



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



Heather Nosan

2016-2017 State Vice President



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!

Vendor Corner

*Mike Remington, Inspector
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."

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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: <https://www.osha.gov/walking-working-surfaces/RegTextWWSFinalRule.pdf>)



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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HEALTH & Safety Section



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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: <https://www.osha.gov/walking-working-surfaces/faq.html>

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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=MDE072414&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=003890&RevisionSelectionMethod=latestReleased&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=MDE072290&RevisionSelectionMethod=latestReleased&Rendition=primary

**MASMS BOOT CAMP
DATES SET FOR 2018!**
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January 18th, 2018
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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 positions open. The President Elect and the Secretary positions (descriptions below). If you are interested in either position, please contact the MASMS office at ruth@masm.org.

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", 2nd year moves to "Vice President", 3rd year moves to "President" and the 4th 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.

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- Stormwater Erosion Control/Pollution Prevention
- Stormwater Best Management Practices Maintenance

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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 28th

Corn Candy Day October 30th

Halloween October 31st!