



The “Tool Box” for Educational Facility Management Professionals

January 14th, 2014—MASMS State Meeting

Two Great Educational Sessions for Educational Members

#1 IAQ and Other Environmental Health Updates”

Update on best practices for facility managers regarding radon, mercury and other indoor air quality issues we face regularly. The presentation will refer to this ongoing MN Dept. of Health project addressing how MDH can help schools, their new website, new resources, and regulatory changes.

Presented by: **Mr. Dan Tranter, MN Department of Health/MDH, Supervisor Indoor Air Unit.**

#2 Concussions, Liability, and Your Facility:

With concussions and injuries all over the news, safety and liability are a huge concern for all facilities. While some things are completely out of your control, there are still many steps you can take to minimize your exposure to liability. In this humorous and educational seminar, we will cover the types of risk which are inherent at any park or facility, and what can be done to limit the amount of risk. What steps you can take from a maintenance standpoint, and what improvements can be made by leveraging the current media concerns. The seminar will address calculated risks which have been deemed acceptable and help you figure out what level of risk you are willing to take on as a 'cost of doing business'.

Presented by: **Patrick D. McGuiness, Attorney at Law, Zlimen & McGuiness, PLLC**

Back again this year: Educational session specifically for business members!

“Business Member Boot Camp”

This session will cover what is presented in the two day “Boot Camp” that educational members attend.

Presented by: **Scott Hogen, New Ulm Schools & Mike Boland, No. St Paul-Maplewood-Oakdale Schools**

Date: Tuesday January 14, 2014

Location: The Minneapolis Boulevard Hotel - (formally Crowne Plaza Minneapolis North), just north of 694 off of Shingle Creek Parkway.

Schedule:

9:00 am	Coffee & Registration
9:50 am	Welcome
10:00 am	<u>Educational Session—IAQ and Other Environmental Health Updates</u>
11:00 am	Break and Networking
11:15 am	<u>Educational Session—Concussions, Liability & Your Facility</u>
11:15 am	<u>“Business Member Boot Camp”</u>
12:15 pm	Business Meeting/Legislative Update/Committee Updates
12:30 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**.

This is a great educational opportunity you don't want to miss!

**See you at the MASMS State Meeting
On Tuesday January 14, 2014**

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Holiday Waste Prevention



While the winter holiday season brings good cheer to many people, it also brings a lot more solid waste to the landfill, impacts to our environment and additional debt to the average family. Here are some environmentally smart tips:

- 2.65 billion holiday cards sold in the U.S each year. That's enough to fill a football stadium field 10 stories high!
- Wrapping paper is used once and thrown away. Try using colorful pages torn from magazines to wrap small gifts, and old maps or the Sunday comics for larger boxes.
- Instead of material gifts, consider gifts of your time or expertise. Offer to do chores, babysitting, etc. or to teach someone: how to bake, knit, repair things, etc.
- If you buy gifts, look for durable and re-usable items.
- Look for gifts with an environmental message: a nature book, a refillable thermos bottle, a canvas tote bag, a battery re-charger.
- Americans throw away about 25% more trash during the holidays. That's an additional 5 million tons of garbage!
- Environmentally-smart gifts include homemade gifts, concert or movie tickets, dinner at a restaurant, or an IOU to help shovel snow or repair a leaky faucet. Ones that get "used up": candles, soap, or seeds for next year's garden.
- If you go out shopping, bring your own tote bags.
- You are probably receiving piles of mail order catalogs at this time of year. Call the company's 800 number and ask that you be removed from their mailing list.
- If you send holiday cards, consider "electronic cards" or make a phone call instead!
- If every American family wrapped just 3 presents in re-used materials, it would save enough paper to cover 45,000 football fields.

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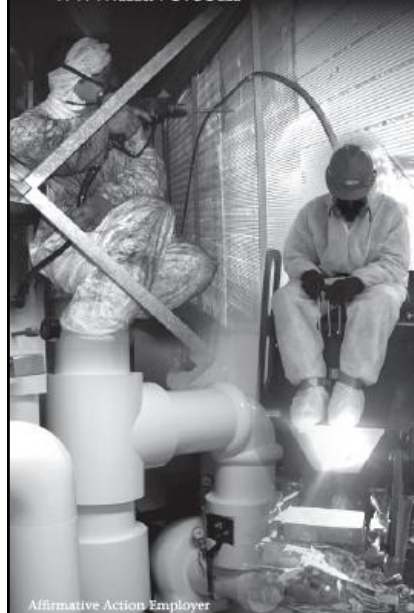
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New MASMS Members

Educational

Dave Dunn, Minneapolis Schools

Business

Jeff Schwartz, Harris Controls

Danielle Ritter, McKinstry

Janeen Fettig, McKinstry

Loren Week, Custom Communications, Inc./
Custom Alarm

Marv Oesau, Custom Communications, Inc./
Custom Alarm

Looking for information and answers from your fellow MASMS Members?

Just email the MASMS office with the question and it will be put out to Membership.

One of our members last month received 77 replies to their inquiry!

Isn't that cool?

SCHOOL FACILITIES FINANCING WORK GROUP—MASMS Representatives

Heather Nosan, Kevin Hildebrandt and Joe Arthurs have been selected to serve on a new legislatively created MDE advisory committee for school facility finance reform. As you can imagine the task is a great deal to take in, digest, and understand completely to begin to suggest reform from the long standing norms. Each of these individuals are working hard to suggest meaningful change that is sustainable and equitable for all sized districts in MN. These changes or recommendations to the legislative body may challenge the norm on educational finance structure currently in place, thinking much differently in the future.

As MASMS representatives, they encourage having your voice be heard to these committee members too. To truly become effective reform, the process must represent all players. Please direct your comments to these individuals that will be working hard to suggest or recommend effective changes at the state level regarding a new facility funding models that will serve public education long into the future.

To check out the progress of this group just click on this link:

<http://education.state.mn.us/MDE/Welcome/AdvBCT/SchFacFinanWorkGroup/index.html>

APC Surge Protector Recall Notice

Submitted by: Lundquist, Bradley (DPS)

We have a clarification on the Recall Notice you received earlier this month (APC Surge Protector Recall Program dated 10/11/2013) to facilitate bulk replacement of APC surge protection units.

The recall states that the recalled units should be "immediately taken out of service". This presents a problem in that you can't take them out of service without purchasing a replacement. Once a replacement is purchased it doesn't make much sense to then submit the replacement paperwork just to have them arrive and be placed in storage because they are no longer needed. If you missed the original recall notice it is pasted here for your review.

Schneider Electric IT Corp. issued a recall for specific surge protectors due to fire hazard. This recall involves APC 7 and 8 series SurgeArrest surge protectors manufactured before 2003. Please refer to the link below to the Consumer Product Safety Commission website for details. After reviewing the CPSC recall details, you are encouraged to inventory surge protectors used in your facilities and immediately remove from service all affected units. <http://www.cpsc.gov/en/Recalls/2014/Schneider-Electric-Recalls-APC-Surge-Protectors/>

Following that notice RMD received several questions regarding how to submit bulk requests for these units as some agencies were finding 40-50 units in their buildings and they were still searching for more. We have since had contact with Ian McLean, Project Leader at Schneider Electric. He noted that several other companies have the same issue and that the recall process noted in the link above is very cumbersome. Schneider has agreed that if your agency builds a spreadsheet that includes specific information, they will process a bulk shipment. The request for replacement can be sent by email to Mr. McLean. While the recall notice suggests that the units should be taken out of service immediately, the new procedure will have you inspect all units but not take them out of service until the replacement arrives. You should identify where the units are located (which desk) and then look for signs of discoloration or heating/arcing. If you find a unit that appears to have a problem remove it immediately. If they look normal, simply note the location, model number and serial number and continue using it until the replacement arrives.

Information that must be included in your request for replacement is as follows:

- Agency Contact Person (person submitting the request for replacement) -Company (agency) -Ship To Address Below the Contact Person Name, Agency and Ship To address add the spreadsheet that identifies the following for each unit to be replaced:
- Model number -Serial Number.

In the body of the email request the following language must be included: "By submitting, I agree that all information entered was done accurately and truthfully, and that the recalled surge strip will be taken out of service and properly disposed of." Send the list of equipment to: Ian McLean at Ian.McLean@Schneider-Electric.com

The above procedure can be used for bulk orders of 10 or more units. If you have 9 or less units for replacement please use the online format to submit your request at <http://recall.apc.com>. You should allow up to 12 weeks for the replacements to arrive. If you have 9 units or less you may be able to find some spare replacements laying around so the APC units can be removed immediately. Please note that when using the online recall you can submit multiple requests by simply adding another unit serial number and model number but you are also asked to upload a picture of the barcode information on the back of the unit to be replaced.



COST EFFECTIVE, GREEN, AND EASY TO CLEAN: Polished Concrete Flooring

Submitted by Dana Krakowski, Mavo Systems

Concrete flooring is gaining tremendous popularity with retailers, manufacturers, office buildings, schools, hospitals, and other facilities. Polishing concrete takes it to a new level of beauty and performance, it eliminates the porousness, staining and other problems traditionally associated with concrete surfaces, for exceptional durability, cost effectiveness and carefree maintenance.

Polished concrete flooring revitalizes and actually strengthens the surface of concrete and terrazzo floor. In independent testing, it increases abrasion resistance of a concrete floor by up to 400%, impacts strength up to 21%, and improves light reflectivity up to 30%.

"It can be used on both old or new concrete. It's been installed with excellent results on dry shake hardened concrete, integrally colored concrete, acid stained concrete, even terrazzo floors, eliminating the need to wax and seal them.

Concrete floors also can add aesthetics and character to a building's design, changing ordinary concrete surfaces into something unique and beautiful. A mirror-like finish can be achieved without the use of toxic coatings or sealers; and graphics, custom engravings, logos, and stencil patterns can be incorporated into the floor design.

Foodborne Pathogens Lurking in Unexpected Places

Foodborne pathogens cost an estimated \$152 billion annually in the US. Microorganisms responsible include E. coli, salmonella, avian flu and *Listeria monocytogenes*, a deadly pathogen and major food industry concern. Listeria affects 2,500 people in the US annually, resulting in an estimated 500 deaths. Salmonella causes close to two million illnesses a year and roughly the same number of deaths as Listeria.

Listeria is of particular concern both for its high mortality rate and its ability to thrive under harsh conditions. The bacterium can multiply rapidly and form a protective "biofilm" which makes it more difficult to kill using sanitizers or disinfectants. Listeria bacteria flourish on cutting boards, floor drains, floor mats and other frequently wet areas. Hard-to-reach and thus infrequently cleaned surfaces on floors and walls, under and behind equipment and other fixtures are also frequent harborages for Listeria and other pathogens. Listeria can survive temperatures as low as 41° F and is undetectable by look, smell or taste.

Floor drains are particularly important to clean regularly to prevent pathogen growth. Floor drains rarely get the same attention as food contact surfaces such as display cases, refrigerators, countertops and sinks. However Listeria and other pathogens can easily spread from floor drains to other areas on shoes, food or other objects dropped on the floor, or with the help of pests such as fruit flies, drain flies, ants or cockroaches.

Drain cleaning practices can sometimes spread pathogens through airborne droplets formed when contaminated drains are scrubbed with brushes or pads. It is important to train food service staff to minimize spread. For example, all food should be put away prior to cleaning drains, and drains should be cleaned first, before food preparation surfaces.

For a good on-line resource on food safety, visit the Food Safety Magazine website at www.foodsafetymagazine.com/.

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*US Government Accounting Office School Facilities America's Schools
Report Differing Conditions, June 1996

Is Your Email Inbox Creating More Work?



The correct way to use your email inbox:

The reason you have an inbox is to receive new items. Your goal is to quickly and efficiently figure out what those items are and process them. After you get them "done", you can delete those messages or file them for later reference. Either way—get them out of your inbox!

Ways the inbox is used that creates work:

So many people use their inbox as a task list—this is not what it was built for! It's hard to prioritize items in an inbox, so you end up looking at the same items multiple times, trying to figure out which ones are urgent. Your best bet is to get into the habit of building a daily task list using an appropriate tool (that tool might just be as simple as a pad of paper).

The other thing people do is use their inbox to store everything, without a filing or organization strategy. People make a few email folders, but rarely file things in those folders. And then they leave literally hundreds of emails, many that have already been attended to, just sitting in their inbox. This can create a situation that results in a pure waste of time!

Best method—Once an email is done, put it away in a folder, delete it, or add it to your task list or calendar!

A recent study found that between 20-25% of working professionals check their email 20 or more times per day! It's difficult to maintain productivity or focus when you are literally distracting yourself every few minutes. Limit the number of times you check email each day, and it will help increase your productivity.

Recap:

- When checking email, process them the very first time you look at them. If they are something you can do quickly, do it now. If not, add them to your calendar or task list.
- Once you have email done, file it if you need it for future reference, or delete it.
- Stop checking email so often! Get on a schedule that balances your need to be responsive with your need to get things done!



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MASMS CALENDAR

Tuesday November 12, 2013	Metro Chapter Meeting
Thursday November 21, 2013	Northern Chapter Meeting
December 10, 2013	Metro Chapter Meeting
December 18, 2013	Southern Chapter Meeting
Tuesday January 14, 2014	State Meeting
Thursday January 16, 2014	Northern Chapter Meeting
Tuesday February 11, 2014	Metro Chapter Meeting And Day on the Hill
Wednesday, February 19, 2014	Southern Chapter Meeting
Tuesday, March 11, 2014	Metro Chapter Meeting
Wednesday, March 20, 2014	Northern Chapter Meeting

MARK YOUR CALENDAR

MASMS Day on the Hill

February 11, 2014

This year we will not be going to the capital—we are going to have the legislators come to us! This will be a day filled with information!

Location: The Minneapolis Boulevard Hotel - (formally Crowne Plaza Minneapolis North)

Time: 10:00 AM

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