



**Minnesota
Educational Facility Management
Professionals**

The Messenger

MAY 2016 NEWSLETTER

The “Tool Box” for Educational Facility Management Professionals

2016 MASMS May State Meeting

A MASMS State Meeting is held twice a year, and its purpose is to bring all MASMS members together from all MASMS Chapters!

Date: Tuesday May 10th, 2016
Location: Kelly Inn, 100 4th Street So, St. Cloud MN (Downtown St. Cloud)

Agenda

9:00am Registration
9:25am Welcome and Announcements
9:30am Educational Session Dr. Michael Monroe Kiefer, Powermind Training
10:30am Break
10:45am Educational Session
Peter Shaw, Assistant School District Attorney, Rosemount, Apple Valley, Eagan
11:45am Randy Morris - 2016 Legislative Update
Noon Lunch/Business Meeting
1:00 PM Optional Tour of the St. Cloud Civic Center

MASMS Custodial ~ Grounds ~ Maintenance Days ~ June 2016

**Each year MASMS holds custodial days in three parts of the state.
Here are the dates! This is a great way to thank your
Custodial, Maintenance & Grounds Staff.**

**Give Them A Day of.... Networking ~ Education ~ Vendor Information
Door Prizes ~ Great Food ~ Fun**

Just \$25 a person! (Non-MASMS Members \$30) Registration Includes Snacks & Lunch!

June 15 -16, 2016

Metro Chapter Custodial Days being held in Orono Minnesota.

This event is repeated each day, allowing you to send 1/2 your staff each day!

June 21, 2016

Northern/NW Chapter /Custodial Day is being held in Duluth Minnesota.

This event moves every second year from the NW side of the state to the NE side of the state—we are hoping that everyone can attend, however by moving it between these two areas it may allow different members to attend that would not be able.

June 23, 2016

Southern Chapter Custodial Day—Mankato Minnesota

**Registration forms were mailed 2 weeks ago—if you did not receive
them please contact the MASMS office or go
to www.masms.org to download!**

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New MASMS School Members

Bob Schaefer,
Albany Schools

New MASMS Business Members

Dana Krakowski, Envirobate
Jordan Swanson, MN Concrete Lifting
Wade Fitschen, Allegion
Stan Swetland, Softball Retention Inc.
Emily Bahr, Green Creative
Aaron Gag, HTF Solutions

Employment Opportunities:

Check it out at www.masms.org
We have new postings weekly.

Vendor Corner

*Mike Remington, Inspec
MASMS Vendor Representative*



MASMS Custodial - Maintenance Days Great Opportunities for Vendors!

If you're not signed up already, you should consider getting involved in at least one of the three MASMS Custodial - Maintenance Days that are held for each MASMS Chapter in June. There are many display booth spaces still open, or your company could be a lunch sponsor! The dates and locations for the 2016 Custodial - Maintenance Days are: Metro Chapter June 15th and 16th in Orono, Northern/NW Chapters June 21st in Duluth, and Southern Chapter is June 23rd in Mankato.

I have attended many of these over the years, and they are a great way to meet a lot of custodial staff and others that you may not typically see at the monthly MASMS meetings. More information is available on the MASMS web site, or feel free to contact Ruth or me with any questions. If you aren't involved already, you should consider signing up for at least one of the events!

Brainerd Schools Hosting ALICE Training

The Brainerd School District is excited to host ALICE training once again! ALICE - Alert, Lockdown, Inform, Counter, Evacuate - is a set of proactive strategies that moves beyond lockdown and increases the chance of survival during a violent intruder event.

ALICE is supported by more than 700 law enforcement agencies around the country and complies with the new standard of care recently developed by the Federal Department of Education, the Federal Bureau of Investigation (FBI), Department of Homeland Security (DHS), and the Federal Emergency Management Agency (FEMA).

If you would like to learn more about this training/certification see the link below or call Denise Sundquist at [218-454-6907](tel:218-454-6907) or email her at: denise.sundquist@isd181.org or go to the direct registration link at: <http://bit.ly/BrainerdPS>

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MASMS New Northwest Chapter

The MASMS Northwest Chapter has been meeting every second month in Thief River Falls Minnesota. It's been a great start this year for this new chapter, and they are looking forward to their 2nd year!

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.


Recognition

This is the easiest thing to do! One of the ways that won't work is the "Employee of the Month" situation. "Employee of the Month" only covers employees who are visible to the people making the choices, and it may become a political thing instead of an actual thing.

A much better way to is to make a different employee "Employee of the Month" and do it alphabetically. Give them a special parking space, maybe a gift certificate for a dinner, or put a plaque up on the wall. Go through your entire crew and make them employee of the month for one month, and then start over again.

You'll have more good results doing it this way. This way those employees that are working at their aptitude level and they're doing as good a job as they can and are working their butt off are in line for recognition too!


recognition (rɛk əg'nɪʃ ən)
the state or quality of being recognized or acknowledged;



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Professional development.... what you want, when you need it.

MASMS provides professional development opportunities to improve all aspects of our professions. Whether you're a maintenance lead, building and ground director, custodian, health and safety director, etc. MASMS wants to provide the training you need when you need it.

MASMS would like to request your input as to what training you need and would benefit from the most. Please take the time to email the MASMS office with your ideas for training (email: ruth@masms.org)



Your input will help the Chapter Officers, Education Committee, Conference Committee and Executive Board in selecting training that you need!



If you are interested in having a mentor, please contact the MASMS office. We have many people who have expressed an interest in being a mentor ~ they are here to help!

Just let us know, and we can make the connection!

MARK YOUR CALENDAR 2016 MASMS Conference

Wednesday September 28, 2016	Golf Event
Thursday September 29, 2016	Conference/Expo
Friday September 30, 2016	Conference



School Signage Experts

Testimonial from Matt Lubben, Buffalo Community Middle School Principal

"Designer Sign Systems did an amazing job with the new sign outside our middle school building. The new lettering and logos transformed the front of our building and looked even better than it did on the original drawings. It is everything I wanted it to be and more! From the wonderfully helpful people on the design end to the installers the day the sign went up, the customer service receives and A+ from BCMS!"



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School Security Goes to the Head of the Class

Submitted by Christy Quinn, The Gordian Group

In the wake of recent emergency situations, school administrators are looking for a fast and cost-effective method to integrate security enhancements to their repair, alteration and renovation plans. No matter the size or location of the school district, completing repair and alteration projects is a constant and challenging concern. Constrained by diminishing budgets and limited staff, school administrators have increasingly opted to abandon traditional procurement methods in pursuit of faster and more manageable alternatives.

K-12 school facilities that are in need of enhancements have experienced relief with alternative procurement methods, such as Job Order Contracting. Schools across the country can experience the time and money saving benefits of Job Order Contracting through cooperative purchasing networks. The pace for repairs, improvements and renovation is dictated by the school and on the school's schedule, while no longer deferring attention and budget from the needs that will restore the health of school facilities.

Using traditional bidding, school administrators must competitively-bid each repair and renovation project. The Job Order Contracting procurement process may be used to complete a large number of projects with just a single, competitively-bid contract.

Typical school security projects completed using this process include: Door replacement, Card reader installation, Traffic flow enhancements, Camera installation, Fortified entry vestibule construction and Ballistic film coverings on windows.

The Anoka-Hennepin School District implemented several new security upgrades for its 2013-2014 school year. The projects consisted of installing visitor tracking systems at all of the 24 district elementary schools, as well as three other locations, and constructing vestibule entrances that included secure windows, which would allow visitors to enter and communicate with the school office via an intercom. Four of the schools needed their entryways redesigned to meet the security needs. All of the work had to be completed during the summer break, while students were away.

The school district used its Job Order Contracting process to quickly procure the projects and get started when the summer timeline allowed. The process also helped control costs during the construction, because any unforeseen changes or additions to the scope of work were priced using preset, agreed-upon unit prices. Despite an aggressive construction schedule, the work was completed on time, and students returned to more secure school facilities in the fall.

Remaining out of sight, but certainly not out of mind, this construction procurement process is planned around the needs and timeframe of the institution, staying out of the way of the business of the school: educating students. Projects are completed during a school's down time – after hours, on weekends, during breaks – so students and teachers return to a better learning and teaching environment after completion. Better facilities foster better learning, making anything possible.



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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 (ruth@masms.org).

Fall Protection

Spring finds all facility managers on elevated locations within facilities to conduct inspections and maintenance. Awareness of the fall hazards, be it a roof, boiler, or any elevated working surface, is of the utmost importance. Please review the OSHA information below on fall protection and use the Toolbox Training document before you or your staff work on their next elevated surface!

Fall Protection <https://www.osha.gov/SLTC/fallprotection/index.html>

Why is fall protection important? Falls are among the most common causes of serious work related injuries and deaths. Employers must set up the work place to prevent employees from falling off of overhead platforms, elevated work stations or into holes in the floor and walls.

What can be done to reduce falls? Employers must set up the work place to prevent employees from falling off of overhead platforms, elevated work stations or into holes in the floor and walls. OSHA requires that fall protection be provided at elevations of four feet in general industry workplaces, five feet in shipyards, six feet in the construction industry and eight feet in longshoring operations. In addition, OSHA requires that fall protection be provided when working over dangerous equipment and machinery, regardless of the fall distance.

To prevent employees from being injured from falls, employers must:

- Guard every floor hole into which a worker can accidentally walk (using a railing and toe-board or a floor hole cover).
- Provide a guard rail and toe-board around every elevated open sided platform, floor or runway.
- Regardless of height, if a worker can fall into or onto dangerous machines or equipment (such as a vat of acid or a conveyor belt) employers must provide guardrails and toe-boards to prevent workers from falling and getting injured.
- Other means of fall protection that may be required on certain jobs include safety harness and line, safety nets, stair railings and hand rails.

OSHA requires employers to:

- Provide working conditions that are free of known dangers.
- Keep floors in work areas in a clean and, so far as possible, a dry condition.
- Select and provide required personal protective equipment at no cost to workers.
- Train workers about job hazards in a language that they can understand.

Fall Protection

WORKING ON HIGHER SURFACES

1. Must be trained and authorized.
2. Identify all risks and ensure controls are in place (fall distance, weather, structural integrity, etc.).
3. Inspect all fall protection equipment for damage.
4. Ensure the selected equipment provides sufficient protection from falls

FALL PROTECTION INSPECTIONS

1. Investigate any damp spots and water stains in the building.
2. Conduct regular preventative maintenance.
3. Complete perimeter walkthroughs on rooftops
4. Pay attention to cracks or deterioration, and guard rails (availability and adequacy).
5. Make note of any moving machinery, chemicals, entrapments .
6. Ensure all equipment are placed on a deck in order to prevent sliding

DONNING THE HARNESS

1. Holding from the D-Ring, shake the harness until all straps fall into place
2. Slip on to the harness ensuring the D-Ring is placed in between the shoulder blades.
3. Connect and tighten the leg straps and chest straps. Leg straps should be below your buttocks.
4. Connect and tighten the chest straps, so no more than 2 fingers could be inserted.
5. Ensure all straps are snug, but allow full range of movement. Tuck away all excess straps through the loop keepers.

FALL FACTS

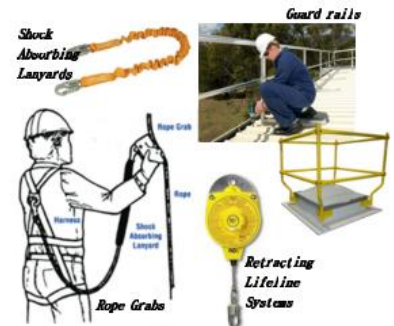
- Anchor point must withstand 5000lbs!
- 40% of deaths in construction occur due to falls from elevations.
- Rails and guarding should be provided if an employee could potentially fall in/on to dangerous equipment REGARDLESS OF HEIGHT.
- Construction Sites: Fall protection must be provided for elevations higher than 6ft.
- All others (General Industry): Fall Protection must be provided for elevations higher than 4ft.
- For more information on Fall Protection in General Industry visit 29 CFR 1910 Subpart D and Subpart F.
- For more information on Fall Protection in Construction visit 29 CFR 1926.501

Walking and Working Surfaces

Slips, Trips and Falls are among the highest reported injuries in the General Industry. In order to reduce/prevent such accidents, maintain good housekeeping (clean, dry floors, accessible aisle and walkways), install covers and guardrails, mark elevated floors, and don't forget to warn others of any temporary hazards!

Types of Fall Protection Equipment

There are a number of types of fall protection systems that are appropriate for each situation. Initial assessments should be conducted to determine the best fitting fall protection equipment.



Toolbox Talks

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

Down load a copy of this
Fall Protection Form for your use!

Employee Name: _____ Signature: _____ Date: _____

MN STATE FIRE MARSHAL OFFICE INSPECTION OF FOAM PADDING

Foam padding materials commonly a concern as wall covering in: wrestling rooms, gyms, isolation rooms.

The Minnesota State Fire Code (MSFC) requires any material placed on a wall or ceiling to comply with a Class A (most stringent), B or C (least stringent) rating depending on its location in a building. Foam frequently complies with a Class A flame-spread rating when tested to the flame spread requirements; however, the building and fire codes now include additional requirements for foam plastics when used as interior finish.

The MSFC allows foam plastics materials to be used as interior finish when compliant with the appropriate flame-spread rating from Table 803.3 (usually a minimum of Class C) and one of the following standards; NFPA 286, FM 4880, UL 1040 or UL 1715.

If you have questions, contact your local fire marshal's office: <https://dps.mn.gov/divisions/sfm/contact/Pages/default.aspx>



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MASMS Day on the Hill

It was a great morning, meeting with legislators and learning about legislation affecting schools.



MDH Information on the Use of Crumb Rubber

The Environmental Health Division of the Minnesota Department of Health has recently published a brief information sheet about the use of crumb rubber in athletic fields with synthetic turf. The information sheet is available for download on our Crumb Rubber Athletic Fields website at <http://www.health.state.mn.us/divs/eh/schools/crumbrubber/crumbrubgen.html>.

Crumb rubber is commonly used in synthetic turf playing fields because it is more durable and requires less maintenance than traditional grass fields. Crumb rubber is made by reducing old and unused tires or other rubber into small pellets. Studies have shown that exposure to chemicals in crumb rubber is likely to be small and not harmful to health. However, recent news reports and comments from the public continue to raise questions about exposure to crumb rubber. A study from Connecticut urged caution until additional information is gathered.

The Minnesota Department of Health (MDH) is tracking two important studies on exposure to crumb rubber. MDH will consider their results in any future recommendations regarding the use of crumb rubber in synthetic turf fields.

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