



Minnesota
Educational Facility Management
Professionals

The Messenger

MAY 2015 NEWSLETTER

The “Tool Box” for Educational Facility Management Professionals

2015 MASMS Custodial/ Maintenance/Grounds Days

If you did not receive registration forms, please contact the MASMS Office!
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, Orono MN

NORTHERN CHAPTER - Tuesday June 23, 2015
Pine River-Backus Schools, Pine River MN

SOUTHERN CHAPTER—Thursday June 25, 2015
Mankato East High School, Mankato, Minnesota

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

May 12th, 2015—MASMS State Meeting -Two Great Educational Sessions

All MASMS Members from ALL Chapters are Invited!

Educational Session #1

Minnesota Solar Schools Project - Opportunities available to school districts for the installation of solar arrays or solar gardens with no cost to districts . Presented by: Jamie Borell, Innovative Power Systems

Educational Session #2

What is Your Safety “Game Plan” for Extracurricular Events? - A discussion on school facilities’ needs to balance community activity/accessibility with a reasonable expectation for safety and security. Presented by: Dan Fitch, IEA

Date: Tuesday May 12, 2015

Location: Wellstead of Roger (Crowne Room), 20500 South Diamond Lake Rd, Rogers, MN

Schedule:

9:15 AM	Coffee & Registration
9:45 AM	Welcome and Announcements
10:00 AM	<u>Educational Session #1</u>
11:00 AM	Break & Networking
11:10 AM	<u>Educational Session #2</u>
Noon	Randy Morris, 2015 Legislative Update
12:10 PM	Business Meeting
12:15 PM	Lunch

On-line registration preferred: Go to www.masms.org, and click on **Login**. Your user name is your first initial of your first name followed by your last name (example: jsmith), and your password is masms (unless you have changed it). Then click **Meeting Registration**, select State Meeting, enter your information and press **Submit**.

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New MASMS Educational Members

Kwame Ayim, South Washington County Schools
Tammie Huber, Madelia Schools
Tony Perrine, Madelia Schools
Steve Bennett, Lake Benton Schools

New MASMS Business Members

Chris Jensen, Nardini Fire Equipment Co of ND
Patrick Machart, Nardini Fire Equipment Co of ND
Steve Bachand, Nardini Fire Equipment Co of ND
Terence Quinn, InStock Specialties, Inc.

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

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!**

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. You must plan to spend the necessary time studying the materials prior to the class.

This class is LIMITED to 20. Mat Miller, MASMS CPS Certified Instructor (Austin Public Schools) and/or Maureen Mullen, MASMS CPS Certified Instructor (Rockford Public Schools) will be facilitating this class.

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. Send application and \$500 check to MASMS.
3. The MASMS office will send out your study materials as soon as your application is received.
4. Study Study Study

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

MASMS BOOT CAMP— July 2015

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**

Vendor Corner

*Mike Remington, Inspec
MASMS Vendor Representative*



Take Advantage of Upcoming Vendor Opportunities

MASMS offers several great opportunities for Business Members to meet and network with MASMS members and showcase your products or services. There are some events coming up that you should consider getting involved in:

The 2015 Custodial, Maintenance, and Grounds Appreciation Days are being held in June and you should consider having a table at one or all three of these events. The cost for a 3' by 8' table (including one lunch ticket) is \$95 for the Northern or Southern Chapter one day events or \$115 for the Metro event which is two days. Dates for these events are June 17 and 18 for the Metro Chapter, June 23 for the Northern Chapter, and June 25 for the Southern Chapter. You can find additional information and registration forms on the MASMS web site at www.masms.org and please register by May 15th.

In addition, another great opportunity is the 2015 Conference and Trade Show in St. Cloud, with the trade show on October 1st. The cost for booths for that large event range from \$425 to \$500. Look for information about the show in early May and plan to register early as many years we are sold out!

I have attended the above events many, many times over the last 20+ years and they are a great opportunity for all Business Members, take advantage of them!

Two-Way Portable Radio Use 101

Submitted by: Ross Cirksema, Ancom

Safety, security and productivity are all critical concerns to the tasks of our daily lives. Effective communications, especially those involving two-way radio, are an important tool to be more efficient in the execution of our jobs. In many cases, it is the most innocent action that can impact your ability, or inability, to communicate. Below are some very basic practices and principles to help you maximize the use of your two-way portable radio communications equipment.

Best and basic practices when using portable radios:

- Organize your thoughts to only say what is needed to limit transmit time.
- Speak in a loud, clear, and controlled voice to maximize audio intelligibility.
- Don't yell. Keep calm. When stress goes up, so do our voices.
- Never transmit sensitive information. Consider the listening audience.
- Use plain English (no "10" codes) and avoid long pauses.
- Talk directly into the radio or speaker microphone approximately 1 to 2 inches from the mouth.
- Wait for the person transmitting to finish their message before attempting yours and always say "OVER" when you complete your transmission
- Acknowledge your receipt of the information.
- Make sure that your portable radio is turned down when in proximity of other portable radios to avoid feedback.
- Shield the microphone from noise sources to improve the intelligibility of the audio in high noise environments. When practical: Turn or move away from the noise source.

Radio not working?

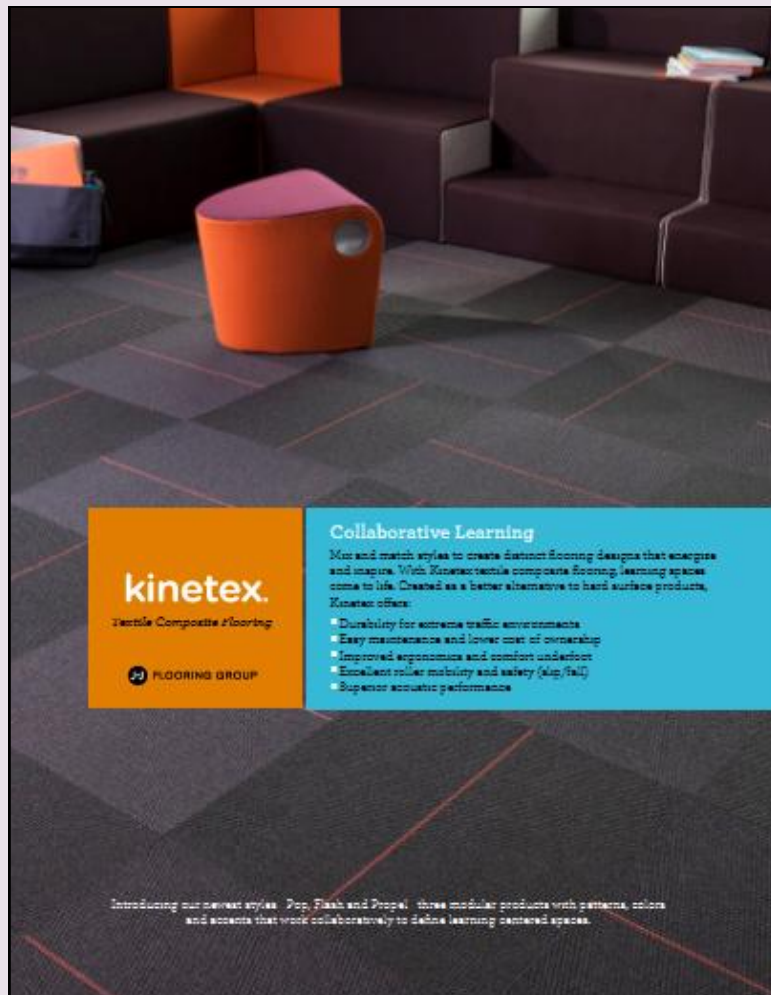
- Is the antenna screwed on tight? This is a simple, common problem, easily fixed.
- Are your batteries working at their full capacity? It is imperative to have up-to-date, good-working batteries. Budget regularly to buy new batteries for your radios (typically every two to five years depending on charge cycles).
- Turn off your radio when it's charging in the charger.
- Is your radio placed completely in the charger and being charged? Double check this before you walk away.

Think - Push - Listen for Beep (if equipped)

Talk - Release - Listen

Think of these five (or six) steps as instinctive procedure!

Communications are always important, and sometimes critical. These steps will help you to send and hear clear and complete messages. They will cut down on radio messages that have to be repeated, are unacknowledged or presumed unheard.



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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).

Proper Disposal for Old Chemicals

Submitted by JayTech, Inc.

All too often, the boiler room in many buildings becomes a dumping ground for unwanted materials. Although some of these items are benign, many of the common chemicals used for cleaning and HVAC treatment are concentrated or corrosive and pose a significant health and safety risk. In all cases, EPA standard 40 CFR 264.175 requires the use of secondary containment pallets for storing toxic liquids. Standard practice is to use a pallet that can hold at least 110% of the total volume of your toxic liquids (oil, corrosives, cleaners, solvents).



If you find a full or partial container of chemical in your building, the first step should always be to locate the products MSDS sheet. This will identify the products ingredients as well as precautions necessary in the event of a leak or spill. Also note the personal protective equipment (PPE) required for handling.

Once identified, determine if the product is still sealed and unused. If so, some companies will accept the product back depending on the age and type of material. Although many companies can be hired to properly dispose of old chemical, the cost for this service can be as much as \$400 per five gallon pail. For this reason, it is ALWAYS best to attempt to use the remainder of the product in the manner listed on the label when possible. If the chemical has been fouled or is unusable, hiring an outside materials recycling company will be required.

Even empty containers stored in your buildings also represent a hazard if not properly managed. Proper disposal for an empty chemical container requires that the container be triple rinsed with the rinse water being used in the manner for which the material was created. Afterward, the label must be crossed out with marker and holes must be poked in the bottom to prevent reuse. Once cleaned, many containers can be recycled or reused.



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Possible New MASMS Chapter!

MASMS currently has three state chapters (Northern, Southern and Metro).

In answer to the interest of starting a NW Chapter, MASMS held an informational meeting on Wednesday April 22nd, 2015 in Thief River Falls Minnesota.

The response was wonderful!

We are currently working out details for a possible new NW MASMS Chapter. More information will be out in the next few months!

Congratulations new CPS Certified Members!

MASMS, in partnership with the Association for Facilities Engineering (AFE), is offered the Certified Plant Supervisor (CPS) training and examination on March 18th -19th, 2015.

The following MASMS members took the time to study, attended the review class and passed the CPS exam!

Michael Borchardt, Prior Lake Public Schools
John Dols, Kingsland Public Schools
Steve Ericson, Osseo Public Schools
Corey Karren, Duluth Public Schools
Steven Lunderg, Duluth Public Schools
Steve Malecka, Eastern Carver County Public Schools
Samuel Michelizzi, Duluth Public Schools
Karin Miller, Osseo Pubic Schools
Dan Roeser, White Bear Lake Public Schools
James (J.J.) Williams, Kasson Mantorville Public Schools

The will to win, the desire to succeed, the urge to reach your full potential - these are the keys that will unlock the door to personal excellence...Confucius

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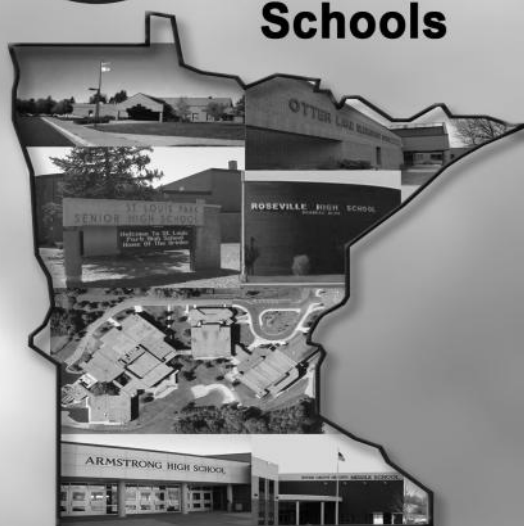
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Minnesota State Fire Marshal Division Reminder of Fire Safety for School Events

When schools set up and decorate for special events such as proms, dances, homecoming, and graduation parties, the fire-safety features required in school buildings must not be diminished, and additional fire hazards must not be introduced.

The following requirements and safeguards from the Minnesota State Fire Code (MSFC) are to be followed when planning and executing school-related events. Contact the State Fire Marshal Division with questions regarding this information sheet. Questions may be emailed to: firecode@state.mn.us

Maintaining the Means of Egress All required exit doorways must be immediately accessible and operational. Exit doors may not be locked or otherwise rendered inoperable. The means of egress may not be obstructed, altered or diminished by the use of gates, physical barriers, decorative materials or other obstacles.

Exit Doors and Exit Aisles Exit doorways and aisles leading to exits must be kept free from obstructions or impediments. As a general rule, exit aisles must have the same width as the exit doorways they serve. Excessive amounts of highly combustible materials may not be placed adjacent to exits.

Corridors Decorations, props, or other items must not reduce the required minimum width of exit corridors or otherwise obstruct the means of egress.

Visibility of Exits Decorations, props, curtains, hangings, or other items must not conceal or otherwise obscure required exit doorways. Exit signs must be clearly visible and properly illuminated.

Emergency Lighting Emergency lighting units are necessary in order to maintain minimum illumination levels in the event of a power failure. Emergency lighting must not be concealed or otherwise obstructed.

Overcrowding Although overcrowding is typically not a concern in schools, there are occasions such as during graduation ceremonies or other publicly attended events when a room or area may become overcrowded. It is unsafe and unlawful to exceed the maximum occupant load of an assembly area such as a gymnasium or auditorium. The maximum occupant load may already be posted near the main exit from the assembly room. If the maximum occupant load is not posted or known, contact your fire code official for assistance.

Combustible Decorations in Assembly Areas and Corridors Curtains, drapes, hangings, paper sheeting, art work, and other decorative materials exceeding 20 percent of the wall or ceiling areas must be flame-resistant, per NFPA 701, or be inherently noncombustible.

Flame-resistant party and decorative materials are available at retail party stores and online retail websites. The product packaging and/or the manufacturer's documentation of flame resistance should be retained in order to demonstrate compliance.

Combustible Vegetation — Artificial and Natural Artificial vegetation must be flame-resistant, per NFPA 701. Limited quantities of cut, natural decorative vegetation such as hay bales, corn stalks, tree branches, etc. are permitted as long as they do not constitute a hazard as determined by the fire code official. Significant amounts of combustible vegetation are prohibited unless they are flame-resistant, per NFPA 701.

Foam Plastics Due to the burning characteristics of foam plastic material and the highly toxic vapors that are produced during combustion, the use of foam plastic is strictly regulated. When used for decorative purposes, individual prop pieces may not exceed one pound in weight. Also, foam board used to cover any decorative sets or interior surfaces is limited to 10 percent of the total surface area and may not exceed 1/2-inch in thickness or 8 inches in width.

These limits may be exceeded only when documentation is provided from the manufacturer showing that the foam plastic material has a maximum heat release rate of 100kW when tested in accordance with UL 1975.

Continued on page 7.

FACILITIES MATTER

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Reminder of Fire Safety for School Events (Continued from Page 6)

Open Flame (candles, oil lamps, etc.)

The use of open-flame devices such as candles, oil lamps, or similar decorative burning devices during an event or gathering is prohibited without written approval from the fire code official. The use of an open flame associated with a theatrical performance or demonstration is also prohibited without prior written approval.

Fireworks and Pyrotechnic Displays

Both indoor and outdoor fireworks/pyrotechnic displays are prohibited without a special permit, and such displays must be supervised by a fireworks operator certified by the State Fire Marshal. For more information on fireworks and pyrotechnic displays, contact the State Fire Marshal Division.

Fire Sprinkler Heads

Decorative items must be located so as not to interfere with the proper functioning or discharge pattern of fire sprinkler heads. As a general rule, decorative items suspended from ceilings must be located at least 18-inches below the level of the fire sprinkler heads. Special care must be taken to ensure that side-wall sprinkler heads (those heads installed on an upper wall surface designed to spray water horizontally across the room and ceiling) are not obstructed by decorative items.

Fire Alarm System Devices

Fire alarm system detection devices such as heat or smoke detectors must not be covered or otherwise separated from the area being protected. Decorations, props, or other items must not conceal or obstruct access to manual pull stations.

Fire alarm notification appliances such as alarm horns and visual strobes must not be obstructed so as to reduce audible alarm levels or obstruct visibility of strobe lights.

Fire Extinguishers

Decorations, props, or other items must not conceal or obstruct access to portable fire extinguishers.

Fire Doors

The immediate area around fire-rated doors must be kept free of any items or décor that would prevent the doors from automatically closing and latching.

Extension Cords

Extension cords may be used to provide limited, temporary power for special events. However, extension cords -

- Must be UL listed and properly rated for the power load they are supplying

- Must not be extended through walls, ceilings, doors, under floor coverings, or otherwise exposed to mechanical damage

- Must be grounded when serving grounded appliances

- Must be in good condition, without splices or damage

- Must not be located along walking areas or within the path of egress where they can pose a tripping hazard

The use of relocatable power taps equipped with 15-amp over-current protection is recommended in order to help prevent the overloading of electrical circuits.

Party/Holiday Lighting

Party and holiday lighting strings and fixtures must be UL listed and used in accordance with the manufacturer's instructions.

The instructions will indicate the maximum number of lighting sections that can be connected together.

MASMS CALENDAR


May 12, 2015	State Meeting
May 21, 2015	Northern Chapter Meeting
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

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