



Minnesota Educational Facility Management Professionals

The Messenger

NOVEMBER 2014 NEWSLETTER

The “Tool Box” for Educational Facility Management Professionals

Eleven More MASMS Members Complete the MASMS Certification Program!

The following MASMS members completed the required curriculum for the MASMS Facility Manager Certification Program. Mr. Fred King (Inspec), MASMS Education Committee Member, presented their certificates at the 2014 MASMS Conference.



Steve Anderson (Albert Lea Schools), Jeff Arthurs (Osseo Schools), Paul Ashton (St Paul Schools), Marc Bachman (St. Peter Schools), Paul Bell (Northfield Schools), Mark Fenton (W. St. Paul-Mendota Heights Schools), Maureen Mullen (Rockford Schools), Fred King (Presenter), Eric Hamilton (Edina Schools) and Jerry Schweitzer (St. Charles Schools) Not pictured: Tim Burton (Chisago Lake Schools) and Dave Gandy (Waconia Schools)

MASMS Facility Manager Certification Program—The process of achieving MASMS certification ensures that you are continually improving and refining your skills.

Achieving MASMS Certification can improve overall performance, improves qualifications, and develops necessary new skills. Knowledge. Inspiration. Achievement.

Certification The MASMS Certification Program is offered by the Minnesota Educational Facility Management Professionals Association (MASMS). Certification is the preferred goal; however, individuals may take selected courses in the curriculum without obtaining certification.

The certificate program is managed by the MASMS Educational Committee with support from the MASMS Executive Board and staff.

Purpose of the Program The purpose of the certification program is to develop a knowledge base for Building and Grounds/Facility leaders to provide safe and healthful educational facilities in Minnesota.

Benefits The process of achieving and maintaining certification helps ensure that you are continually improving and refining your skills. Certification can improve overall performance, develop competency, and widen market opportunities. Certification and education will enhance your credibility with your Administration, School Board and the Community.

Contact the MASMS office at ruth@masms.org to register in the MASMS Certification Program.



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MASMS OFFICE

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

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New MASMS Members

Educational Members

Sue Morken, Mabel- Canton Schools
 Lisa Jonsgaard, St. Mary's University of MN
 Lisa Parpart, St. Mary's University of MN
 Mike McLaughlin, Eastern Carver County Schools
 Tim Reps, St. Charles Schools
 Ron Hanson, Madelia Public Schools

Business Members

Matt Haley, Energy Insight Inc.
 Sasha Hansen, Thyssenkrupp Elevator
 Jeff Bergeson, American Time
 Rob Anderson, Poolside

Educational Opportunity: The 2015 Great Lakes School of Turfgrass Science Online is set for Jan. 7th–March 25th, 2015

Any investment in quality continuing education opportunities benefits employees and employers alike. The 2015 Great Lakes School of Turfgrass Science Online is designed to help meet continuing education needs. This 12-week program will have training sessions accessible live online on Wednesday evenings from 6 to 8pm or the option to view the recorded sessions. This 12-week certificate program aims to provide participants with thorough and practical continuing education in turfgrass management. The course is directed by educators from the University of Minnesota-Twin Cities and the University of Wisconsin-Madison, with 12 turfgrass scientists and educators from eight Land-Grant Universities.

- Practitioners that establish and maintain turfgrass for athletic fields, consumer/commercial lawns, golf courses, recreation/parks, and sod production
- Technical representatives from industry (suppliers of equipment, plant protectants, fertilizer, etc.)
- Those new to the industry - wanting to get trained and off to a great start.
- Those with experience in the industry - to review/update their Knowledge and practices

The registration deadline is December 31st, 2014. Students will have access to the course and materials at their convenience during the 12-week period via moodle class management system. The fee for the course is \$495, which includes supplemental materials and a certificate after successful completion of the program. Visit this link to register: <http://z.umn.edu/2015greatlakeschool>

Early registration is encouraged and pre-registration is required. For Further Information: Contact Sam Bauer, Assistant Extension Professor - University of Minnesota Email: sjbauer@umn.edu Phone: 763-767-3518.

Looking for a presentation from the 2014 MASMS Conference?

Just go to www.masms.org and select "2014 Conference Presentations and Pictures" from the left hand side of the window! You will find a list of all presentations submitted—just

GIVING YOU MORE REBATE SAVINGS NOW

HURRY! You only have until **Dec. 31, 2014** to submit your rebate applications.

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.

Additionally, CenterPoint Energy offers an incentive program to trade allies for installing qualified natural gas equipment.

Don't miss out! Applications for 2014 installations are due by DEC. 31, 2014. For complete details, visit CenterPointEnergy.com/MNEducation or contact our Business Customer Hotline at 612-321-4939 (877-809-3803).





Welcome to the New Health & Safety Section of the Newsletter!

The MASMS Health & Safety Committee will supply 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).

State Fire Marshal Delayed /Staged Fire Evacuation New Policy

The MN State Fire Marshal's Office has updated their Delayed and Staged Evacuation plans for schools.

The State Fire Marshal's Office and Law Enforcement have collaborated regarding the concerns with an intruder entering a building and activating the fire alarm with the purpose of triggering students and staff into common areas and resulting in evacuation of the building when the fire alarm sounds.

Delayed Evacuation: This allows for a predetermined amount of time to allow the designated building staff to investigate the source of the fire alarm prior to evacuation.

Staged Evacuation: This allows for occupants to temporarily relocate to separate rated fire area within the building while the source of the alarm is investigated.

You district's plans for a delayed/staged fire evacuation needs to be developed with coordination of local fire, law enforcement and emergency management agencies along with the assigned State Fire Marshal School inspector. Delayed /Staged plans must be approved by your school administration, school board and the State Fire Marshal Division prior to implementation.

Click on the following link for the full guidelines of the policy. Please read the documentation and talk to your State Fire Marshal Office to get all the details. [https://dps.mn.gov/divisions/sfm/programs-services/Documents/School%20Inspections/INS%20ED-08%20\(2014\)%20Delayed%20and%20Staged%20Evacuation%20Strategies%20for%20Schools.pdf](https://dps.mn.gov/divisions/sfm/programs-services/Documents/School%20Inspections/INS%20ED-08%20(2014)%20Delayed%20and%20Staged%20Evacuation%20Strategies%20for%20Schools.pdf)

Submitted by the: MASMS Safety Committee

Avoiding Slips, Trips, and Falls this Winter— *You may want to share this with school staff!*

Winter can often mean periods of icy or snowy weather conditions. While the Facilities Department and buildings staff work diligently to remove snow and ice from walkways, building entrances, and parking lots, you still may encounter slippery surfaces while on school grounds.

We offer the following safety tips for avoiding slips and falls during this winter season:

- Select appropriate footwear. There is no single shoe sole material that is perfect under all conditions, however, footwear with rubber or neoprene composite soles provided better traction on ice and snow than leather or plastic. Change into dress shoes once you are at work. The inconvenience of changing shoes is insignificant compared to the inconvenience due to a serious fall related injury.
- Think about the best route to your destination and plan a little extra time to get there. Avoid rushing, taking shortcuts over snow piles or traversing areas where snow and ice removal is incomplete.
- If you have no choice but to walk on slippery surfaces, bend slightly forward and shorten your stride or shuffle your feet for better stability. Many slips and falls occur during entry or exit from vehicles. Be particularly careful and hold on to the vehicle for support.

When entering a building be sure to:

- Take advantage of floor mats to remove moisture from the soles of your shoes. This will help protect you, as well, as others who follow, from having to walk on wet or slippery surfaces.
- Avoid walking on wet or slippery areas if possible.

Take responsibility for immediately reporting slip and fall hazards. We encourage you to report slippery conditions in parking lots, walkways and building entrances.

Submitted by the: MASMS Safety Committee





A Few Ways to Improve your Attitude!

Here are 20 practical ideas to help you get a positive attitude and keep it.

Be Yourself Do more of the things you love. It is the only way to be happy.

Improve Yourself If you're improving, even a little bit, you'll be more positive.

Help Others Nothing makes a person feel better than helping others in need. When you help others, you can't help but be more positive.

Birds of a Feather

You will eventually become like the people you hang around. Keep yourself in the company of positive thinking people.

Be Selective Garbage in, Garbage out.

Be a Doer Rather than a watcher. Take a walk rather than Watching The Biggest Loser.

Don't Be Perfect Bad crap happens to good people. Don't expect to be positive 100% of the time, just try to be positive as often as possible.

One of Those Days It's OK to have one of those days, just not five years in a row.

Choose You're responsible for our own attitude; others do not control how you think. Decide to be positive and make it happen.

Relax Don't fight a challenging situation, it only makes it worse. Relax, breathe and accept it.

Affirmations Think positive thoughts and say positive things to yourself. It might seem goofy but it works!

Be Grateful For what you have. There is always something to be grateful for.

Laugh Bring more laughter into your life. It is a powerful way to improve your attitude.

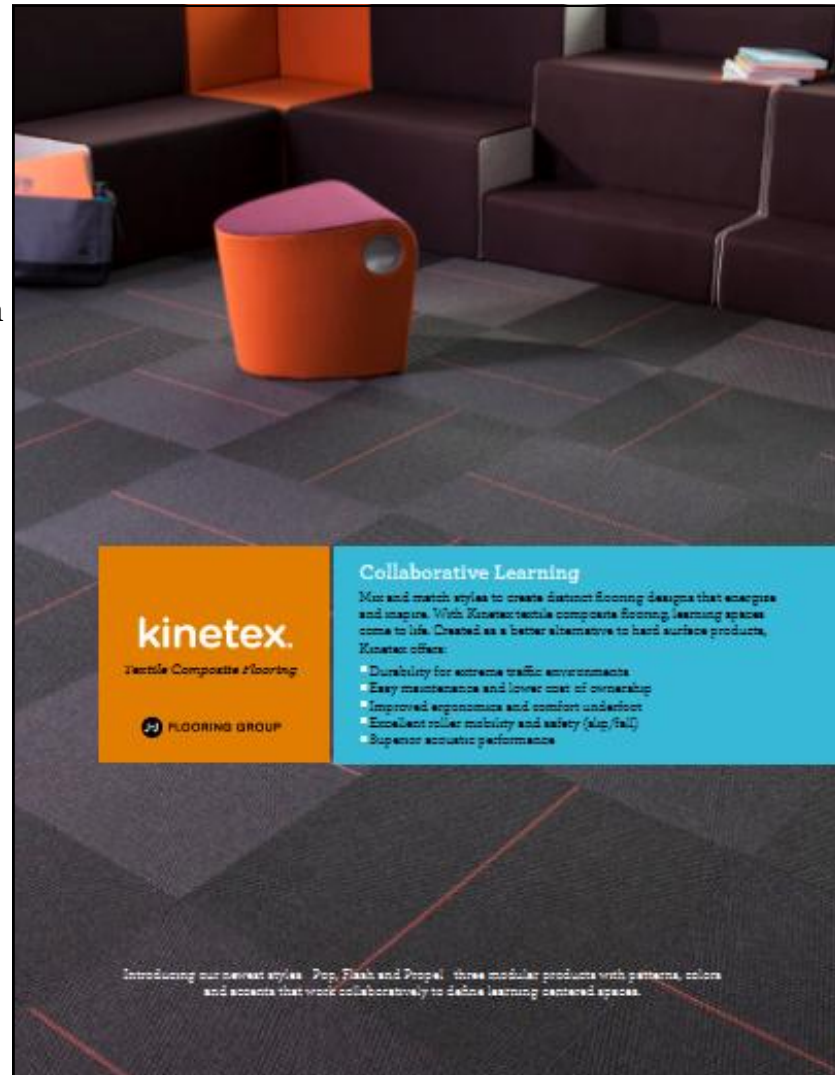
Pray or Meditate For a couple of minutes every day. You'll be surprised how positive this can be.

Celebrate Your own successes and the successes of those around you as often as you can.

Have a Plan It lets you stay focused on where you are going instead of getting bogged down in the day to day drama.

Control Your Environment You make choices everyday about where you live, the work you do, and where you go. If your environment isn't supporting your positive attitude, change it.

Be Selfish Take care of *YOU* first. Give yourself permission to make *YOU* a priority.



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MASMS BOOT CAMP January 2015

Tuesday January 27th & Wednesday January 28th, 2015 —8:00 AM to 4:00 PM

This is a two day course that covers the basics of school Facility management

SPACE IS LIMITED—The first 25 registrations will be accepted. *MASMS is covering the entire cost.*

The following topics will be covered: Best Practices—Training—Equipment Needs—Management Tools—Health & Safety Inspections/Checklist—Budgets—Staff Management

Who should attend?

This course is specifically designed for facility directors, buildings and grounds supervisors, and building maintenance. In general, professionals responsible for school facilities maintenance, operations, and construction.

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.

Improve management skills

Optimize maintenance department performance and productivity

Increase leadership skills

Prepare facilities department for the day to day challenges

Instructors—This course is taught by seasoned experienced facility staff from public schools. Mike Boland (No St. Paul/Maplewood/Oakdale ISD #622), Rodger Schaeffbauer (Wayzata ISD #284), Scott Hogen (Mankato Schools), & Jeff Arthurs (Osseo Schools) have over 75 years of combined experience!

Location: Holiday Inn, St. Cloud, MN

Cost: MASMS will cover the cost of this training. This includes cost of class, hotel room for Tuesday night (and Monday night if your drive is more than 1.5 hours away), and all meals. (Meals include: Tuesday lunch and dinner; Wednesday breakfast & lunch; break for both days.) You pay for the hotel room up front, and after you attend the class this will be reimbursed. If you register for the class, and do not attend, the hotel cost will not be reimbursed.

SPACE IS LIMITED—THE FIRST 25 REGISTRATIONS WILL BE ACCEPTED!

To Register contact the MASMS office at ruth@masms.org



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Contact Info:

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MASMS 2014-2015 CALENDAR

November 11, 2014	Metro Chapter Meeting
November 20, 2014	Northern Chapter Meeting
December 9, 2014	Metro Chapter Meeting
December 17, 2014	Southern Chapter Meeting
December 18, 2014	Northern Chapter Meeting
January 13, 2015	State Meeting
January 15, 2015	Northern Chapter Meeting
February 10, 2015	MASMS Day on the Hill at the State Capital
February 18, 2015	Southern Chapter Meeting
February 19, 2015	Northern Chapter Meeting
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 Custodial/Grounds/Maintenance Days
June 18 th , 2015	Metro Custodial/Grounds/Maintenance Days
June 23 rd , 2015	North Custodial Grounds/Maintenance Days
June 25 th , 2015	South Custodial/Grounds/Maintenance Days
September 30, 2015	MASMS Scholarship Golf Event
	MASMS 2015 Conference Kickoff
October 1, 2015	MASMS 2015 Conference and Trade Show
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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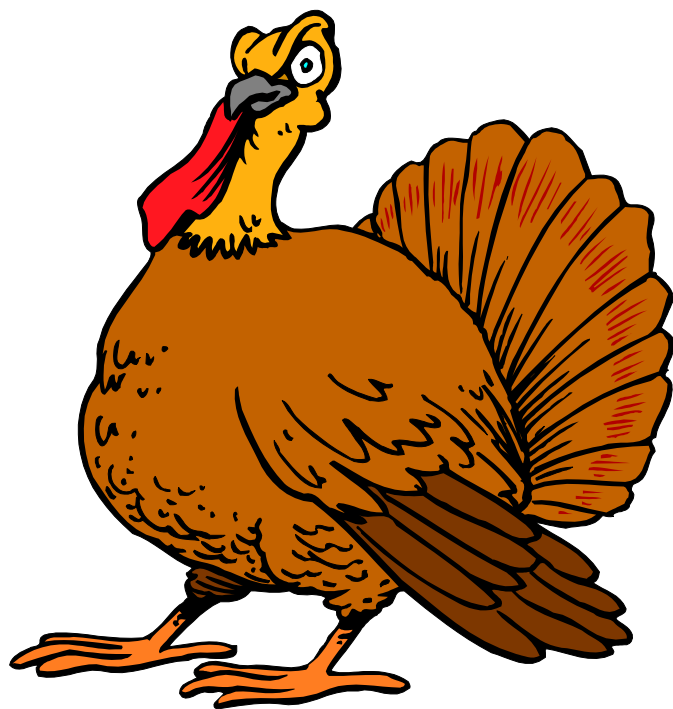
The MASMS Memo Board

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