



The "Tool Box" for Educational Facility Management Professionals

Start the New Year Out Right! Plan to attend the MASMS January State Meeting
All MASMS Members are Invited to this State Wide MASMS Meeting!

Date: Tuesday, January 12, 2016, 9:30 AM Registration

Location: Wellstead of Rogers - Crown Room Banquet Center
20500 S Diamond Lake Road, Rogers, MN 55374

Agenda:

- 9:30am Registration
- 9:55am Welcome and Announcements
- 10:00am Educational Session ~ Dale Sundstrom, Department of Education
Topic: Long term facility maintenance review.
- 11:10am Educational Session ~ John Berns, Fresh Energy
Topic: Establishing a statewide energy conservation goal for public schools; requiring reports; appropriating money; proposing coding for new law in Minnesota Statutes
- Noon Randy Morris - 2015 Legislative Update
- 12:10pm Lunch
- 12:15pm Business Meeting

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

MASMS Membership has been growing ~

444 school members representing 204 schools!

With all the MASMS members, you have a great number of contacts and a ton of knowledge to access—just pick up a phone and call another MASMS member!

Years	School Members	Schools Represented
2015-2016	444	204
2014-2015	397	187
2013-2014	363	179
2012-2013	302	165
2011-2012	282	153
2010-2011	262	142
2009-2010	270	138
2008-2009	267	133
2007-2008	276	136

MASMS Mentor Program

MASMS is looking at implementing a mentorship program. We would like your ideas and feed back:

Would you utilize a mentor program?

How do your vision a mentor program?

Select your own mentor or be assigned one, meeting once a month with your mentor, phone contact only, contact only when issues arise that you need some advice on, etc.

Any ideas you can share would be really appreciated—we want this program to help our members in the best way possible. Contact the MASMS office at ruth@masms.org with ideas!

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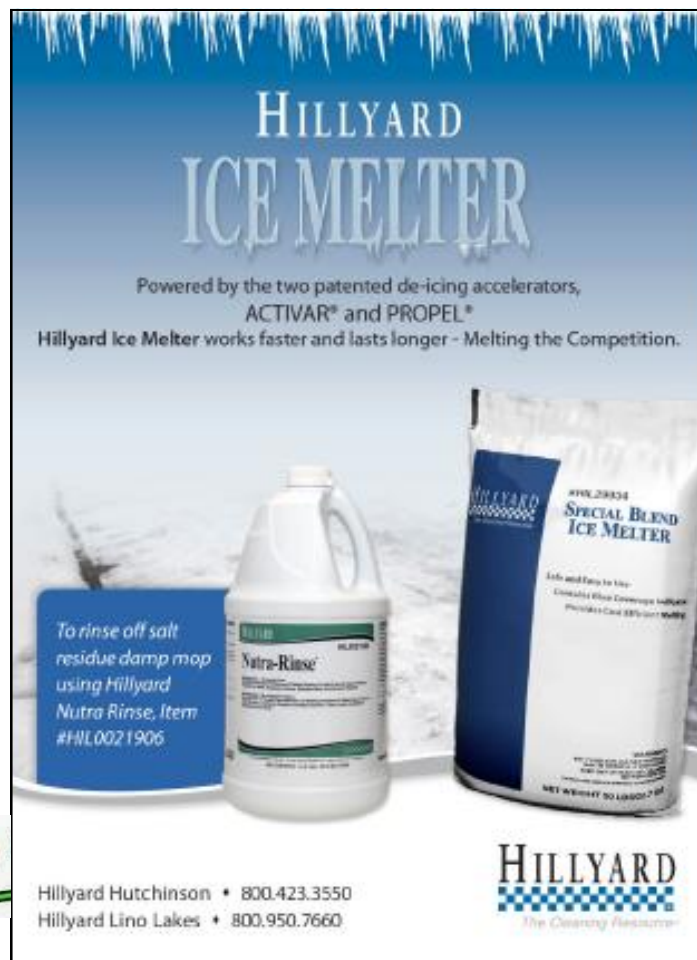


New MASMS Educational Members

Laurie Prior, Northfield Schools
Darrin Fitch, Rochester Public Schools
Jesse Sheeland, Rochester Public Schools
Brent Sprout, Rochester Public Schools
Casey Lake, Faribault Schools
Jordan Curzan, Wayzata Schools

New MASMS Business Members

Paul McCulloch, Uponor
Nick Henning, Servpro of Bemidji,
Grand Rapids and Hibbing
Heidi Pehrson, Servpro of Bemidji,
Grand Rapids and Hibbing
Curt Gohmann, Brock White Co.
Jeff Tetzlaff, Certapro Painters Minnetonka



CPS Class Scheduled for March 2016

We have a CPS class scheduled for March 15th & 16th, 2016 in Brainerd MN. 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 at least 6 weeks prior to the class. 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: Mat Miller, MASMS CPS Certified Instructor (Austin Public Schools) will be facilitating this class.
Date: March 15th & 16th, 2016
Time: 8:00 AM – 4:00 PM Both Days
Location: Arrowwood Lodge at Brainerd Lakes, 6967 Lake Forest Road, Baxter 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 February 1st, 2016.**

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

Vendor Corner

*Mike Remington, Inspec
MASMS Vendor Representative*



Did you know that the MASMS Office can provide Business Members with an electronic version of the MASMS membership list including not only mailing addresses but email addresses as well? This is a benefit of being a MASMS Business Member that a lot of people do not take advantage of!

Also, the MASMS Office is continually looking for newsletter articles for the monthly MASMS newsletter. The articles need to be educational in nature and not mention specific products or services, but the author does get the by-line on the article.

As a Business Member, if you ever have any questions, need any information, or have any input, please do not hesitate to contact me, the Chapter Vendor Reps, or Ruth Kraemer, the MASMS Executive Administrator at the MASMS Office!

Wishing you all a Happy Holidays!



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2016 Just Ahead....



Stormwater Facilities Management Owner Responsibility ...

Submitted by Inspec

Effectively managing stormwater runoff is crucial to the environment and an important aspect for Property Owners within their community. When Stormwater runoff does not seep into the ground as it flows over land or impervious surfaces such as paved streets, parking lots and building rooftops, it accumulates debris, chemicals, sediment or other pollutants that adversely affect water quality. Through planning, inspection, and maintenance Inspec is assisting customers in utilizing Best Management Practices (BMPs) to ensure that the proper Stormwater Management Plan is in place.

In general terms, stormwater management systems are stormwater infrastructure, used solely for stormwater focusing on reducing the pollution that enters the public systems and/or discharges to wetlands, streams and lakes ("waters of the state"). Examples of stormwater infrastructure include curbs, ditches, culverts, stormwater ponds (wet and dry) and storm sewer pipes, rain gardens, retention/detention swales, underground storage chambers, etc...

You can find companies that will assist by coordinating all work related to the inspection and maintenance of a stormwater management system. Inspec will develop and implement a site-specific Stormwater Inspection and Maintenance Program (in conjunction with your O&M Plan) to ensure that your site is in compliance with all state and local stormwater requirements.

Stormwater Inspection and Maintenance

- ◆ Preparation and Implementation for a site-specific Inspection and Maintenance program to ensure local stormwater regulations and permit requirements are met
- ◆ Ensure long-term high quality functioning stormwater components through inspection and maintenance prioritization
- ◆ Provide annual reporting to responsible local governmental units
- ◆ Provide site specific facility inventory
- ◆ Create a ten year budget and summary and maintenance schedule

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Our natural gas equipment rebate program can help you save money and energy on your projects. When you include natural gas into your plans, you can offer your customers year-round savings with better efficiency and an improved bottom line.

Don't miss out! Applications for 2015 installations are due by DEC. 31, 2015. For complete details, visit CenterPointEnergy.com/MNEducation or contact our Business Customer Hotline at 612-321-4939 (877-809-3803).





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).

Pharmaceutical Waste

Submitted by: Marissa Bauer, PharmD

Scrutiny over pharmaceutical waste has increased over the past decade. The Environmental Protection Agency (EPA) conducted a series of investigations and found multiple pharmaceutical contaminants in various ecosystems. These findings have altered the recommendations of disposal of unused medications in homes, businesses and health care facilities. Previously, flushing unused medications down a sink or toilet was a generally accepted practice to prevent unwanted consumption. Now, medications may need to be disposed of by different means, depending on the type of pharmaceutical waste generated. Sometimes, medications that must be administered during school hours remain unused or expire in the nurse's office. When this occurs, the best step to take is to return the medication to the child's family. At times, returning the medication to the child's family is not possible. Having knowledge of how to dispose of these medications is important when this occurs. The first step in discarding unused pharmaceutical waste is determining the type of waste that has been generated.

Pharmaceutical waste can generally be divided into one of four categories:

1. Controlled Substances fall under Drug Enforcement Agency (DEA) regulations and include highly regulated medications with potential for abuse, (e.g., Adderall, Focalin, Concerta, oxycodone, morphine and hydrocodone).
2. Hazardous Waste (e.g., epinephrine, warfarin)
3. Infectious Waste (e.g., used syringes with needles, auto injectors and lancets)
4. Non-regulated Medications are prescription and non-prescription medications that are not controlled or hazardous (e.g., albuterol, ibuprofen, acetaminophen)

Once the category of waste is determined, the appropriate means to discard the waste can be used.

Controlled Substances: Under the Secure and Responsible Drug Disposal Act of 2010 school personnel do not have the authority to dispose of controlled substances on behalf of the user. If the medication cannot be returned to the parent, contact local law enforcement or the local DEA office.

Hazardous Waste: Check the product label for disposal instructions, if none are available contact a third party infectious or hazardous waste collector.

Infectious Waste: Should immediately be disposed of into a heavy duty plastic sharps container, and may be collected by a third party infectious or hazardous waste collector. For more information on disposal of infectious waste go to www.fda.gov.

Non-regulated Medications: Render medication unusable by dissolving solid medications in a sealable plastic bag then adding a sorbent such as coffee ground or kitty litter. Liquids and inhaler canisters can be placed in a sealable plastic bag with a sorbent. Sealed plastic bags with medications and sorbent can then be discarded into a garbage receptacle or the school's dumpster.

It is recommended to keep pharmaceutical waste in a locked cabinet until it can be discarded. Also, when discarding pharmaceutical waste, remove any patient identification from the container prior to discarding.



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How to Make Realistic New Year's Resolutions (and Keep Them)

A new year gives us all the opportunity to make changes in our lives. However, so often January 1 comes, and we are no better off than we were last year (with little to no resolve to make things better).

Every year we make New Year's resolutions, and are dedicated to making them come true in the 12 months allotted. Sometimes we make it; sometimes we don't. However, we usually believe that it's always worth trying. You can make New Year's resolutions that not only stick, but are attainable. Here are seven ways to turn this year into your best year yet.

Think about Last Year

Reflecting on the mistakes and mishaps of last year is a good place to start when making New Year's resolutions. Where could you have done better? What do you want to see change? No need to be down on yourself. Just take a look at your weak points and see what you can do about them this year.

Write It Down

"Write the vision and make it plain..." Habakkuk 2:2

Don't Try to Do It All in January

We pin all our hopes on those first 31 days. We cram a laundry list of goals into one month and try to make them all happen at breakneck speed. Let's give January a break. If your goals are worth attaining, they will take time – much more than a mere month can offer.

From Big Goals to Baby Steps

Break big goals down into smaller increments.

Get a Little Help from Your Friends

Chances are, if your dreams are big like losing weight or running a marathon, you'll need a little help from your friends. Reach out and ask for the support you need.

Identify Time-Wasters

A lot of great tasks in life don't get finished, because we waste a lot of time doing things that are unimportant or unrelated to our goals. You can *make* time. Identify the time-wasters in your day and replace them with projects and tasks that will bring you closer to your goal.

Sometimes a Year is Not Enough

As the year draws to a close, take some time to reflect on the resolutions you made in January. How did you do? Did you work hard? Did you make the deadlines or do you need another year? Give yourself some grace. You've laid the ground work to achieving your dreams, and you can take the next year to perfect them. Learn from the previous year's mistakes and grow. Every year is another chance to get it right.



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BRAINERD PUBLIC SCHOOLS had three criteria for their school expansion project:

1

Work within
their budget

2

Complete the
project by the
start of the
school year

3

Use as many local
subcontractors,
suppliers and
workers as possible



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MASMS CALENDAR

December 8, 2015, Metro Chapter Meeting
December 16, 2015, Southern Chapter Meeting - Owatonna Cabelas
December 17, 2015, Northern Chapter Meeting – Brainerd MN
December 23, 2015, Northwest Chapter Meeting – Thief River Falls MN
January 12, 2016, State Meeting—Rogers MN
January 21, 2016, Northern Chapter Meeting – Brainerd MN
February 9, 2016, Metro Chapter Meeting
February 17, 2016, Southern Chapter Meeting - Mankato SCSC
February 18, 2016, Northern Chapter Meeting – Brainerd MN
February 25, 2016, Northwest Chapter Meeting – Thief River Falls MN
March 8, 2016, Metro Chapter Meeting
March 17, 2016, Northern Chapter Meeting – Brainerd MN
April 12, 2016, Metro Chapter Meeting
April 13, 2016, Southern Chapter Meeting - Marshall SWSC
April 21, 2016, Northern Chapter Meeting – Brainerd MN
April 27, 2016, Northwest Chapter Meeting – Thief River Falls MN
May 10, 2016, State Meeting—Location TBA

MASMS OFFICE

Ruth Kraemer, Executive Administrator ~ Phone: 320-685-4585 Toll Free: 888-429-3884 ~ Fax: 320-685-4592 Email: ruth@masms.org
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