



The "Tool Box" for Educational Facility Management Professionals

MASMS Day on the Hill ~ February 14th ~ 9:30 AM to 1:00 PM

New ~ the bus will stop at 3 places to pick up members. No need to drive into the cities!

MASMS members will gather at the State Capitol for a "Mission Critical" Day at the Capitol. Members will receive an up-to-the-minute briefing on facilities issues and the new K-12 Finance Committee Chairs will be invited to address the group with their outlook and priorities for the Session.

This is the perfect time to meet with your new / returning Legislators and talk about the expertise MASMS offers as facility issues are debated. Please try to schedule your Legislator visits in the 11:30AM to 1PM timeframe. We will be meeting in the newly renovated State Capitol, and easy tunnel access to your State Senator and State Representative will only be a few steps away. FYI—Lunch will be served on the return ride.

Take the time to join your MASMS colleagues for this important event. We will have a bus that will stop multiple places for pickup and drop off, so we do not all have to drive to the State Capitol.

6:45 AM Pickup# 1: St. Joseph MN, Park and Ride, I-94 & County Road #2, St. Joseph MN

7:45 AM Pickup #2 : Elk River MN, Park and Ride, 171st Lane & Twin Lakes Road, Elk River MN

8:45 AM Pickup #3: Minneapolis Blvd Hotel, 2200 Freeway Blvd, Minneapolis MN (Coffee and Rolls available here.)

MASMS STATE MEETING ~ NEW FORMAT THIS YEAR

Great Training Opportunity with Extended Educational Sessions

Select from Multiple Options

Tuesday, January 10, 2017, 8:30 AM Registration

DoubleTree Hotel, 2200 Freeway Blvd, Minneapolis MN

8:30am Registration

9:00am Educational Session Option #1 ~ Randy Johnson, MN School Safety Center,
Maintenance Dept. Role in School Security

Educational Session Option #2 ~ Chad Rettke, Kraus- Anderson
Getting the Most out of your Construction Manager

10:00 am Break

10:15am **Educational Session Option #1 ~** John Swanson, State Fire Marshal, Fire Code Basics 101

Educational Session Option #2 ~ Dr. Katie Schofield, H & S Professor U of M,
Future Issues of Health and Safety

11:15 am Lunch

Noon Educational Session—General Session ~ Tom Cody, Top 20 Training
Real reason we are working in a school! This upbeat training on keeping your head clear when things don't go right will keep you laughing and have you leave refreshed and ready to implement a new culture in your district.

1:14 pm Close

To Register for this meeting: Go to the MASMS website: www.masms.org. Select "Member Login". Enter your username (first initial and last name); Enter password "masms" (unless you changed it); Select "Meeting Registration" Select State Meeting; Enter name and school/organization; Select send.

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Vendor Corner

*Mike Remington, Inspec
MASMS Vendor Representative*



The 10-20-30 Rule for Presentations

There is a rule for PowerPoint presentations developed by famous marketing person Guy Kawasaki called the 10-20-30 Rule. It states that presentations should not have more than 10 slides, should not last longer than 20 minutes, and the text should not be smaller than 30 point font. Obviously this is a guideline, and many presentations are required to be longer than 20 minutes and have more than 10 slides, but the point is: keep things brief and to the point, focus on your main message, and resist the urge to fill your slides with lots of text. Keep the 10-20-30 Rule in mind the next time you do a PowerPoint presentation!

Looking for a Mentor?

Meet once a month with your MASMS Mentor or phone contact only or contact only when issues arise when you need some advice on, etc.

Contact the MASMS office at ruth@masms.org if you would like to find a MASMS mentor!

WELCOME

NEW EDUCATIONAL MEMBERS

Tom Hoops, Wright Technical Center

NEW BUSINESS MEMBERS

Joey Berg, Graybar Electric

Missi Odden, Graybar Electric

Matthew Fox, Cardiac Science

Tom Rudberg, Minnesota Sodding Co.

Angie Radel, IEA

Justin Horan, Servpro

Wacky Ideas for January

Create a wacky celebration on a January day. You will be amazed on how it will improve the winter moods of employees!

- ⇒ January 8th is Elvis' Birthday
- ⇒ January 10th is "Save the Eagles Day"
- ⇒ Rubber Ducky anyone—January 13th is "National Rubber Ducky Day"
- ⇒ Great day to plan a popcorn break!
January 19th - "National Popcorn Day"
- ⇒ January 20th is the Presidential Inauguration Day
- ⇒ Plan a pie and ice cream dessert for lunch on January 23rd to celebrate National Pie Day!
- ⇒ Belly Laugh Day is on January 24th!!
- ⇒ Bubble Wrap Popping Anyone?
January 30th is the only Bubble Wrap Appreciation Day!

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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.

OSHA's Final Rule to Protect Workers from Exposure to Respirable Crystalline Silica

OSHA has developed two new crystalline silica standards to be: **29 CFR 1910.1053 General Industry & Maritime (Schools Fall in this Standard)** 29 CFR 1910.1153 Construction. Compliance Timeline for General Industry: June 23, 2018

FINAL RULE LINK: <https://www.osha.gov/silica/index.html>

WHAT IS CRYSTALLINE SILICA?

Crystalline silica is a common mineral found in many naturally occurring materials and used in many industrial products and at construction sites. Materials like sand, concrete, stone and mortar contain crystalline silica. Crystalline silica is also used to make products such as glass, pottery, ceramics, bricks, concrete and artificial stone. Industrial sand used in certain operations, such as foundry work and hydraulic fracturing (fracking), is also a source of crystalline silica exposure. Amorphous silica, such as silica gel, is not crystalline silica.



Inhaling very small (“respirable”) crystalline silica particles, causes multiple diseases, including silicosis, an incurable lung disease that can lead to disability and death. Respirable crystalline silica also causes lung cancer, chronic obstructive pulmonary disease (COPD), and kidney disease.

Respirable crystalline silica – very small particles typically at least 100 times smaller than ordinary sand found on beaches or playgrounds – is generated by high-energy operations like cutting, sawing, grinding, drilling and crushing stone, rock, concrete, brick, block and mortar; or when using industrial sand. Activities such as abrasive blasting with sand; sawing brick or concrete; sanding or drilling into concrete walls; grinding mortar; manufacturing brick, concrete blocks, or ceramic products; and cutting or crushing stone generates respirable dust.

WHAT IS THE ACTION LEVEL?

The standard identifies 25 micrograms per cubic meter as the action level

The standard identifies 50 micrograms per cubic meter averaged over an 8 hour work shift

WHAT ARE THE POTENTIAL CONCERN INDUSTRIES AND MATERIALS?

Industries and operations in which exposure to crystalline silica can occur include, but are not limited to:

- | | | | |
|-------------------------------------|-----------------------|----------------------|-------------------------------|
| ~Construction | ~Glass products | ~Pottery products | ~Structural clay products |
| ~Concrete products | ~Foundries | ~Dental laboratories | ~Paintings and coatings |
| ~Jewelry production | ~Refractory products | ~Ready-mix concrete | ~Cut stone and stone products |
| ~Refractory installation and repair | ~Railroad maintenance | ~General industry | ~Construction |
| ~Hydraulic fracturing gas and oil | ~Construction | | |

SAMPLING FOR CRYSTALLINE SILICA

For job duties with potential risk to crystalline silica, employers are to conduct personal sampling of workers to determine if they are exposed above the action level of 25 micrograms of silica per cubic meter of air or above the 8-hour permissible exposure limit (PEL) of 50 micrograms per cubic meter.

Continued on Page 4



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OSHA's Final Rule to Protect Workers from Exposure to Respirable Crystalline Silica (Continued from Page 3)

EMPLOYER REQUIREMENTS

The 29 1910.1053 Standard requires that employers conduct the following:

- Measure air sampling during suspect activities to document above/below action level or PEL
- Utilizing dust controls when above the PEL
- Establish and implement a written exposure control plan identifying tasks creating the silica risk and control measures to protect workers
- Offer medical exams every 3 years to employees exposed at or above the action level for 30 or more days per year
- Training on silica exposure and controls/PPE
- Record keeping of employee silica exposure and medical exams



Link to OSHA Fact Sheet:

<https://www.osha.gov/Publications/OSHA3682.pdf>

Resources for this article were utilized from United States Department of Labor and OSHA websites.

Safety Toolbox Talks Click here for Toolbox Talk Topics:

www.masms.org

Click on Health & Safety Toolbox Talks on the left hand side of the window!

Aerial Lift Training

Health & Safety Toolbox Talk Training Why It's Worth It!

Safety toolbox talks are less formal and shorter than safety meetings and training sessions, and they are designed to reinforce safety training and information on a particular topic. Without constant reminders about safety, employees tend to forget, get sloppy, take risks, and have accidents.

Why Are Toolbox Talks Important?

Toolbox talks are a great refresher, and keep your employees abreast of changes in regulations, safety procedures, equipment, personal protective equipment (PPE), and job assignments and responsibilities.

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NOTICE ~ MASMS The State Secretary Position is Open

This State Secretary position is currently open on the MASMS Executive Board.

Nominations will be taken, and the position will be voted on, at the January 10th MASMS State Meeting.

Please contact the MASMS office if you are interested in this position.

Duties as listed in the MASMS By-Laws:

1. Shall be responsible for keeping and preserving minutes of the proceedings of all meetings.
2. Shall perform such other duties as the Association President may from time to time designate.
3. Shall, in the absence of the President, President Elect and Vice President, preside at all meetings and assume all other necessary duties.

Employment Opportunities:

Check it out at www.masms.org
New postings weekly.



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User Proper Body Language to Help Become a Better Listener.

Someone is talking to you. You want them to know that you are listening. You know it's important to show concern, but perhaps you are distracted because you have so much to do. What can you do to help focus and show that you are listening? What body language cues show that you are listening? Improve your listening by following these tips.

Eye Contact

A listener should give more eye contact than the speaker. Research suggests that if you want to have good rapport you should maintain eye-contact 60 to 70 percent of the time that someone is speaking to you. Females have been shown to be better at this than men and actually need more eye contact from listeners in order to feel comfortable in the conversation. A normal business gaze focuses on the eyes and the upper forehead. Using a social gaze, the listener's gaze drops down to include the nose and the mouth. **Watch for next month's Listener Body Language Message!**

CPS Class Scheduled for March 2017

We have a CPS class scheduled for March 7-8, 2017 at the DoubleTree Minneapolis North (right off I694 and Shingle Creek Parkway). The CPS certification is part of the requirements for the MASMS Certification Program. We have 15 openings available for this class.

The AFE fee for this training and examination is \$500. MASMS covers the cost of hotel (if you are more than 1.5 hour drive away), breakfast and lunch both days! Study materials will be sent to you when you register. The first day of the class, and the morning of the 2nd day is a review of those materials. The afternoon of the 2nd day is the exam.

This class is a review of the study materials, and is not meant to be complete instruction. You must spend the necessary time studying the materials prior to the class.

Instructor: Maureen Mullen, MASMS CPS Certified Instructor (Rockford Public Schools)
Date: Tuesday March 7th & Wednesday March 8th, 2017
Time: 8AM – 4PM Both Days
Location: DoubleTree Hotel, 2200 Freeway Boulevard, Mpls MN

How to register:

Email the MASMS office that you will be applying for this class (ruth@masms.org) and you will be emailed the application. Fill out the application and send it back with the \$500 check (or credit card info) to the MASMS office **before January 27, 2017** (at that date, it would give you about 5-6 weeks of study time).

The MASMS office will send out your study materials as soon as your application is received and approved! If you have any questions please contact the MASMS office at ruth@masms.org

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Recycle Leftover Paint? Sure you can.

Submitted by Steve Pincusky, PaintCare

Do you know what to do with old architectural paint? Sometimes it sneaks up on you: A few gallons left behind by contractors who did renovations, some more from sprucing up hallways and entryways, and a little more from smaller maintenance projects done across the year. After a while, many property managers, building engineers and maintenance professionals find themselves with a stockpile of old paint that they'll never use.

Thanks to a Minnesota paint stewardship program — called PaintCare — that started in November 2014, more than 250 paint retailers and household hazardous waste facilities throughout Minnesota now take back leftover architectural paint for recycling at no charge. Since its start, PaintCare Minnesota has been a success. The program has collected and processed more than 1.5 million gallons of leftover paint, as well as recycled more than 725 tons of metal and plastic containers.

Recycling Paint is Easy PaintCare drop-off locations accept up to five gallons of architectural paint at a time from households and businesses (some locations accept more). Using drop-off locations regularly — by taking a few gallons to a paint store as you buy paint — is an easy way to keep leftover paint under control and free up storage space. Drop-off locations accept all brands of old house paint, stain and varnish, even if it is 20 years old. However, the program does not accept aerosols (spray paint) or empty containers. For a complete list of acceptable products, visit paintcare.org/products. To find a drop-off location in your area, use the site locator tool at paintcare.org/drop-off-locations and search by zip code.

Continued on Page 8



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Recycle Leftover Paint? Sure you can. (Continued)

Have you accumulated paint for years?

Have it picked up for free.

Businesses, institutions and households that have accumulated at least 300 gallons of leftover paint can request a pick-up service without charge. PaintCare's transportation company arrives and helps pack the paint into cubic yard boxes, then takes it away on the same day. For organizations that regularly generate large volumes of unwanted paint, PaintCare provides empty boxes and trains their staff on how to sort and pack the paint on their own. They then call for a pickup when the boxes are full.



To request a large-volume pickup (LVP), fill out an electronic LVP request form available on PaintCare's website at paintcare.org/pickup. You can call PaintCare at (855) 724-6809 with any questions about this service or to ask for a LVP request form.

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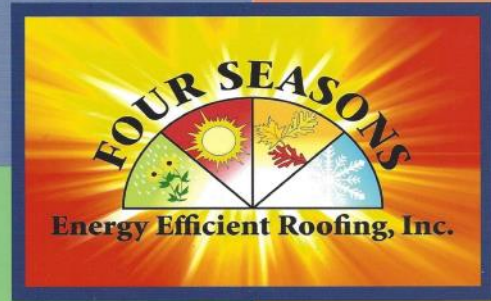
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Funding

PaintCare Minnesota is funded by *PaintCare Fees*, which have been added to the sale price of new paint since 2014. These fees are initially paid to PaintCare – a non-profit established by the paint industry – by manufacturers, then passed down to their dealers and customers. When you buy paint, there is usually a line item on your receipt or invoice for each container.

These nominal fees pay for paint collection, transportation, recycling, public outreach, program administration and to manage old "legacy" paint – the paint that has been accumulating in homes and businesses since before the program started. Typically, the types of products that have fees when you buy them are the same types that are accepted at drop-off locations for recycling.

So whether your paint has been lying around for a while, or you just finished up a project, bring it to one of PaintCare's many drop off locations and give it a second life. For more information about the Minnesota PaintCare Program, please contact Steve Pincuspy at spincuspy@paint.org or call PaintCare at (855) 724-6809.

Legislative Issue for MASMS Members

K-12 Finance Committee Rosters Released.

The Minnesota House and Senate Republican Leadership have released the Committee rosters for the 2017-2018 Session. School Facilities funding will be an article in the Omnibus K-12 Finance bill. The Committees that have responsibility are the Senate the E-12 Finance Committee, and in the House the Committee is the Education Finance Committee. Look to see whether your local legislator is on either Committee and if so, you can help us be an advocate for continued school facilities funding.

Senate E-12 Finance Committee members:

Sen Carla Nelson (R, 26)	Sen Eric Pratt (R, 55)
Sen Paul Anderson (R, 44)	Sen Roger Chamberlain (R, 38)
Sen Gary Dahms (R, 16)	Sen Eichorn (R, 5)
Sen Chuck Wiger (DFL, 43)	Sen David Tomassoni (DFL, 6)
Sen Torres Ray (DFL, 63)	Sen Melissa Wiklund (DFL, 50)

House Education Finance Committee members:

Rep Jennifer Loon (R, 48B)	Rep Peggy Bennett (R, 27A)
Rep Jim Davnie (DFL, 63A)	Rep Dario Anselmo (R, 49A)
Rep Sondra Erickson (R, 15A)	Rep Tony Jurgens (R, 54B)
Rep Ron Kresha (R, 9B)	Rep Carlos Mariani (DFL, 65B)
Rep Paul Marquart (DFL, 4B)	Rep Rena Moran (DFL, 65A)
Rep Mary Murphy (DFL, 3B)	Rep Bud Nornes (R, 8A)
Rep Roz Peterson (R, 56B)	Rep John Poston (R, 9A)
Rep Julie Sanstede (DFL, 6A)	Rep Peggy Scott (R, 35B)
Rep Linda Slocum (DFL, 50A)	Rep Dennis Smith (R, 34B)
Rep Tama Theis (R, 14A)	Rep Paul Thissen DFL, 61B)
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Mark Your Calendar!

January 10, 2017	State Meeting, Minneapolis MN
January 19, 2017	Northern Chapter Meeting – Brainerd
February 14, 2017	Day on the Hill
February 14, 2017	So. Chapter Meeting
February 16, 2017	Northern Chapter Meeting – Brainerd
February 22, 2017	NW Chapter Meeting—Thief River Falls
March 14, 2017	Metro Chapter Meeting, Minneapolis
March 16, 2017	Northern Chapter Meeting – Brainerd
April 11, 2017	Metro Chapter Meeting, Minneapolis
April 19, 2017	So. Chapter Meeting
April 20, 2017	Northern Chapter Meeting – Brainerd
April 26, 2017	NW Chapter Meeting—Thief River Falls
May 9, 2017	State Meeting

Mark Your Calendars! MASMS Custodial Days

Metro Chapter	June 14-15, 2017	Orono Schools
North/NW Chapter	June 20, 2017	Location TBA
Southern Chapter	June 22, 2017	Mankato Schools



You know you are in Minnesota when you think it's a
sport to gather food by drilling through ice and
sitting all day, waiting for it to swim by.

Stay Safe on the Ice!