information. Employers should note the limitation in 29 CFR 1904.39 (b)(6) only applies to reporting; employers that are required to keep OSHA injury and illness records must still record work-related confirmed cases of COVID-19 on their OSHA 300 log as required by 29 CFR 1904.4(a).

Q. An employee has died of a work-related, confirmed case of COVID-19. Do I need to report this fatality to OSHA?

Under 29 CFR 1904.39(b)(6), an employer must report a fatality to OSHA if the fatality occurs within 30 days of the work-related incident. For cases of COVID-19, the term “incident” means an exposure to SARS-CoV-2 in the workplace. Therefore, to be reportable, a fatality due to COVID-19 must occur within 30 days of an exposure to SARS-CoV-2 at work. The employer must report the fatality within eight hours of knowing both that the employee has died and that the cause of death was a work-related case of COVID-19. Employers should note the limitation in 29 CFR 1904.39(b)(6) only applies to reporting; employers that are required to keep OSHA injury and illness records must still record work-related fatalities as required by 29 CFR 1904.4(a) on their OSHA 300 log.

Q. How do I report the fatality or inpatient hospitalization of an employee with a work-related, confirmed case of COVID-19?

You may report a fatality or inpatient hospitalization using any one of the following: • call MNOSHA Compliance at 651-284-5050 or 877-470-6742 during regular business hours, 8 a.m. to 4:30 p.m., Monday through Friday; • call the federal OSHA 24-hour hotline at 800-321-6742 outside of MNOSHA Compliance business hours, on a weekend or holiday; or • complete the online reporting form at www.osha.gov/pls/ser/serform.html. Be prepared to supply: the name of the business; the name(s) of employee(s) affected; the location; the time of the incident; a brief description of the incident; and a contact person and phone number so OSHA may follow up with you (unless you wish to make the report anonymously).

Black ice creates dangerous driving conditions...

The Minnesota Department of Transportation warns motorists that current temperatures create conditions for black ice, an invisible hazard that catches drivers off-guard and causes crashes.

Black ice creates the appearance of a wet surface but is actually a thin, transparent layer of ice on roads and bridges. Black ice forms when melting snow refreezes or when rain, drizzle, mist or fog freezes. It is most common at night and early morning when it is dark and temperatures are lowest.



Black ice often forms in tunnels and other shaded areas, on overpasses and bridges, and near lakes and rivers. The hazard can also form when snow temporarily melts from auto exhaust emissions or tire heat and from moisture vapors given off by industries located close to the highway.

Motorists should remember to:

- Slow down on bridges, overpasses and tunnels and on all roads in the early morning when the air temperature rises faster than the pavement temperature.
- Avoid applying brakes on ice as it may cause a vehicle to skid
- Do not use cruise control during winter driving conditions
- Use a safe speed for winter driving conditions, regardless of the posted speed limit.
- Keep a safe stopping distance from the vehicle in front of them.
- Keep both hands on the steering wheel, eyes on the road and stay alert.

For additional tips on safe winter driving, go to mndot.gov/workzone/winter.htm

Supply Chain Woes For Floor Covering

Article submitted by Dave Bahr, Hiller Commercial Floors

For many school districts, January and February are months to secure estimates for projects needing to be completed over the summer break. Flooring replacement is one of those projects many school districts consider each year. The trend in school flooring in recent years has been to move away from Carpet and toward vinyl tile. This is often because of the perception of cleanliness a hard surface implies. A few coats of wax and a buffer can make a hard surface shine while a deep hot water extraction of carpet can have marginal results if not done properly.

The shine of a waxed vinyl tile surface disappears quickly once school starts. Desks and chairs in classrooms leave graphite residue making these floor unsightly until the next summer when they can be stripped, and wax reapplied. In recent years, a product called LVT or LVP has taken over this market by storm. Called Luxury Vinyl Tile or Luxury Vinyl Plank (also called Laminated Vinyl Tile and Plank) in wood and tile looks has dominated this market and the share is growing. These floors, if properly vetted, do not need to be stripped and waxed, they are somewhat flexible and so will not crack if there are minor cracks in the underlying concrete and greatly improve the classroom environment to make it more like home.

The cost of LVT is almost double the cost of VCT but, at a cost of \$.50/year to strip and wax vct, the payback is as soon as 4 years. The composition of LVT is a vinyl backing system with a high-quality photograph layer to give the desired visual, and topped by a wear layer measured in mills of thickness. Commercial grade wear layers range from 12 to 20 plus mills thick. In extreme traffic, like an airport, the rule of thumb is one mill wear down in one year. We have used these products in high traffic areas for 18 years without ever seeing one worn down and needing replacement.

The best quality photographic layer is available in SE Asia and China and that is where most of this product category is manufactured. Pre Covid, supply was plentiful, and containers were arriving and processing in efficient fashion. The Trump Trade Tariffs increased the costs of materials from China by 25% so a lot of production was shifted to nearby countries like South Korea who were not subjected to those Tariffs. Then the pandemic hit. Factories closed with each new outbreak, shipping demand went off the charts and unloading facilities at US ports was overwhelmed. The cost of a container of LVT, just for shipping, increased from \$6,000 to \$18,000 and the time of shipment increased from 6 weeks to 24 weeks.

Now the usual cycle of projects for schools is severely disrupted. Estimates in January/February, compiling all costs and prioritizing in March and April and awarding contracts in May no longer works. A purchase order issued in May, will not be in the USA until November or later. Our company is ordering a massive supply this month to have options available in June. We may not have the right color or pattern or enough quantity to meet the needs, but we will have something.

We urge all districts considering projects to keep the availability factor in mind as a critical issue. The USA is home to many carpet manufacturing companies and 6 week back orders are the worst case so that market is still open.

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MDH has updated their guidance. Here are a few links worth noting:

Case Handling: <https://www.health.state.mn.us/diseases/coronavirus/schools/casehandle.pdf>
 School Best Practices: <https://www.health.state.mn.us/diseases/coronavirus/schools/schoolrecs.pdf>
 Youth programs/camps: <https://www.health.state.mn.us/diseases/coronavirus/youthguide.pdf>
 Home visiting (K12): <https://www.health.state.mn.us/diseases/coronavirus/schools/homevisit.pdf>
 Close contact letter/website: <https://www.health.state.mn.us/diseases/coronavirus/schools/letters/> (school close contact letter)
 Close contact letter (word doc): <https://www.health.state.mn.us/diseases/coronavirus/schools/letters/contactfam.docx>
 Information submitted by Bianca Virnig,
 Regional Coordinator for Metro Area Schools
 Metro ECSU

A DATE FOR YOUR CALANDER | MAY 12, 2022

MASMS State Meeting | Allianz Field, St. Paul, MN

- Facility Tours
- Field Director of Operations & Field Head
- Groundskeeper will be the featured speakers!



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UPCOMING MASMS EVENTS

January 11, 2022	MASMS State Meeting
January 19, 2022	MASMS West Chapter Meeting
January 20, 2022	MASMS Northern Chapter Meeting
February 8, 2022	MASMS Metro Chapter Meeting
February 23, 2022	MASMS Southern Chapter Meeting
February 23, 2022	MASMS NW Chapter Meeting
March 8, 2022	MASMS Metro Chapter Meeting
March 16, 2022	MASMS West Chapter Meeting
March 17, 2022	MASMS Northern Chapter Meeting
April 12, 2022	MASMS Metro Chapter Meeting
April 20, 2022	MASMS Northern Chapter Meeting
April 20, 2022	MASMS Southern Chapter Meeting
April 27, 2022	MASMS NW Chapter Meeting
May 18, 2022	MASMS West Chapter Meeting
MAY 12, 2022	State Meeting, Allianz Field, St. Paul

Mark Your Calendar

2022 Custodial/Grounds/Maintenance Days

After Covid stopped us from holding these events the past two years, we are super excited to bring it back!

June 15 & 16, 2022 | Metro (Same program both days, allows you to send 1/2 of your staff each day).

June 21, 2022 | Northern/Northwest/West

June 23, 2022 | Southern

Plan ahead—let's blow the roof off the number of staff that attends this year! This is a Thank You event for Custodial/Grounds and Maintenance Staff—learning, fun, entertainment and prizes. It's a great day, and a great way to say thank you.

Please consider the following:

1. Plan to send as many staff members as you can.
2. If your staff needs to travel a long distance, plan for a hotel stay the night before.
3. Let the school board and administration team know how important this event is to your staff
4. Let the MASMS office know of any specific training you would like to see at this event.

If you cannot send your entire staff on one day, consider sending part of your staff on different days—your staff can attend ANY of the days, regardless of where they are being held.!

Registration forms will be out in early April.

Today's Edition

No. 11-2020

Waconia Daily Telegraph

School Leaders Turn Into Super-Heroes!

LED Conversion Saves District Tax-Payers \$624,000



Waconia School Board - Photo Taken After Project Approval

Students and staff will be walking into completely transformed schools this year because of Waconia's partnership with the Bright Schools Project.

New integrated LED lights with controls will save the district over \$624,000.

There was no initial investment on the project and the ten-year capital lease carried an interest rate of 2.6% - resulting in immediate cash-flow back in the districts budget.

DAVID SWAN

Bright Schools Project, Anoka MN

David@BrightSchoolsProject.org