



The “Tool Box” for Educational Facility Management Professionals

Stop Worrying About Weaknesses—Focus on Strengths!



Do you ever sit down and think, “Man, I’m really good at this or that”? or “Man, that employee is really good at this or that?” Too often, it seems like we focus on what is wrong; we think that if we can just fix that one thing—master this extra skill, learn how to use that program, or whatever that thing is, all would be a little better. And there may be some merit to that, but what about focusing on what people are great at?

Has anyone ever told you to focus on your weaknesses? As far back as most of us remember, family members, teachers, coaches, and friends have told us to improve upon our weaknesses. As a kid in sports, we were told over and over that we were too slow and needed to get faster. So we worked at this, and guess what? We were still slow.

Working on weaknesses is one of the weakest things one can do. Don’t waste precious time and effort struggling to get just a tiny bit better at something that just doesn’t, and never will, come naturally. Focus on strengths, not weaknesses. Strengths are a person’s innate talents, things they do well naturally. Every person has them, and when identified, nurtured and channeled appropriately, they can have a dramatic effect on job satisfaction and bottom-line performance.

Imagine what life would be like if you focused on what you and your employees do well. Everyone is not good at everything and may never be. Improve upon strengths and work around weaknesses. You’ll receive a far greater return and be much happier by focusing on strengths.

Among the effective approaches we can start using right away to manage our own strengths and those of our colleagues:

- Have employees list their strengths.
- Incorporate an emphasis on strengths when assigning tasks.
- Open your mind to the possibility that an employee’s optimal role might be in a different job or role from their current one.
- Ask your employees, “Do you feel you have the opportunity to do what you do best every day?” Listen to their answers and probe for understanding.

As with so many aspects of leadership, it’s a matter of balance. But there is a price to pay for trying to force employees into roles that highlight their weaknesses and don’t play to their strengths!

2015 MASMS DAY ON THE HILL—GREAT SUCCESS

Over 35 MASMS members attended 2015 Day on the Hill!

The group had the opportunity to talk with House Education Finance Chair, Rep. Jenifer Loon. It was good discussion on school funding. Senator Kevin Dahle, author of the School Facilities bill visited with the group, and he provided his insights as to why he is in favor of school funding reform. The session ended with Senator Chuck Wiger, Senate K-12 Chair, talking for a few minutes. He is a big supporter of the bill.



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New MASMS Educational Members

Darwin Nelson, Marshall County Central Schools
 Pat Lang, New Ulm Schools
 Kelly Zyllo, Bemidji Schools
 Dan Guenther, Waubun Schools
 Randy Jansen, Nevis Schools
 Erick Thoresen, Bagley Schools

New MASMS Business Members

Bill Becker, Floors by Becker
 Brian Poepping, Floors by Becker
 Jason Albrecht, Corval Group

Building Operator Certification Level I

Midwest Energy Efficiency Alliance, is hosting a Building Operator Certification Level I training series at Itasca Community College, in Grand Rapids, beginning in April 2015. Tuition rebates are available to customers of Minnesota Power and Minnesota Energy Resources who complete the BOC training. To view a general brochure and training flyer on the specifics of the upcoming training in Grand Rapids Minnesota, go to www.boccentral.org/training-minnesota

Responsible Contractor Forms

Governor Dayton signed the Responsible Contractor bill into law. Although the notion of a “responsible contractor” has been around for a long time it has never been clearly defined. In this new law, which went into effect on January 1, 2015, the term has been given certain meaning. This new statute only applies to publicly owned or financed projects where the contract exceeds \$50,000.

Under the new § 16C.285, subd. 3, a responsible contractor means a contractor or subcontractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets minimum criteria.

The following forms and information are available on the MASMS web site.

Go to: www.masms.org

Select: “Resources” from the left-hand side of the window

Select: Responsible Contractor Forms

- Responsible Contractor Law
- Responsible Contractor Certificate
- Attachment A—Responsible Contractor Form
- Attachment A-1 and A-2



Vendor Corner

*Mike Remington, Inspec
 MASMS Vendor Representative*

As MASMS Vendor Representative, I want to thank Ruth for all that she does for both the vendor members and the school members! Ruth’s strong organizational skills and people skills result in very well run vendor program for MASMS, the successful and well-attended Fall Conference trade show, and many other things too numerous to mention. Thank You Ruth!

If as a MASMS vendor member you have any ideas, concerns, or feedback (whether positive or negative) please feel free to reach out to me or one of the Chapter vendor representatives. The Metro Chapter Vendor Rep is Duff Dorschner from Apex Online Development, the Southern Chapter Vendor Rep is Pat Weir from the Institute for Environmental Assessment, and the Northern Chapter Vendor Rep is Doug Severson with Handyman’s Inc. Your input and feedback are welcomed and greatly appreciated!

FACILITIES MATTER

Do you need a building tune up, energy modeling and analysis, or an assessment of your facility systems?



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2015 MASMS Custodial/Maintenance/Grounds Appreciation Days

Mark Your Calendar—Registration Forms will be Out in March

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—NETWORK

Looking for a great way to say thank you to your staff? This is it!

Just \$25 a person! Registration Includes Snacks & Lunch!

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**

MASMS State Meeting May 12th, 2015

The Crown Room

20500 South Diamond Lake Road
Rogers, Minnesota

Agenda to be Published Soon!

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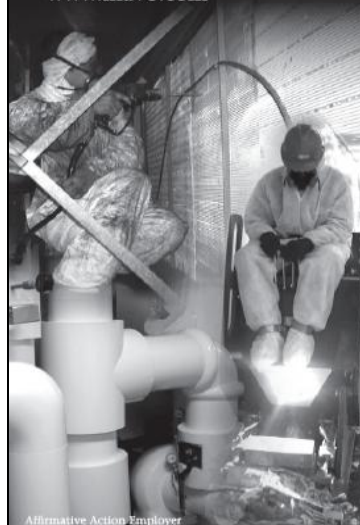
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It's Alive!

Submitted by Mike Kelly, Turf Director TerraMax IncAS

Unlike many of the things that MASMS member have to take care of, Turf is alive and needs some attention in order to perform at its best for us, the participants, and the observing public. Plants need Air, Water, and Food. Just like we do. Turf plants are very resilient if their needs are met. Which one of the three components, air, water, or food would be the most critical to your survival? Generally, we are not going to live too long without air. Then we need water to survive. And, finally we need food. We need all three to survive for a long time. So does turf.



The Turf goes into hibernation at this time of the year much like various animals but it is still alive. When it comes to being ready for spring, what is our plan? Are we ready to feed the plant? Do we have an irrigation system, if we need additional water? And, did we aerate in the fall or do we have to do it in the spring. (Fall is by far the better time to aerate because the weed germination problems are much less. Aeration should be done multiple times of the year.)

Food. Be ready to spend money on some nutrient formulations and bacterial products that can and feed your plant. Soil test should be taken to determine if you need and P- phosphorus, K- potassium, or micronutrients. A soil test have to be taken to justify any P applications.

The Nitrogen is not reported on soil test however turf plants will require 3-4 lbs. of Actual N per 1000 sq. ft. / year. The timing of application is very important and you should not apply more than 1 lb. of quick release N /1000 sq. ft., / application. If you are using slow release items then you can apply more. One bacteria, *Azospirillum*, can actually "Fix" Nitrogen for grass in a similar manner that legumes (clover and beans) take up nitrogen from the air pore spaces. These bacteria actually convert nitrogen from the air to an available form for plant. This unique natural form of bacteria also increases root growth which help the plants extract more nutrients and moisture from the soil.

Example. --- 20-0-0 has 20% nitrogen, - 0- P and -0- K. A 50 lb. bag of this type of product will supply 10 lbs. of nitrogen. The area inside of a stadium track is about 80-90,000 sq. ft. In order to apply a ½ lb. of N you would apply a 4-5 bags. *Azospirillum* bacteria provide a continual supply of N. This bacteria can supply up to 25 % of the total N needs and provide you additional rooting capacity which is extremely important for stress tolerance.

Water. Irrigation is a great option to have and it can relieve moisture stress or drought. But do not over use it. The composition of a soil profile should 45% solids 5% organisms and organic matter (OM) and 50% pore space. This 50% of pore spaces should be made up of 25% water and 25% air. If you fill the pore space with water you will push the air out of the profile. Remember we and plants need air to live.

Air. This is one of the major soil components, 25%. Compaction, and overwatering can drastically reduce this %. Campus and sports field areas have to be aerated to provide the environment that will favor turf growth. The aeration breaks up the soil surface allowing exchange of gases, infiltration of rain water and incorporation of organic matter. Take this special time of soil disruption and seed right before the aeration process.

Turf areas are alive. The more that we can aid the turf, the better it is. As humans if we are given the right set of nutrients and a positive surrounding the more we can express ourselves. The same goes for turf. The more we provide the right environment and the right food the healthier it will. We try to make turf healthy so that it can be tolerant to **Abusive Wear** and the stresses that "Mother Nature" gives it. Start now and plan for next spring's green activities. Certain things have to be done and they have to be done in a timely manner. The turf is not a sterile object, like a floor. These plants are living and breathing and need nurturing.



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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).

MASMS PHARMACEUTICAL WASTE IN SCHOOLS—SURVEY SUMMARY

The MASMS Health and Safety Committee would like to thank all the schools that took the time to answer the December 2014 MASMS Pharmaceutical Waste survey. The goal of this information is to consolidate information on the pharmaceutical waste challenges in the MN public schools to aid in determining:

- 1.) The challenges with pharmaceutical waste in schools across the state
- 2.) Identify if there are regional/ county differences in the challenges
- 3.) What pharmaceutical waste resources available to the schools
- 4.) Potential actions to generate making changes in the state to assist schools with this concern

SUMMARY OF SURVEY QUESTIONS —46 School Responses Representing 32 Counties

How do you currently dispose of your “over-the counter” pharmaceutical waste?

- | | |
|------------------------------------|--|
| 8 Utilize a Hazardous Waste Hauler | 9 Use local Police/Sheriff's Departments |
| 4 Use Local Clinic/Medical Center | 12 Use County Contact/Drop Box Sites |
| 4 Send Home with Parents | 3 Sits on the Shelf/School Storage |
| 5 Sewer or Dispose of in Garbage | |

How do you currently dispose of narcotic pharmaceutical waste?

- | | |
|--|---|
| 2 Utilize a Hazardous Waste Hauler | 14 Use local Police/Sheriff's Departments |
| 4 Local Pharmacy/Medical Center | 7 County Program/Take it to the Box |
| 5 Send Home with Parents | 6 Sits on the Shelf/School Storage |
| 1 District takes to County Incinerator | 4 Sewer or Dispose of in Garbage |

Agencies utilized as a Pharmaceutical Waste Resource by Survey Respondents:

Consultants; Waste Haulers; County Health Offices; County Waste Contact; Sheriff/Police; Local Clinics/Hospitals; Met Council; University of Minnesota

Primary Challenges with Pharmaceutical Waste by Survey Respondents:

No challenges listed by many; Locating waste hauler/resource that will take pharmaceutical waste; Accumulation of narcotics in school storage; Concerns with proper way to dispose/store/collection of pharmaceutical waste; Concern with lack of accountability with transport and chain of custody/inventory; Rejection of local police agencies/count with drop off centers; Challenge of having parents take back pharmaceutical waste and it becoming school responsibility.

- 6 School districts listed having a pharmaceutical waste management plan.
- 5 School Districts would be willing to share their existing pharmaceutical waste plan with other districts. Districts interested in a shared plan, or if you have any questions or thoughts on this topic, please email ruth@masms.org.

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MASMS Scholarship Applications are due. DEADLINE HAS BEEN EXTENDED TO MARCH 15TH, 2015

There are two types of scholarships.

For Children of Members: Tom Robinson Memorial Scholarship Program

For MASMS Members: Jim Fredricks Leadership Scholarship Award

MASMS Tom Robinson Scholarship Program for Children of MASMS Members

The MASMS Scholarship Committee is accepting essays from sons and daughters of all MASMS dues paying members and life members who are graduating seniors and any eligible post-secondary student accepted into any post secondary school in the United States.

How to Apply:

Complete the application form and your essay by March 1, 2015. All information will be reviewed by the MASMS Scholarship Selection Committee. Awards will be announced in early May 2015. Go to www.masms.org - select "Resources" and then select "Scholarships" to download the form.

Awards

Scholarships awarded can range from \$500-\$2000, based on available funds. These are awarded once a year in May. As of 2008, MASMS has awarded over \$80,000 in educational scholarships to many deserving students. Applicants can continue to apply each year until they reach a maximum scholarship total of \$2000.

Jim Fredricks Leadership Scholarship Award - For MASMS Members

In 2008, the MASMS Executive Board created a unique scholarship honoring the exemplary leadership of Jim Fredricks, the former Director of Facilities at the College of St. Benedict. Jim was instrumental in the formation of the MASMS Chapter Structure, and served as Chapter President, State President, Treasurer, and NSPMA (National) President.

During his professional career, Jim worked hard to improve not only his skills, but also those of members throughout the organization. He believed strongly in education and professional growth of all MASMS members, creating the first educational and certification committee. He led this committee since its inception, committed to raising the bar of each individual as well as the organization.

This annual \$1000 scholarship will be awarded to a MASMS member that emulates the same commitment to professional growth and leadership, and are looking to advance themselves in their profession. The applicants will be reviewed by the scholarship committee to determine those best suited for this award.

Go to www.masms.org - select "Resources" and then select "Scholarships" to download the form.

MASMS CALENDAR

March 10, 2015	Metro Chapter Meeting
March 19, 2015	Northern Chapter Meeting
April 14, 2015	Metro Chapter Meeting
April 15, 2015	Southern Chapter Meeting
April 16, 2015	Northern Chapter Meeting
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



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Advances in pool technology can help reduce costs while increasing efficiency, reliability and water quality.

Submitted by Rob Anderson, Poolside

There's no getting around the fact that school pools require a fairly high level of energy and maintenance to ensure student comfort and dependable operations. Over the last several years, refinements in key areas of pool technology have helped to maintain or increase performance while often reducing energy and chemical use. Some examples are shown below.

LED lighting

We've all heard about the high-efficiency of LED lights, and pool lighting is no exception. LEDs will last years longer than incandescent bulbs and use up to 85% less electricity as well. They also add a surprising amount of additional illumination due to enhanced lens geometry and reflector designs. You have the option to replace just bulbs or the complete fixture (in many cases, the costs are about the same, so many facilities choose the latter).

Variable frequency drives and pumps

These new "smart" systems can be programmed to automatically turn on or off and/or run at varying rates depending on specific facility usage patterns. The drives offer up to 98% efficiency based on automatic energy optimization and flow compensation. Today's pumps are extremely dependable, efficient and quiet, and typically utilize durable anti-corrosive lightweight plastic construction.

Natural water treatments

The general trend toward using green products and processes continues with Sphagnum Moss filters, which reduce chemical usage and equipment maintenance while delivering significant improvements in air and water quality. This moss is unique to northern Minnesota and New Zealand, and is a natural filter that helps keep our rivers and lakes clean. It was discovered by a local physician and biologist, and the product and process are patented, NSF-component listed, and have been laboratory and field tested for almost a decade. The City of St. Paul and Macalester College are currently using this system.

Look for reasonable costs and return on investment

These products – and most other new pool technology in general – are generally affordable, simple to install, and offer a fairly rapid ROI (typically within in a year or less). Energy rebates are also often applicable, which can generate additional savings.

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Fred King

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Flexible Epoxy Systems for Concrete Protection

Submitted by: John Johnson, Swedebro

Concrete is a relatively weak and porous surface that will wear rapidly in high use areas. Coatings applied to concrete may function to provide skid resistance, increased cleanability, weatherproofing, anti-microbial protection or improved aesthetics. However, there are three basic factors that should be considered when choosing a protective flooring system. These factors are *wear resistance*, *impact resistance* and *thermal shock resistance*. Coatings range in thickness from a few mils to several hundred mils and are applied by a variety of methods. These coatings consist of organic (flexible) or inorganic materials (brittle). It is important to note that the flexible coating is internally flexible and has no external plasticizers or solvents that would migrate from the system over time. Plasticizers exhibit this migration causing the material to become brittle and lose physical properties over time.

Wear resistance is the ability of a coating to maintain thickness and protection when exposed to an abrasive force. The ASTM D4060 test has shown that flexible epoxy exhibits superior wear resistance to abrasion and therefore better wear resistance.

The second factor to examine is **impact resistance**. Impact is the force exerted by a falling object that might disrupt the bond. Impact failures could result in a cohesive failure - failure within the coating, or adhesive failure - failure of the bond to the substrate. The bond of a material is only as good as the tensile strength of the weakest material and the ability of a coating to wet the substrate to achieve adhesion. Since the epoxy material has the ability to wet the substrate and achieve a good bond, the bond strength is higher than the tensile strength of the concrete. In other words, failure will occur in the concrete and not at the interface of the concrete and the epoxy. ASTM D2794 test results show the ability of the flexible epoxy to absorb impact and to provide a material that has much better resistance to failure either in a cohesive or adhesive mode.

Thermal shock resistance is the ability of a coating or resin system to stay bonded to a substrate when exposed to rapid changes in the environment as related to temperature. Depending on formulation, epoxies can have a coefficient of thermal expansion of two to ten times that of concrete. In typical situations, aggregate filled epoxies are used to minimize the differential in coefficient of expansion between the concrete and the coating. These systems are applied in thick cross sections (minimum 1/4 inch) that act as a heat sink to prevent the rapid temperature change from reaching the concrete resin interface. The flexible epoxy can better handle the temperature change because of its ability to absorb the differential movement between the surface and the concrete. Testing has proven that the flexible material when filled with aggregate can handle live steam when applied at 1/8 inch thickness without losing its bond.

Given the advantages over standard, rigid epoxies, there are several environments where a flexible epoxy material can be used. One application is bus garages. The flexible epoxy bus garage system consists of a neat layer of epoxy to provide waterproofing, impact resistance and crack bridging. The flexible epoxy membrane exhibits tremendous adhesion to the concrete. After the application of a neat coat of flexible epoxy, aggregate is broadcast into another layer of flexible epoxy to serve as the wear and the skid resistant layer. The aggregate is more tightly bonded in the wear course. The ability to absorb differential movement caused by temperature changes or structural vibrations combined with the outstanding adhesion to both the concrete and the aggregate leads to a successful application of flexible epoxies in a bus garage.


Mechanical equipment rooms require similar waterproofing and durability. The flexible epoxy installed as a neat membrane will, not only provide added protection against reflective cracking, but also will be much less prone to chipping that results from the dropping of tools during maintenance.

Flexible epoxies would be beneficial as a crack bridging membrane under decorative flooring in classrooms, hallways and locker rooms. In this application, the flexible epoxy bonds to both the concrete surface and the flooring finish cushioning the movement associated with the concrete, thus suppressing reflective cracks.



Kitchen areas require flooring systems that can withstand the chemical exposure of organic acids from food products as well as caustic cleaning solutions. These floors must be seamless to allow for wash down conditions and the ability to withstand hot water or steam cleaning. A flexible membrane under this flooring system provides crack bridging, waterproofing and thermal shock protection to the chemical resistant floor system.

Therefore, flexible epoxies offer advantages such as wear, impact and thermal shock resistance that exceed the properties of standard epoxies. When properly formulated without the use of extenders or plasticizers, flexible epoxies will perform to a higher standard than traditional rigid epoxies.

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Press Release

Chris DesRoches to Become President of Flagship Recreation

Move correlates with business expansion, new building

St. Louis Park, Minn. (Dec. 17, 2014) –

Flagship Recreation, a St. Louis Park, Minn.-based playground design company has named Chris DesRoches, 28, president of the organization, effective Jan. 1, 2015. Current President, Grant DesRoches, will retain an active role working on future growth initiatives.

"In the past five years, Chris has led Flagship Recreation to tremendous growth through his vision of evolving into a design – build company," said Grant DesRoches. "It is time to increase his responsibilities so that he can better implement his vision."

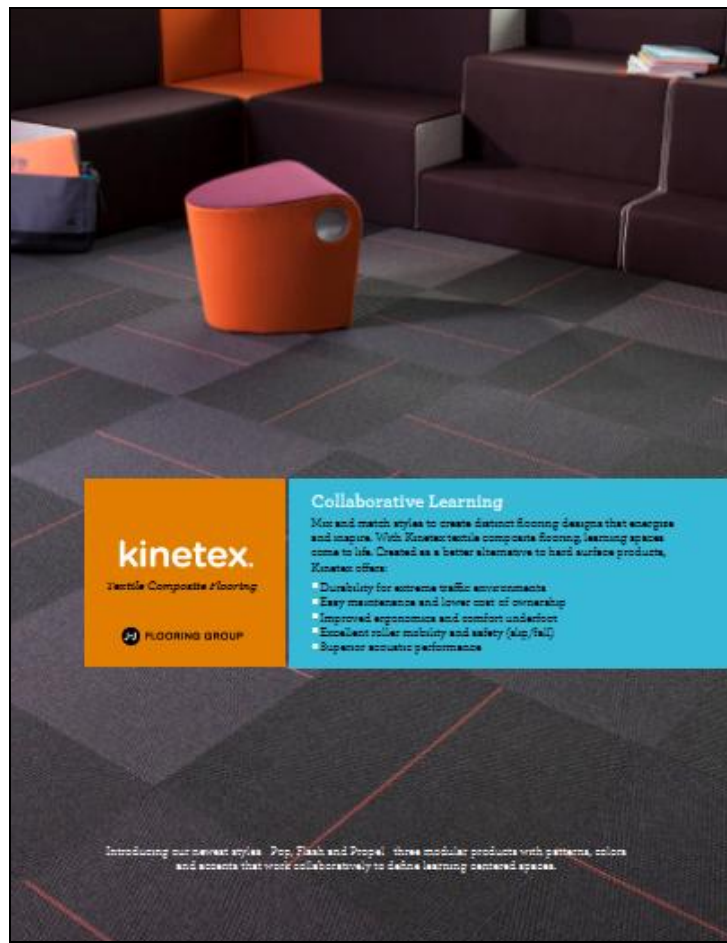
In addition, Flagship Recreation has begun the relocation to a new office at 4940 W. 35th Street in St. Louis Park, Minn. The expanded location will allow for Flagship Recreation to better serve clients across the state by broadening their scope in playground and site design, construction, and maintenance.

"Growth in business has led to increased hiring and a need for more space," said Grant DesRoches. "The desire to offer faster delivery of parts and service has made us realize that we need more capacity to house inventory and our larger fleet of service equipment."




The move is expected to be completed by the end of December.

About Flagship Recreation




Flagship Recreation is your local playground provider for our home state of Minnesota. From design and install to inspection and beyond, we are your destination for playground development. We pride ourselves on offering recreation solutions that are all-inclusive and innovative. Our company was founded on the basis that all kids should have the opportunity and right to play in a safe and educational environment. Our design process is driven by your goals and ideas, allowing for your vision to shine.



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Press Release

Inspec, Inc. Announces Air Barrier and Building Envelope Services
Specialist on Staff has experience, licensure, and speaks on air barriers.

Minneapolis, MN; December 10, 2014: Designing and constructing a building with a successful air barrier system requires knowledge of design practices and field experience in building envelopes. Inspec, Inc. is a building envelope consulting firm since 1973 that has a specialist on staff with experience in air barriers and exterior walls. They can assist your firm with third party design review and field auditing of air barriers. Pam Jergenson, CCS, CCCA; a Senior Building Envelope Consultant, is Inspec's air barrier specialist who has been on staff for nearly 25 years.

Inspec's third party design review services of building envelopes are typically performed at the Design Development and Construction Document phases during building design. The design review includes reviewing the specifications, drawings, and other related documents for that particular phase; paying particular attention to transitions of building envelope systems and unintended consequences of incomplete detailing. The review deliverable is a written report with redlines on the documents with or without a meeting to discuss the report further.

Pam Jergenson is currently the only Licensed Field Auditor for air barriers in Minnesota and Wisconsin, since 2013. The field auditor licensing by the Air Barrier Association of America (ABAA) requires attending a two-day training, passing a licensing exam, and submitting an extensive professional resume with personal references. Field auditing services for ABAA's quality assurance program (QAP) include reviewing the construction documents, verifying materials in the field, observing installation, and performing field testing. Then, the site visit is summarized in a field report documenting the observations, test results, and photos. Inspec also offers third party field auditing, or construction observation, of building envelopes including roofs, windows, and waterproofing; beyond the ABAA QAP. They offer these services as quality assurance for building owners, architectural firms, and contractors.

Aside from third party review and field auditing of building envelopes, Pam Jergenson has presented on numerous building envelope topics for over 10 years. She is also the only ABAA Approved Speaker in Minnesota since 2013 presenting approved Lunch-and-Learn programs that meet the criteria for HSW credit for AIA/CES. Her presentation topics include finding exterior wall leaks, conducting façade inspections, through-wall flashing case study, applying exterior wall building code, and observing air barriers. For more information on Inspec's building envelope services, third party review and third party construction observation, contact the staff by phone at 763-546-3434 or by email: Fred King, email fking@inspec.com. For more information on ABAA, their Quality Assurance Program (QAP), licensed contractors and field auditors, and educational programs, see their website: www.airbarrier.org.

Headquartered in Minneapolis, MN, Inspec, Inc. is an engineering and architectural firm specializing in building envelopes for over 40 years.

