



Minnesota
Educational Facility Management
Professionals

The Messenger

JUNE 2015 NEWSLETTER

The “Tool Box” for Educational Facility Management Professionals

2015 MASMS Custodial/ Maintenance/Grounds Days Still Time to Sign Up!

This is a great chance to say “thank you” to your staff, and provide them with training!

METRO CHAPTER Wednesday June 17, 2015 OR **Thursday June 18, 2015**—Orono High School
NORTHERN CHAPTER - Tuesday June 23, 2015—Pine River-Backus Schools
SOUTHERN CHAPTER—Thursday June 25, 2015—Mankato East High School

EDUCATIONAL SESSIONS—VENDOR SHOWCASE—NETWORKING—FUN
Just \$25 a person! Registration includes snacks & lunch!

MASMS BOOT CAMP— July 2015 - We still have a few spots left!

Wednesday July 22nd & Thursday July 23rd, 2015—Location: St. Cloud MN (Holiday Inn)
Two day course that covers the basics of school facility management.

Topics covered: Best Practices, Training, Equipment Needs, Management Tools, Health & Safety, Inspections/Checklists, Budgets and Staff Management

Course Description This course will provide practical experience and proven techniques to help improve skills in the facilities management field. We will describe today's best maintenance practices and show how other schools have developed high performance facility departments.

Cost: MASMS will cover the cost of this training. This includes cost of class, hotel room for Wednesday night (and Tuesday night if your drive is more than 1.5 hours away), and all meals. (Meals include: Wednesday lunch and dinner; Thursday breakfast & lunch; break for both days.) **To Register contact the MASMS office at ruth@masms.org**

CPS Class is being offered July 8th-9th, 2015 in Mankato MN

MASMS, in partnership with the Association for Facilities Engineering (AFE), is offering the Certified Plant Supervisor (CPS) training and examination on July 8th & 9th, 2015.

The cost of this training and examination is \$500 (this is the fee that goes to AFE). **MASMS will be covering the cost of hotel (if you are more than 1.5 hour drive away), breakfast and lunch both days!**

Date: July 8th & 9th, 2015, 8:00 AM – 4:00 PM Both Days

Location: Country Inn & Suites, 1900 Premier Drive, Mankato, Minnesota 56001

Steps you must take to register for this class:

1. Email the MASMS office that you will be applying for this class (ruth@masms.org)
2. Fill out the application that will be sent to you, return application & \$500 check to MASMS.
3. The MASMS office will send out your study materials when your application is received.
4. Study Study Study

If you have any questions please contact the MASMS office at ruth@masms.org

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New MASMS Business Members

Mike Polley, Protection One Alarm Monitoring Inc.

MASMS State Meeting
was held on May 12th, 2015
Two Great Educational Sessions
were presented, and some
great networking time!



Vendor Corner



*Mike Remington, Inspec
MASMS Vendor Representative*

Fantastic Growth of MASMS School Members Helps Vendors

Obviously, one reason Vendors join MASMS and participate in the Fall Trade Show and other events is the opportunity to meet School Members. As an organization, MASMS has done a great job with growing the number of School Members.

In 2009 there were 282 School Members representing 153 different School Districts. Currently there are 397 School Members representing 187 different School Districts. That is remarkable growth!

At the same time, the number of Vendor Members has stayed stable at approximately 370.

This significant growth of School Members helps Vendors by creating even more opportunities to meet new potential clients. Congrats to MASMS for this great achievement!

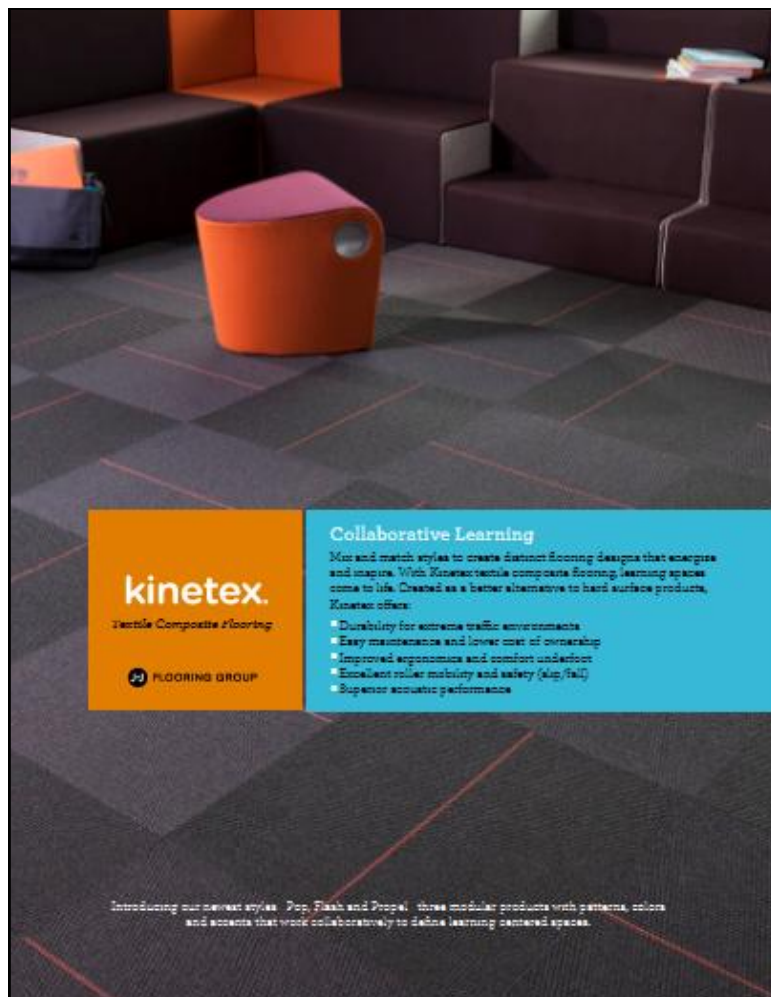


2015 Scholarships Recipients

MASMS Tom Robinson Memorial Scholarship Program

The MASMS Scholarship Committee accepted essays from sons and daughters of all MASMS dues paying members and life members. The MASMS Scholarship committee reviewed all applicants and the following students were awarded scholarships this year. Congratulations to all of them!

Ryne Anderson (Dan Anderson, U of M)
 Jeremy Becker (Jeff Becker, Town & Country Fence)
 Grace Birnstengel (Glen Birnstengel, S. St. Paul Schools)
 Molly Boland (Mike Boland, N. St. Paul/Maple Schools)
 Gretchen Brown (Mike Brown, Johnson Controls)
 Zachary Brown (Mike Brown, Johnson Controls)
 Haley Churchill (Joe Churchill, Reinders, Inc.)
 Peter Clauson (Paul Clauson, Kenyon-W Schools)
 Kaitlyn Elke (Vince Elke, Eden Pr Schools)
 Hanna Gedrose (Colin Gedrose, Detroit Lake Schools)
 Jack Gruber (Mark Gruber, Pierz Schools)
 Michael Hadden (Paul Hadden, Prior Lake-Sav Schools)
 Kate Hadden (Paul Hadden, Prior Lake-Sav Schools)
 Morgan Hagen (David Hagen, Triton Schools)
 Isaac Hanson (Ron Hanson, Medelia Schools)
 Sarah Hildebrandt (Kevin Hildebrandt, Faribault Schools)
 Sophia Holm (David Holm, Scan Air Filter, Inc)
 Hattie Holm (David Holm, Scan Air Filter, Inc)
 Teresa Horton (Marlyn Horton, Sebeka Schools)
 Andrew Karp (Thomas Karp, Anoka-Hennepin Schools)
 Zachary Meyer (Kenneth Meyer, Minneapolis Schools)
 Andrew Mohr (Brian Mohr, Hutchinson Schools)
 Jenna Moore (Dan Moore, Richfield Schools)
 Elliott Moorman (Mark Moorman, Innovational Concepts)
 Cameron Pomeroy (Jay Pomeroy, Anderson-Johnson Assoc)
 Connor Remington (Mike Remington, Inspec)
 Sonia Schaeffbauer (Rodger Schaeffbauer, Wayzata Schools)
 Daniel Schwartz (Jeff Schwartz, Harris Controls)
 Chad Storley (Chad Garret Storley, Horizon Pool Supply)
 Suzane Thieschafer (David Thieschafer, Underwood Schools)
 Matthew Worke (John Worke, Blooming Prairie Schools)
 Madison Worke (John Worke, Blooming Prairie Schools)



Tim Burton **Chisago Lakes School** **is awarded the Jim Fredricks** **Leadership Scholarship Award**

This annual \$1000 scholarship is awarded to a MASMS members that emulate the same commitment to professional growth and leadership, and are looking to advance themselves in their profession.

This year the scholarship goes to Tim Burton from the Chisago Lakes School District!

Congratulations Tim!

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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).

SAFETY STARTS WITH YOU!

As school facility managers, custodians and health and safety representatives, we are focused on safety in the workplace year round. But summer outdoor work and activities should require the same level of focus not only for ourselves but also for our family and friends. Make sure to enjoy a safety summer of outdoor activities.



Check out a month's worth of safety available at the Minnesota Safety Council for National Safety Month: <http://www.minnesotasafetycouncil.org/whatsnew/nationalsafetymonth.cfm>

Be Aware of Water Danger

Although drowning isn't age specific, children four years and younger have the highest death rate due to drowning. Most incidents occur when a child falls into a pool or is left alone in the bathtub.

Keep yourself and your children safe with these tips:

- Never leave a child alone near water: on the beach, at a pool or in the bathtub
- Take swim lessons - everyone needs the skills to be able to swim
- Follow the 10/20 rule around water (a supervising adult needs to position themselves to scan the area within 10 seconds and reach the water within 20 seconds)
- If you own a pool, make sure to be trained in infant and child CPR • Never consume alcohol when operating a boat •
- Always use approved personal flotation devices
- Don't underestimate the power of water; even rivers and lakes can have undertows
- Always follow boating rules and always wear the proper personal flotation devices

Cell Phone Distracted Driving - An estimated 1 in 4 crashes involve cell phone use.

- To ensure the safety of yourself and those around you:
- Refrain from phoning, texting or emailing while driving - even with a hands-free device' Indicate on your voicemail that you are driving and give people a time when you will be available
- If you are talking to someone you know is driving, tell him/her to hang up and call you back when they are no longer behind the wheel.

Speeding

- Speeding is one of the top unsafe driving behaviors that contributes to collisions and driving violations.
- Speed limits are not arbitrary, but set for safety reasons.
- Many drivers don't understand the risks being taken when speeding.



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Health & Safety Section Continued

Speed:

- Determines the force of impact if you crash - the faster you go, the worse the damage
- Increases the necessary stopping distance' Lessens your ability to steer around road hazards

Sharing the road

We all share the roads. Understanding the limitations and capabilities of different vehicles, especially motorcycles, will help keep all of us safer.

- Allow greater following distance behind a motorcycle.
- Be extra cautious in intersections - most crashes occur when a driver fails to see a motorcyclist and turns left in front of a motorcycle.
- Give a motorcycle the full lane width - never try to share a lane

Daily Sun Safety Daily Tips for Summer

(Sun Safety Alliance <http://www.sunsafetyalliance.org/>)

- Insect Repellants reduce sunscreen's SPF by up to 1/3. When using a combination, use a sunscreen with higher SPF!
- Over exposure to the sun's harmful rays can result in sunburns which increase your risk of developing skin cancer. Therefore, check your local UV Index which provides important information to help you plan your outdoor activities in ways that prevent overexposure to the sun. The [uv Index forecast](#) is issued each afternoon by the National Weather Service and EPA.
- Seek the shade whenever possible! The sun's UV rays are strongest between 10 a.m. and 4 p.m. so remember the shadow rule when in the sun: If your shadow is short it's time to abort and seek the shade,
- Don't be deceived by color or cost of Sunglasses! The ability to block UV light is not dependent on the darkness of the lens or the price tag. While both plastic and glass lenses absorb some UV light, UV absorption is improved by adding certain chemicals to the lens material during manufacturing or by applying special lens coatings. Always choose sunglasses that are labeled as blocking 99-100% of UV rays. Some manufacturers' labels will say "UV absorption up to 400nm." This is the same thing as 100% UV absorption. Look before you choose!
- Sunburn doesn't only happen during the summer! Water, snow and sand reflect the damaging rays of the sun, which can increase your chance of sunburn. Protect yourself year round by using sunscreen with protection from both UVA and UVB rays, and an SPF of 15 or greater. Wear protective clothing, such as long-sleeved shirts, pants, a wide-brimmed hat, sunglasses, and sunscreen on the exposed areas of your skin whenever possible!

Sidewalk Safety Standards Slipping?

Submitted by: Mark Quale, Precision Concrete Cutting

Remember when that new concrete was poured? Inspectors were there making certain the elevation changes and slopes were configured strictly according to ADA standards. After all, a lot of children will be using these walks for a lot of years. Their parents and grandparents will use them. So will visitors from other towns. They have to be safe. They have to look good. They absolutely have to be done right.

Fast-forward eight years. What's different about this picture? The concrete is still solid, but many of the panels have shifted. There's a half inch trip hazard here and a couple more over there. The snowplow needed welding after hitting that one. The one with the paint on it is over an inch high. It got painted when that guy tripped and cracked the window. The window got fixed. Sidewalk didn't.

Two things have happened here:

- 1) The concrete has performed as expected. Concrete moves. In Minnesota it moves a lot. "Control joints" are routinely built in to accommodate that movement, prevent severe damage and extend service life by making repairs easier. Yes, the concrete not only moved *as expected*, it moved *as intended*. No surprise there.

Continued on Page 6

Sidewalk Safety Standards Slipping? (Continued from Page 5)

2) Our standards and our resolve have slipped. Love for the kids and concern for their safety has certainly not diminished. ADA standards have become more strict, not less. The frequency of lawsuits has gone up, not down. The amount of traffic, if anything, is greater than anticipated. How, then, has our initial commitment to the highest standards eroded so far as to view highly unsafe sidewalks as acceptable?

Budget limitations is one of the common reasons given for poorly maintained walkways. But when a window gets broken is it ignored? When water comes through the ceiling of the science room, do we hope to fit it into next year's budget? The answer is "Absolutely not." We rightly recognize the need for maintenance to provide a safe environment and preserve a huge investment.

Friends, unmaintained walkways are unsafe, unsightly and unlikely to last. The concerns are real. The benefits of proper maintenance are enormous. Become an advocate for sidewalk safety at your school. Promote a policy of zero tolerance for trip hazards -- this year, next year, always. Remind the decision makers why they need to provide funding to keep your walkways "safe and sound." This is one area we can really have a big impact on our communities. Make your voice heard.



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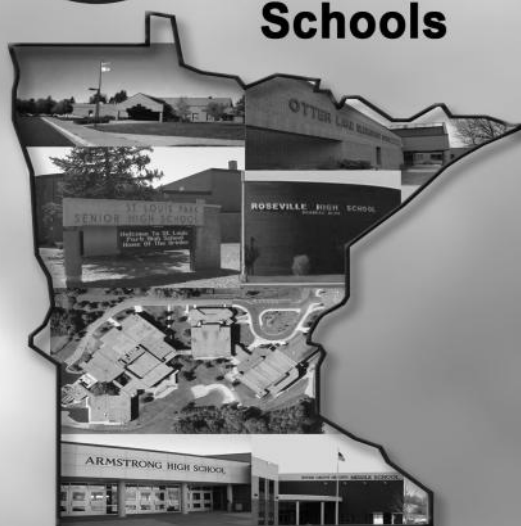
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Keys to Classroom Security

Submitted by: Lori Greene, Manager - Codes & Resources, Allegion

With the frequency of school-related threats and incidents on the rise, school security is on the minds of many. While securing exterior doors can help to prevent an intruder from entering a school, classroom doors are an important second line of defense as the threat often comes from within. According to an [FBI study of school shootings](#) between 2000 and 2013, *"In a majority of high school and middle school incidents, the shooter was a student at the school; this was the case in 12 of 14 high school shootings and 5 of 6 middle school shootings."* During an active shooter incident or other lockdown situation, students and teachers may need to shelter-in-place behind a locked classroom door, or evacuate to a safe location if necessary. It's important to plan for both possibilities.

The [Final Report](#) of the Sandy Hook Advisory Commission includes several recommendations regarding classroom doors, including Recommendation #1 – classroom doors should be lockable from inside the classroom. Another recommendation of this report addresses the distribution of keys to all staff including substitute teachers. The report states: *"The testimony and other evidence presented to the Commission reveals that there has never been an event*

in which an active shooter breached a locked classroom door." Traditional locksets provide the required level of security for classroom doors, but it is important to consider the location, type, and size of glazing adjacent to the hardware to ensure that the lockset cannot be defeated by breaking the glass.

In a rush to find a way to secure classroom doors within budgetary restrictions, some school districts have implemented the use of barricade devices to lock classroom doors. These products are installed on a door in addition to the original hardware, preventing access from the outside. Unfortunately, solving one problem may inadvertently create others, as most of these devices prevent access by emergency responders, and do not comply with current model code requirements for free egress, fire protection, or accessibility, or with the [classroom security guidelines](#) published by the National Association of State Fire Marshals (NASFM).

Another concern is the potential for a barricade device to be used by an unauthorized person who intends to commit an assault, theft, vandalism, or other crime in the classroom. In contrast to school shootings which are rare, nonfatal victimizations at school have become quite common. The National Center for Education Statistics ([NCES](#)) reports: *"In 2012, students ages 12–18 were victims of about 1,364,900 nonfatal victimizations at school, including 615,600 thefts and 749,200 violent victimizations, 89,000 of which were serious violent victimizations."* Most barricade devices would prevent or delay intervention by staff or law enforcement, which could affect a school's liability for the incident.

Some states are attempting to use the legislative process to change the codes, so barricade devices may be used on classroom doors. [Arkansas Act 606](#) was passed in March of 2015, and states: *"A person may install and use a temporary door barricade device or security lockdown device for security purposes to protect individuals during active shooter events or other similar situations."* In contrast with building code and fire code requirements, this law is dangerously vague, and includes no prescriptive requirements for when, where, or what type of device may be used. This law was passed despite [strong objections](#) voiced by the Arkansas State Fire Marshal.

[Code change proposals](#) have been submitted by the Builders Hardware Manufacturers Association (BHMA), which could add school security requirements to the 2018 editions of the International Building Code (IBC) and the International Existing Building Code (IEBC). The IBC proposal would require classroom doors to be lockable from within the classroom, and both proposals would require authorized access from the ingress side, in addition to all of the current model code requirements for free egress, fire protection, and accessibility. Using the model code development process rather than using political pressure to change state laws would result in a more consistent approach, utilizing the expertise and experience of code officials and others who are knowledgeable about all aspects of the issue.

The reasoning behind proposed changes is often based on the misconception that barricading the door is the only way to protect students and teachers in the classroom. There are code-compliant locks readily available from many lock manufacturers which provide the needed security without compromising safety in favor of lower cost. While locks address one aspect of classroom security requirements, there are other factors to consider, such as the door, frame, glass, key distribution, communication, and lockdown procedures.

For more information about school security, including an in-depth article on the use of barricade devices, safe options for classroom locksets, and the law enforcement perspective on this topic, visit idighardware.com/schools.

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\$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 October 1st, 2015 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 July 1, 2015 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)
- 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
- Building project

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!



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By-Pass and Bleed-Through of HVAC Filters

*Submitted By: Ben Klawitter, Certified Air Filter Specialist,
Filtration Systems, Inc.*

It is well known that a gap as small as 1/8" around an HVAC filter allows as much dirty air to by-pass around the filter as a 3" hole right in the middle, decreasing filter efficiency by 20%-30%. With the purpose of an air filter to clean the air by-pass presents a serious problem that must be addressed by making sure filter racks are kept in good condition and the filters are properly sized for your air handler. Just as insidious and much less discussed however is filter bleed-through. Unlike by-pass which is easy to see visually if filters are fitting properly into a filter rack, bleed-through typically needs the aid of a particle counter as the naked eye can only see particles larger than 100 microns and filters are rated at particles smaller than 10 microns.

Decreased Efficiency Particle capture efficiency values – as reported by MERV per ASHRAE 52.2-2012 standard – can be a bit misleading. The overall efficiency of all particles in the air MERV-8 catches 0.51% of all particles, MERV-11 catches 20.77% of all particles, and MERV-13 catches 50.60% of all particles per the 52.2-2012 MERV efficiency table. So when you look at eliminating filter by-pass and bleed-through the largest impact will be on the higher efficiency filters, with MERV-8 you drop from an already low 0.51% total efficiency to 0.36% however, at MERV-13 you would drop from catching over half of all particles to catching slightly over one-third of all particles.

Bleed-Trough Non-partisan ASHRAE states on page 3 of the 52.2-2012 standard that filters using a synthetic filtration media exhibit higher a MERV during testing than what they will achieve during actual use. These filters enhance their particle capture by adding tackifiers, electrostatic charges, and mechanical charges to coarse fibers. This creates a filter that tests well in a lab, but on-site particle counts will show a degradation in efficiency. We have tested some MERV-13 filters that fell to MERV-8 in only a couple months – most MERV-13 filters should last a year or more. Some of the low-efficiency MERV-8s we've seen to lose half their filtration ability. All of these filters fit well in a frame and some even have extra gaskets or a "self-sealing" edge that eliminates by-pass. Because bleed-through is not easy to see upon visual inspection it often goes uncorrected. Most reputable air filter suppliers should be able to test your filters for you with the aid of a laser particle counter, or provide you with direction on who you could contact to get filters tested for bleed-through – on-site data collection is highly recommended so you can see the procedure for yourself.


By-Pass Filters that exhibit bypass are very easy to detect, cheap pleated and panel style filters are the biggest offenders of filter by-pass as the cardboard frame can degrade while the filter is in service, however there are some out there with better frames but as a rule by-pass with pleated filters should be addressed. The only “good” news about by-pass is it typically is reserved to filters in the MERV-8 efficiency which is already very low to begin with.

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MASMS CALENDAR

June 17 th , 2015	Metro CGM Days
June 18 th , 2015	Metro CGM Days
June 23 rd , 2015	North CGM Days
June 25 th , 2015	South CGM Days
September 30, 2015	Scholarship Golf Event
October 1, 2015	MASMS 2015 Conference
October 2, 2015	MASMS 2015 Conference
October 28, 2015	Southern Chapter Meeting
November 10, 2015	Metro Chapter Meeting
November 19, 2015	Northern Chapter Meeting
December 8, 2015	Metro Chapter Meeting
December 16, 2015	Southern Chapter Meeting
December 17, 2015	Northern Chapter Meeting

MASMS OFFICE

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