

The "Tool Box" for Educational Facility Management Professionals

# MASMS 2017 Conference is almost here!

# Educational Members—if you have not registered yet, you still can! Just contact the MASMS office at 1-888-429-3884

# Tips for Successful Networking at a Conference

Industry conferences offer outstanding opportunities for networking. It is an ideal place to meet new people and catch up with those you already know. But that's easier said than done, especially if you're new to the conference scene or you've never been taught any networking skills. But whether you're an extrovert who fits naturally into any situation or someone who has a hard time meeting and talking to new people, networking is a necessary skill.

With that in mind, here are some tips for successful networking at a conference.

#### **Reconnect with Old Friends and Co-Workers**

The easiest way to begin networking is to start with people you already know. Reach out to old friends, co-workers or past supervisors you haven't spoken to in awhile and reconnect.

#### Volunteer

If you're particularly shy and the thought of going up and speaking to people you don't know terrifies you, become a volunteer instead. Learn from a speaker while helping them get ready for their presentation. Chat with attendees while sitting behind the sign-up desk. Be sure to take down names and email addresses of people you do talk to so you can reach out outside of the event.

#### Don't Make Networking All About You

One of the biggest mistakes people make with networking is making it solely about themselves. Making connections with people in your industry should be a give and take relationship. Don't take over a conversation and just talk about what you need. Actively listen to what a person is saying instead of thinking about what to say next. Also

find out what you can do for them. That way they will be far more open to helping you.

#### Follow Up

Another big networking mistake? Not following up with people you meet. All it takes is a quick (yet professional) email or phone call a day or two after meeting. Let them know that you enjoyed speaking with them and you look forward to getting together again. If you don't get a response, wait a week or so and follow up again. You don't want to pester someone but you don't want to let go of a great connection.

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## NEW EDUCATIONAL MEMBERS

Bill Heger, Bloomington Schools Alex Winn, Fridley Schools Lee Morem, Caledonia Schools Tony Duevel, Royalton Schools Brandon Hieb, The Hills Youth and Family Services

## NEW BUSINESS MEMBERS

John Erickson, DSGW Architects Matt Smith, DSGW Architects



I'm looking forward to the annual conference next week! Registration numbers are higher than ever, and our trade show is completely full. The conference committee and Executive Board have been working hard to bring our members a high quality conference that will give us an opportunity to learn, share and network. Thanks to all of you for making time in your busy schedules.

A pre-conference article would not be complete without a reminder that there are many ways to become involved in MASMS. This organization thrives because of volunteers like you. If you haven't done so already, join a committee! We have ten committees that are always looking for new members. If you're interested in a leadership role, there are opportunities at the state and chapter level. Feel free to contact one of the Board members if you have any questions.

I hope to see you in St. Cloud!

#### Grant Drawings At The Conference

Twelve (12) \$500 Building and Grounds Grants will be given away to be used for a **B & G project of the school's** choosing! If you registered for the conference, you are automatically in the drawing! A name will be drawn every 15 minutes starting at 1:15 PM on the trade show floor. Must be present to win!

# Entertainment

Wednesday evening enjoy the comedy of Tim Cavanagh.

Thursday evening after the banquet have some fun at "casino night"!

Education Members have a chance to win a \$1000 B & G Grant or one of 3 \$500 Grants!

Vendors have a chance to win a free booth for next year, banner ad or newsletter ad!



Mike Remington, Inspec MASMS Vendor Representative



Importance of Listening to the Customer

Too often, vendors are too focused on talking about their services or products and don't make the effort to instead really listen to what the customer has to say and what problems they might have that your firm could possibly help them with. By asking questions, and truly listening to what the customer has to say about their goals and headaches and needs you have a much better chance of understanding and explaining how your products or services might be of interest to that customer. Instead of rambling on about how great your company and its products or services are, instead make it a goal to find out more about that customer and their organization each time you talk to them. As the Dalai Lama XIV once said: "When you talk, you are only repeating what you already know. If you listen, you may learn something new."



# Health & Safety Section

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

## Summary of OSHA's new General Industry Walking-Working Surfaces and Fall Protection Standards

On September 19, 2017, MN OSHA began enforcement of the recently adopted new federal Walking-Working Surfaces and Fall Protection rule. MN OSHA adopted the rule in its entirety. (click here for the federal text: <u>https://www.osha.gov/walking-working-surfaces/RegTextWWSFinalRule.pdf</u>)



As school buildings are considered General Industry, there are many parts of this new standard that will apply in your facilities and impact your workers. Below is an overview summary of the key components:

### INSPECTIONS

There is language which includes "regular" documented and scheduled inspections of all walking and working surfaces where employees are expected to go and also a provision for "as needed" inspections to be conducted when there are changes or when an incident occurs.

#### TRAINING

If employees are exposed to fall hazards from heights and use personal fall arrest systems, training is required on the job hazard and the specific PPE system used.

#### FIXED LADDERS

Starting in 2019 all new and replacement fixed ladders or ladder sections that are attached to a building, structure or equipment and are greater than 24 feet in height (but not ship stairs, step bolts, or manhole steps) will need a fall arrest system installed vs. the cages or wells required in the past. For existing ladders, within two years, employers must install a cage, well, ladder safety system, or personal fall arrest system on fixed ladders that do not have any fall protection. Within 20 years, all ladders extending more than 24 feet must have a ladder safety personal fall arrest system. Each ladder must be inspected before initial use in a work shift to identify defects that could cause injury.

Continued on Page 4



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#### Summary of OSHA's new General Industry Walking-Working Surfaces and Fall Protection Standards (Continued from Page 3)

## LADDERS

Under the revisions, employers must ensure that: rungs and steps are slip resistant; portable ladders used on slippery surfaces are secured and stabilized; portable ladders are not moved, shifted, or extended while a worker is on them; top steps and caps of stepladders are not used as steps; ladders are not fastened together to provide added length unless designed for such use; and ladders are not placed on boxes, barrels, or other unstable bases to obtain added height. Each ladder must be inspected before initial use in a work shift to identify defects that could cause injury.



## FALL PROTECTION

The rule requires employers to protect workers from fall hazards along unprotected sides or edges that are at least 4 feet above a lower level. The rule includes new PPE classification and requirements, elimination of body belts as fall protection equipment and provides for more options for employers.



Note: the hierarchy of controls still applies -it is favorable to engineer out the hazard (i.e. install guardrails) vs. using PPE (personal fall arrest system.)

## ROOF WORK

The new rule provides greater directive on roof working distances and warning lines from the edge:

Employer can utilize warning lines if work is more than 15 feet from the edge OR 6 feet from the edge if the work is defined as infrequent (1x/month or less) and temporary (completed in 1-2 hours.)

Be aware: OSHA still views that there is no safe place on a roof!

# SCAFFOLD

New rule verbiage now requires compliance with construction scaffold requirements in 1926, Subpart L and does away with the lengthy general industry scaffolding requirements.

It is recommended that you understand the walking & working surfaces and fall hazards your employees are exposed to and implement any new requirements that apply! The following link is for the OSHA Frequently Asked Questions Site: <u>https://</u> www.osha.gov/walking-working-surfaces/faq.html



#### Legislative Note Tool to calculate LT maintenance aid entitlement.

MASMS Members.

This is the new spreadsheet to be used to put in your school district number and then it calculates LTFM-1 maintenance aid entitlement.

http://education.state.mn.us/ mdeprod/idcplg? IdcService=GET FILE&dDocName=M DE072414&RevisionSelectionMethod =latestReleased&Rendition=primary

This is exactly the kind of tool that should be discussed at the Fall Conference so that every school has their report in hand as they ask for Legislator visits.

Randy Morris MASMS Lobbyist

Department of Education Facilities and Technology Update

New instruction sheet for their Health and Safety website (pdf) - http:// education.state.mn.us/mdeprod/idcplg? IdcService=GET\_FILE&dDocName=00 3890&RevisionSelectionMethod=latestRel eased&Rendition=primary

The Department has also updated their Long Term Facility Maintenance Transfer spreadsheet (excel) - http:// education.state.mn.us/mdeprod/idcplg? IdcService=GET\_FILE&dDocName=M DE072290&RevisionSelectionMethod=lat estReleased&Rendition=primary

MASMS BOOT CAMP DATES SET FOR 2018! January 17th & January 18th, 2018 St. Cloud Holiday Inn

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# Garland's Sustainable Vision

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- Eco-friendly maintenance and repair solutions
- Integrated roottop solutions incorporating solar



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## 2017 MASMS \$1,000 Sustainable Grants Two Grants were awarded this year!

#### Awarded to: Maple Lake Schools, Bradley Neutz, MASMS Member "Raised Vegetable Gardens"

The idea for our proposal came from a group of High School Juniors that approached me this spring. They are interested in building several raised vegetable gardens to be placed near our elementary school. The purpose behind this is to allow our high schoolers to build a project that would benefit our elementary students for years to come.

It was brought to my attention that there are an increasing number of elementary students that do not know what a garden fresh vegetable even tastes like. The only carrots that they have eaten come pre-peeled and bleached from a bag. They only know of green beans from a can. There are students that have never tasted a juicy ripe tomato.

The students have worked out many of the details already. They have coordinated with a group of 3<sup>rd</sup> grade teachers that know gardening. They have already accumulated several grow lights to start their gardening indoors before the weather turns nice. They have discussed this with our local lumber yard and came up with a list of materials needed to build the raised gardens. We also discussed this idea with our principals and they have approved a location for the gardens. The plan is to have the science classes work on starting the seeds under the grow lights. Later, the students will plant their seedlings into the garden. Throughout the summer, our summer academy kids will be harvesting the garden, as well as students will be invited back to come pick some of their produce. Even into the start of school in the fall, the students will be able to enjoy the products of their labor.

#### Awarded to: Shakopee Public Schools, Kain Smith, MASMS Member "Revitalize Perennial Garden"

At the present time, the Pearson Campus has a series of three small perennial gardens totaling about 530 square feet located on the front side of the building. Every year since I was moved to a room overlooking the gardens, I have enlisted volunteer students to help clean up the gardens which contained more overgrown weeds than flowers. We would meet as needed after school.

Our goal is to diversify the perennial population to include native flowers and also flowers that bloom throughout the Minnesota growing season, so that the bee and butterfly population would have a continuous source of nutrition and habitat. Presently, we have a small but nice mix of early season flowers (tulips, hyacinth, crocus) and some fall blooms such as sedum. There is nothing that blooms during the June-August season except for a small number of milkweed and coreopsis. If our school earns a grant, the money would be used to purchase pollinator friendly summer bloomers such as bee balm, iris, cone-flower, lily, clematis, phlox, etc. to enhance and diversify the gardens, quality top soil to amend the existing sandy soil, mulch which would help with water retention and weed control, shepherd's hooks to hold bird feeders and the feeders, and to build a "visitor stand" where the students would grid the gardens and identify the plant locations. This could also identify the various birds, butterflies, and bees which do and will visit the gardens if there is enough room on the graphic. Plant purchases would be researched, presented, and voted on by interested students based on varied blooming seasons/value to wildlife/maintenance, and aesthetics. All planting would be done by students with staff supervision and tools would be provided by the school district and interested staff.





# 2017 MASMS Conference Educational Opportunities!

## Thursday Educational Sessions

9:00 am Sessions (Pick 1 of 8)	10:00 am Sessions (Pick 1 of 8)	11:00 am Sessions (Pick 1 of 7)	
Public Speaking and <b>Presentations Do's and Don'ts</b> Mike Remington, Inspec	Courageous Conversations: Tools for Talking when the Stakes are High Tim Esch, Esch Consulting Inc.	Time is free but it is Priceless! 10 Cleaning Tips to a faster better clean. Scott Haag, Hillyard	
Preventing Unnecessary Lead and Copper Exposure in Schools Anna Schliep, MN Dept. of Health	Custodial Staffing Levels & Custodial Supervision & Evaluation John Dalman, Hillyard	Proactive or Reactive: The Cost of Masonry Maintenance Pam Jergenson, Inspec	
Electrical Preventative Maintenance Jake Kranz, Master Electric	Safe & Secure Facilities Seating & Gym Equipment Mark Beaulieu, Hussy Seating Co.	Requirements for Employer Electrical Licensing and Registering Steven Dudley and Sheldon	
Basic Fundamentals of a Cooling System Michael Lynch, Johnson Controls	Requirements for Employer	Monson, State of MN	
Condensing Boilers for Dummies 101 Lori Bauer, Climate Makers	Electrical Licensing and Registering Steven Dudley and Sheldon Monson, State of MN	Boiler Operator Review David Gonsoski & Howard Berny, State of MN	
Future Energy Concerns Paul Albinson, Centerpoint Energy Dave Geschwind, So. MN Municipal Power	All Gender Restrooms: Design, Maintenance Lessons Learned	Managing a Remote Team Scott Clemente, Servpro of Minnetonka	
Weather Tools Anyone Can Use Jeff Goldy, Hopkins Schools	DJ Heinle, TKDA Crisis Planning Jordan Curzon, Wayzata Schools	More Secure Credential Program for access Control Mike Reding, IdentiSys	
Fundamentals of Managing Ball Fields for Maximum Health, Performance & Player Safety Joe Churchill, Reinders Inc.	October 2016 Active Shooter Drive; what we learned. Amy Satterfield, IEA	Smart Salting Practices for the Environment Brooke Asleson and Rachel	
	Sodding of US Bank Stadium For Soccer Match Tom Rudberg, Mn Sodding Co.	Olmanson, MPCA	
Friday Educational Sessions	6		
7:00 am Breakfast	9:00 am Sessions <i>(Pick 1 of 8)</i>	10:00 am Sessions <i>(Pick 1 of 8)</i>	
8:00 am Idea Exchange	ADA Requirements for Building Exteriors & Grounds	Everything About Mold Scott Clemente, Servpro of Mtka	
Idea exchange topic: Information and discussion session on how to invite your elected legislative representatives to your school ~ how to arrange meetings, invitation wording, agendas, etc.	Mike Remington, Inspec Hidden Risks & Costs of Long Term Hazardous Waste Storage Michelle Gwin & Nick Dryden, The Retrofit Co.	Painting in Education Jeffrey Tetzlaff, CentraPro	
		Long Term Facility Maintenance Jason Splett, Foster, Jacobs & Johnson	
	Long Term Facility Maintenance Jason Splett, Foster, Jacobs & Johnson	ROUNDTABLE <b>"What you want to know ~ for</b> <b>New Members"</b>	
11:00 am Capstone Bringing the roundtables together! Identify commonalities between	What is our energy management system telling us? Glen Birnstengel, St. Paul Schools	ROUNDTABLE <b>"What you wished you had known ~</b> from Veteran Members"	
<b>"What you want to know ~ for</b> <b>New Members" and "What you</b> wished you had known ~ from <b>Veteran Members"</b>	Elevators Ryan Rognile, MEI Total Elevator	Landscape & Planting Design for our Changing Climate	
	Health & Safety 101 Jordan Curzon, Wayzata Schools	Fred Rozumalski, Sr. Landscape Architect What you should know about	
MASMS 2017 CONTERENCE Operating with Excellence	Dedicated Outdoor Air Systems Maria Pieffer & Chris Koening, Karges-Faulconbridge Inc.	the building code. Bret Haglund, TSP	
	PERA Amy Collins, MN PERA	PERA Amy Collins, MN PERA	



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#### MASMS Executive Board

President—Maureen Mullen, Rockford Schools Vice President — Heather Nosan, Rosemount-Apple Valley-Eagan

President Elect — Open Past President—Reed McFarlane, Lake of the Woods Schools

Secretary— Open Treasurer—Kevin Hildebrandt, Faribault Schools Vendor Director: Mike Remington, Inspec

#### Chapter Directors:

Northern—Joe Arthurs, Hibbing Schools Southern—Kevin Johnson, Red Wing Schools Metro—Chris Wirz, St. Francis Schools Northwestern —Reed McFarlane, Lake of the Woods Schools

#### MASMS OFFICE

Ruth Kraemer, Executive Administrator ~ Phone: 320-685-4585 Toll Free: 888-429-3884 ~ Fax: 320-685-4592 Email: ruth@masms.org To unsubscribe from this newsletter, please contact ruth@masms.org

### Leadership & Professional Development Opportunity

The MASMS Conference is just a few weeks away - with a sold out show, the excitement is building!

MASMS is looking for members that would like to obtain some additional professional development and some leadership skill building opportunities. Also, we are looking for those that want to give back in a rewarding way, sharing skill sets and talents.



MASMS has two state level positons open. The President Elect and the Secretary positions (descriptions below). If you are interested in either position, please contact the MASMS office at <u>ruth@masm.org</u>.

If you'd like to contact a current executive board member, to chat about what it's like to be a state board member, please feel free to give them a call.

• President Elect Position is a 4 year commitment; the first year it is "President Elect', 2<sup>nd</sup> year moves to "Vice President", 3<sup>rd</sup> year moves to "President" and the 4<sup>th</sup> year moves to "Past President" position.

Secretary Position is a 3 year commitment.

For detailed descriptions please just contact the MASMS office – or better yet, just give one of the executive board members a call.

## Wacky Ideas for October. Highlight an October Day!

Smile Smile Smile World Smile Day is October 6th

"It's My Party" Day October 11th

**October 16th is Bosses Day** 

Serve Chocolate Cupcakes at break on Chocolate Cupcake Day October 18th

> Candy Anyone? Chocolate Day October 28rh Corn Candy Day October 30t

Halloween October 31st!

Minneapolis

763-546-3434 cbuhman@inspec.com

Mitwaukee

Chicogo