



The "Tool Box" for Educational Facility Management Professionals

Take the time to attend the 2016 MASMS Conference Your chance to learn and network!



Wednesday Events September 28, 2016

Scholarship Golf Event
Wapicada Golf Course
Sauk Rapids, MN
Tee Off at 10:00 AM

At the St. Cloud Holiday Inn & Suites

5-8:00 pm Conference Registration

7:30 pm Business Member Appreciation

Reception & Entertainment

Tim Gabrielson, Comedy



Thursday Events ~ September 29, 2016

CONFERENCE KICKOFF!

7:00 am Registration / Continental Breakfast
7:00 am MASMS Mentor Program, 1st Time Attendee
7:50 am Presentation of the Flag
8:00 am **Keynote Speaker, Ted Schick**



"The Work that We Do"

In this fun and engaging presentation, we discuss the rewarding and challenging work of the Facilities Management Professionals. From what motivates us every day in our work to leading our teams to implementing change, your leadership is the "brick and mortar" of the school district. This presentation is educational learning you can put to use today.

Thursday Morning Educational Sessions

9:00 am Sessions (Pick 1 of 8)

National Weather Service
Todd Krause, Warning Coordinator
Leadership 101
Mike Condon, Inspec
Turf Maintenance, John Hopko
Key Management
Door Security Solutions
Stormwater Management
Cliff Buhman, Inspec
Electrical Preventative Maintenance
Jake Kranz, Master Electric
Life Safety Procedures
Darryl Rangel, Belimo
Flexible Furniture Ideas
TSP Architects & Engineers

10:00 am Sessions (Pick 1 of 8)

Public Speaking/Presenting
Mike Remington, Inspec
Fire Codes in Schools
Haldeman-Homme, Inc.
Playground Design
Flagship Recreation
Student/Parent Reunification
Randy Johnson, State of MN
Condensing Boilers
Lori Bauer, Climate Makers
Storage Solutions for Schools
TSP Architects & Engineers
Lighting Retrofit
Jim Azure, Solus LED
Re-commissioning Existing Bldg
Karges Faluconbridge, Inc.

11:00 am Sessions (Pick 1 of 7)

Cooling Tower Maintenance
AdvantaClean of SW Minneapolis
Sidewalk Trip Hazards
Precision Concrete Cutting
Report Card of Bldg Cleanliness
Scott Haag, Hillyard
Effective Hiring Procedures
Osseo Schools
Special Education Spaces
TSP Architects & Engineers
Energy Use & Building Codes
Kraus-Anderson Construction Co.
Maintaining Concrete Floors
Chad Hanson, Swedebro

**Contact the
MASMS
Office for
registration
forms!**

INSIDE THIS ISSUE:

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Thursday Afternoon Events

12:15 pm Lunch & Business Meeting

1:00 pm Trade Show & Drawings for Grants

Drawings for **TWELVE** \$500 Building and Grounds Grants 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!**

Thursday Evening Events

5:45 pm President's Reception

**6:15 pm MASMS Banquet & Awards
Music by The Sound Exchange**



Friday Events ~ September 30, 2016

- 7:00 am** Buffet Breakfast
7:30 am Retired Member & Past President Breakfast Gathering
8:00 am **Idea Exchange** Please join us for an interactive session and learn from your peers!
 Idea exchange topic for 2016: How to build and develop staff training programs -
 And why it is important for your department

Friday Morning Educational & Round Table Sessions

8:50 am Sessions (Pick 1 of 8)

Manage Your Parking Lots
 Mike Remington, Inspec
Recycling Everything (Roundtable)
 JJ Flooring Group
Turfgrass Nutrition: The Basics
 Dr. John Trappe, Univ of M
License Codes
 Jerry Norman, Dept of Labor
Construction Procurement
 The Gordian Group
Water Damage 101
 Scott Clement, Servpro
Improving Indoor Environments
 DLR Group
PERA Roundtable
 Phil Coleman, MN PERA

9:45 am Sessions (Pick 1 of 8)

Bridging Building Information
 Kraus-Anderson Construction
Young Tree Care
 Chad Gibin, Univ of MN
10 Yr Facility Mgmt Planning
 Mike Condon, Inspec
Data to Drive Maintenance
 Josh Cowdery, McKinstry
Window Leaks & Other Problems
 Nick Hall, Inspec
Coop Purchasing/Jt Powers Contracts
 Rochester Schools
WiFi Networks & School Buildings
 ARvig Enterprises
PERA Roundtable
 Phil Coleman, MN PERA

Capstone/Closing Session 11:15 AM

**Planning for Change:
 Learn from Experience**
 A panel of “experienced” peers.
 Bring your questions!

12:15 PM Lunch & Networking



NEW MEMBERS

SCHOOL MEMBERS

Virgil Stich, Holdingford Schools
 Jennifer Fernholz, Shakopee Schools
 Ron McCollum, Bagley Schools
 Kevin Packer, Robbinsdale Schools
 Anthony Buccanero St. Louis Cty Schools
 Jeff Cambell, Braham Schools
 Justin Nord, Rothsay Schools
 Dylan Carlson, Duluth Schools
 Michael Machacek, St. Cloud Schools
 Mike Harder, Northfield Schools
 Stephanie DeAdder, Northfield Schools
 Tyler Garrison, Fairmont Area Schools

BUSINESS MEMBERS

Dan Thompson, Automated Logic
 Dave Christenson, Voss Lighting
 Josh Blair, Kendall Doors & Hardware Inc.
 Shanda Lovering, Mavo Systems
 John Plumhoff, Haldeman-Homme, Inc./Anderson Ladd
 Seanathan Rivard, Haldeman-Homme, Inc./Anderson Ladd
 Cory Johnson, Enviro-Air Cleaning Specialists
 Carrie Armstrong, Enviro-Air Cleaning Specialists
 Greg Meyer, Innovational Concepts, Inc.
 Mark Quale, Precision Concrete Cutting
 Brad Rosmusen, Climate Makers, Inc.
 Peter Warner, Forbo Flooring Systems

Answer to the question! Why do we not have on-line registration for the MASMS Conference?

On-Line Registration is great—however it is expensive! The registration programs charge a per registration fee and a percentage of each registration that pays by credit card. Also, it would likely result in more people paying with a credit card payment, instead of a check, resulting in our normal credit card charges increasing.

The fees add up fast! So with this in mind, the MASMS Executive Board feels that the money saved by keeping the registration in its current format, is better spent on training opportunities for our members, instead of registration fees!

Vendor Corner

*Mike Remington, Inspec
MASMS Vendor Representative*



Act NOW for MASMS Fall Conference!

Even though it is still a ways off, you need to act now for the MASMS Fall Conference! Space is limited and the trade show spots are already filling up fast, if you wait much longer it may be too late!

As most of you know, the Fall Conference is a great program and the trade show is very well attended by numerous important decision makers from schools all across the State of Minnesota. MASMS has strived to come up with new ideas to increase the attendance and foot traffic at the trade show each year, and we fully realize the importance of our Business Members in the success of the organization.

If you have never attended the Fall Conference and have any questions or want to know what it's like, feel free to contact me or Ruth. I hope to see you there!

HEAT CONDITION GUIDANCE

The following note was submitted by Jeff Goldy, Hopkins Public Schools. It references the idea of including some heat condition guidance in severe weather planning. It may contain some information other schools can use. Thank you Jeff for sharing this!



Hopkins Weather Watchers,

After the health threatening heat wave last week and some very good advice from John Wetter, I thought it might be a good idea to include some heat condition guidance in our severe weather planning and the crisis management plan.

As I mentioned to some of you last week, a better measure of heat and humidity's impact on human activity is the wet bulb global temperature (WBGT). The WBGT takes temperature, humidity, wind speed, sun angle, and cloud cover /solar radiation into account. It works better than the more widely used heat index or "feels like" temperature you see on most weather sites.

The military and sports organizations have been using WBGT for a long time. Thanks to the Hennepin County Emergency Management we have access to the current WBGT on their Mesonet weather page at <http://hennepinwestmesonet.org/#/heatstress#top>

Here is the guidance I wish to use. It mirrors similar guidance you'll find on the HCEM Mesonet page. It's a bit less extreme than the military guidance I found last week. If you have any feedback for me, please let me know.

As we move through the various statuses listed above, I'd provide an update using this distro list. If internal organizations wish to take a more conservative approach and end outdoor activity in an earlier status than Black Flag, they may do so. If the Activities Department needs to use the guidance provided by the MSHSL, of course, they may do so. Please see <http://www.mshsl.org/mshsl/index.asp>.

If you have any questions for me, I'd be glad to help.

Sincerely,
Jeff Goldy, Environmental, Health & Safety Coordinator
Crisis Management Leader Buildings & Grounds Hopkins Public Schools

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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

MACHINE GUARDING

Submitted by: Tom Hale, Lovegreen Machine Safety

Did you know that Machine Guarding is the 2nd highest violation cited by OSHA just behind Fall Protection in Minnesota schools? Did you know that this statistic could be greatly reduced by implementing a machine guarding program that is proactive vs. reactive?

A preventative machine safeguarding program that includes a detailed assessment of each machine should be performed semi-annually, but at the absolute minimum annually. Machines found in educational environments that should be assessed are typically found in:

- Trade Shops (i.e. Wood, Metal, Automobile, Small Engine, Agriculture, etc. all can have one or more of these typical machines: drills, mills, lathes, grinders, saws, sanding machines, joiners, etc.)
- Theater and Scene Shops (Typical machines are wood and metal working saws and drills)
- Art classrooms (Pottery wheels, polishing or buffing equipment, and drills are common)
- Robotic Labs (Any type of metal working machine can be found in the lab)
- Facility Maintenance Areas (i.e. Custodian Areas, Bus Bays, General Maintenance, etc. metal and wood working equipment as well as specialty automotive repair machines)
- Boiler Rooms (Air handling equipment including compressors, pump shafts, couplings, belts and pulleys, and trapped energy sources are common.)
- Kitchens and Home Economic Classrooms (Garbage disposals, sewing machines, mixers, meat cutting equipment, industrial food processors, and meat grinders are all potential hazardous machines that should be assessed.)

The assessments need to include a review of:

- Point of operation hazards (I.E. Drill spindles, Sanding Belts, Saw Blades, Joiner Cutting Heads, etc.)
- Exposed Power Transmission (I.E. Exposed motor belts and pulleys, motor coupling and shafts)
- Electrical requirements for machine tools that are compliant with MSOSHA, ANSI, and NFPA standards.
 - ◊ Operator controls that have separate Start, Stop, and Emergency Stop Pushbuttons
 - ◊ Operator controls that do not restart in the event of a power failure. A toggle switch or light switch is a common misapplied machine starting method that is not compliant.
 - ◊ Multiple sets of machine controls that are active allowing unintentional starting of a machine or confusion in an emergency stop situation.
 - ◊ Operator control voltages is reduced to be compliant with all electrical standards (Pushbuttons and switches are reduced to operating voltages of 120 volts a.c. or 250 volts d.c. or less)
 - ◊ No electrocution, arc, or fire hazards are present from damaged or exposed wire and all control and junction boxes are properly sealed and closed to unauthorized access.
 - ◊ Light sources at the machine are protected from damage.
 - ◊ Power strips and extension cords are not used as permanent sources of power and outlets are not overloaded through daisy chaining or cords.
- Machine is secured to prevent tipping and “walking” during use.
- Adequate clearance between machines.

Performing the assessment on a regular schedule will provide the school and administration with an evaluation of the strengths and where improvements can be made.

Having the appropriate equipment is only part of the solution. Students and staff must be educated on the proper use, maintenance, and need for the devices. Not using the devices properly can result in injury and is also another a reason for a citation. Many reasons are given for not using the provided safeguarding equipment.

- ◊ Training on the use of the safeguard was not provided or understood
- ◊ Inability to properly adjust
- ◊ Vision of work area is impaired
- ◊ Location is not convenient for use
- ◊ Improper use of machine to utilize the appropriate safeguard
- ◊ “Just don’t like it”

Implementing administrative controls that enforce the use by the user is key to an effective machine safeguarding program.

When the machine safeguarding upgrade cost exceed the value of a machine, many times it may seem like a better option to replace the machine. Having a structured NEW and USED machine acquisition program is key to a successful machine guarding program. Purchasing new equipment is an option, but consideration must be taken whether the new equipment will require additional machine safeguarding upgrades. Many times used equipment and even new machines do not meet appropriate standards. Research purchases before buying!! Leverage the knowledge and experience of a machine guarding resource or partner to best develop the safety upgrade or acquisition strategy.


**Toolbox Talks ~ Click here for
Toolbox Talk Topics:
www.masms.org
And then click on Health & Safety
Toolbox Talks on the left!
Machine Guarding**

Everyday Strategies Used to Motivate maintenance, custodial and housekeeping professionals. We will have a new idea each month in this newsletter - these ideas are not theory but come from discussions with maintenance, custodial and housekeeping professionals.


Ownership

Ownership is a key concept in motivating employees; someone who owns something will treat it better. The employee "owns" something if they have say in the selection of new equipment, supplies, and techniques.

ownership ['ō-nər-,ship]
the state or fact of owning something



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LAST NOTICE: \$1,000 MASMS Grant to be Awarded to a MASMS Member School District

MASMS will be awarding the school district of a MASMS member a grant for \$1,000. The project theme this year is "getting students involved in a facility and/or grounds project". This grant will be awarded Thursday September 29, 2016 at the MASMS conference banquet.

This grant is to be used in your school for a project that involves students. The project will need to be identified by August 15, 2016 and submitted to MASMS. All applications are reviewed by the MASMS Executive Board and a winner will be chosen from the submissions.

MASMS suggests that you try and involve the students right away—get them involved!

Some project ideas include:

- Landscaping (trees and/or shrubs)
- Building project
- Start or revitalize a nature center area
- Install a low maintenance garden
- Recycling and/or waste reduction
- Sponsoring a field trip(s) related to facility and/or grounds

If you are interested in this opportunity please complete the following steps:


1. Identify the project—Provide MASMS with an overview of the project
2. Provide MASMS with a timeline for the project
3. Email this information to ruth@masms.org

We look forward to receiving your project ideas and to awarding this to one of our member schools this fall!



July 2016 MASMS Boot Camp Attendees!


**Next
MASMS
Boot Camp
~January
2017**



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Minnesota State Fire Marshal Division 2015 Minnesota State Fire Code Training Classes

Some of these classes are starting to fill up so we recommend that you register early to reserve a spot at this training.

Here are the class dates and locations:

- ♦ September 21-22, 2016 – Hopkins Fire Department
- ♦ October 11-12, 2016 – Rochester Fire Department
- ♦ November 1-2, 2016 – East Grand Forks Fire Department
- ♦ November 15-16, 2016 – Duluth Emergency Response Training Center
- ♦ November 29-30, 2016 – Eagan Fire Department
- ♦ December 7-8, 2016 – Roseville Fire Department
- ♦ December 14-15, 2016 – Waite Park City Hall
- ♦ January 4-5, 2017 – West Metro Fire-Rescue District
- ♦ January 24-25, 2017 – New Ulm Fire Department
- ♦ February 1-2, 2017 – Andover Fire Department

Persons wishing to attend must register on-line at: <https://dps.mn.gov/divisions/sfm/training/Pages/fire-marshal-course-registration-system.aspx>

This is not an entry level fire code class. The course content assumes the student has some familiarity with the fire code and fire inspections. There is no registration fee for attending.

Freshwater Society Water Workshop Reuse Report

The Water Reuse Workshop was held on Monday, May 2 at CHS Field in Saint Paul. All of the information included in the proceedings report is based on what happened that day—information shared by presenters, questions the audience posed, feedback received through Pigeon-hole Live and an interactive session, and comments from the end-of-day survey. Following the workshop, our staff dug in to all of this information looking for themes and common threads in barriers and the strategies to move past them. In addition to summaries of the presentations and one-page write-ups of case studies presented, this report identifies those common threads, and provides recommendations for what can be done to advance water reuse in the state.

Click here for the report: [Water Reuse Workshop Proceedings Report](#)



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Email: ruth@masms.org

To unsubscribe from this newsletter, please contact ruth@masms.org

Mark Your Calendar!

October 26, 2016 Southern Chapter Meeting

October 26, 2016 Northwest Chapter Meeting – Thief River Falls MN

November 8, 2016 Metro Chapter Meeting, Minneapolis MN

November 17, 2016 Northern Chapter Meeting – Brainerd MN

December 13, 2016 Metro Chapter Meeting, Minneapolis MN

December 14, 2016 Southern Chapter Meeting

December 15, 2016 Northern Chapter Meeting – Brainerd MN

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– Earl Wolleat, Brainerd Schools

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For more information, call Kellie Erickson at 218.296.1772 or visit www.ezIQC.NJPA.com