



The Messenger

Minnesota Educational Facility Management Professionals

THE "TOOL BOX" FOR EDUCATIONAL FACILITY
MANAGEMENT PROFESSIONALS

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MASMS Day on the Hill
Tuesday February 12, 2013
Meet at the Crowne Plaza Hotel, Brooklyn Park MN



MASMS does make a difference when our elected officials make decisions.

NEW THIS YEAR

Due to the importance of having a large group at the Capitol the February Metro Meeting will be the "Day on the Hill"!

We will be taking a bus to the Capitol—no more parking issues!

Speak directly with our legislators - it's important for them to hear what school facilities need .

Day on the Hill Schedule

9:00 AM	Crowne Plaza – Coffee and Rolls
9:10 AM	Review what the plans are for the day
9:20 AM	Board the bus to leave to the Capitol
10:00 AM	Arrive at the Capitol, meet with Reps
12:45 PM	Board the Bus to return to Crowne Plaza, Lunch Served on the Bus
1:15 PM	Back at the Crowne Plaza

Log on to the MASMS website to register. Please register by February 8th, 2013:
www.masms.org.

Select member login. Enter your username (your first initial, last name), enter your password (masms) Be sure to select "Member View". Select "Meeting Registrations" or click on "Day on the Hill". If you have problems logging into the site, just email the MASMS office at ruth@masms.org to register.

When you register, please include

Name, home address (determines your senator and representative) & phone number. If you have a relationship with your rep, and feel comfortable making the appointment to meet with them yourself, please indicate this.



**Looking for a way to thank your
custodial, maintenance & grounds staff?**

**Let them know they are appreciated—give them a day of
learning, networking and fun!**

2013 MASMS Custodial, Maintenance & Grounds Days

Metro Chapter—June 12th OR June 13th, 2013—Roseville Public Schools, Roseville Minnesota

Northern Chapter—June 18th, 2013—ROCORI Public Schools, Cold Spring, Minnesota

Southern Chapter—June 20th, 2013—Mankato Public Schools, Mankato Minnesota

Registration materials will be in your mail box in March!

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WASTE REDUCTION AWARENESS PROGRAM

Education is the key to making waste reduction programs work effectively. Students, staff and parents who understand the reasons are more likely to follow through and support the program.

Response to our **WRAP** website has been outstanding with over 600 visits in the first ten days.

Copies of the Self---Assessment was sent to all schools, however you can also access it and view the WRAP Resource Center by going to www.Jeffersfoundation.org/wrap.php. We encourage ALL elementary schools to complete the Self-- Assessment Form to determine how they are doing in the area of Waste---Reduction. Reducing waste will help schools reduce their environmental impact and help reduce costs. The **WRAP** resources available on our website show how several schools in Minnesota are successfully implementing waste reduction practices.

NEW MASMS MEMBERS

Educational Members

Scott Hrovda, St. Paul Schools

Brian Koslofsky, Bertha-Hewitt Public Schools

Business Members

Laura Young, Trane

Nick Leimer, Kraus-Anderson Construction Company

Scott Cripps, Hillyard

David Ohlaug, Midwest Regional Marketing Group

Cheryl Wencil, Wellbeing Midwest/Wellbeing Hygiene

Welcome!



2013 MASMS Scholarships

The MASMS Scholarship Committee is accepting applications from children (not grandchildren) of all educational, business and life members of MASMS. High school seniors graduating in 2013 or students that are currently in a post-secondary program in the U.S. are eligible.

How to Apply

Log on to www.masms.org. Select Resources and Scholarships. Complete the application form and an essay by April 1, 2013. All information will be reviewed by the MASMS Scholarship Committee. Awards will be announced by letter in early May 2013. *(Please note that all information is confidential.)* Scholarships will be issued after proof of school enrollment has been received.

MASMS is accepting enrollment in the new MASMS Certification Program.

Information and enrollment on this certification program may be reviewed at the MASMS website (www.masms.org), or by contacting the MASMS office (ruth@masms.org)

Please note that you can enroll at any time, however if you plan to become MASMS certified, the sooner you enroll the better – as all the classes and monthly meetings you attend this year may qualify for certification credits.

If you have any questions, just contact the MASMS office at (888) 429-3884 or ruth@masms.org.

The process of achieving and maintaining 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.

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- Boiler tune-up: 25% of tune-up cost* (up to \$300/boiler)
- Steam trap repair/replacement: 35% of repaired/replaced equipment cost**

For details and eligibility requirements, contact Key Account Manager Paul Albinson at 612-321-4323 (800-234-5800, ext. 4323) or Paul.Albinson@CenterPointEnergy.com.

CenterPointEnergy.com/MNeducation

*\$1500 per facility cap; eligible every other year

**\$10,000 per building cap. Trap types include float & thermostatic (F&T), bucket and thermostatic. On/off traps do not qualify.



MASMS BOOT CAMP July 2013—Basic facility manager training.

Tuesday July 16th and Wednesday July 17th, 2013 —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 MASMS Boot Camp is specifically designed to provide training for facility professionals. The institute will be of great value for newly employed facilities managers or seasoned veterans.
Custodial—Grounds—Maintenance Management—Security—Health & Safety—Transportation

The following topics will be covered for each of the above aspects:

- ♦ Standards
- ♦ Best Practices
- ♦ Training
- ♦ Equipment Needs
- ♦ Management Tools
- ♦ 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 Schaefbauer (Wayzata ISD #284), Scott Hogen (New Ulm ISD #88), & Jeff Arthurs (Eden Prairie ISD #272) have over 75 years of combined experience!

Dates & time: Tuesday July 16th & Wednesday July 17th , 2013—8:00 AM to 4:00 PM

Location: Holiday Inn, St. Cloud, MN

Cost: MASMS will cover the cost of this training. This includes cost of class , hotel room for Wednesday night, 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.

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MASMS CONFERENCE 2013

MARK YOUR CALENDAR!

MASMS 2013 Fall Conference

Thursday October 3rd and Friday
October 4th, 2013

NEW THIS YEAR—37+ Educational Sessions

In past year's attendees had 17 educational sessions to select from—this year you will have OVER 37 sessions to select from.

Plan now for you and your staff to attend—there will be educational sessions for everyone - Building and Ground Directors, custodial staff, maintenance staff, health and safety staff—anyone involved with the care of educational facilities.



Take-A-Kid Ice Fishing Weekend
February 16, 17 & 18th 2013

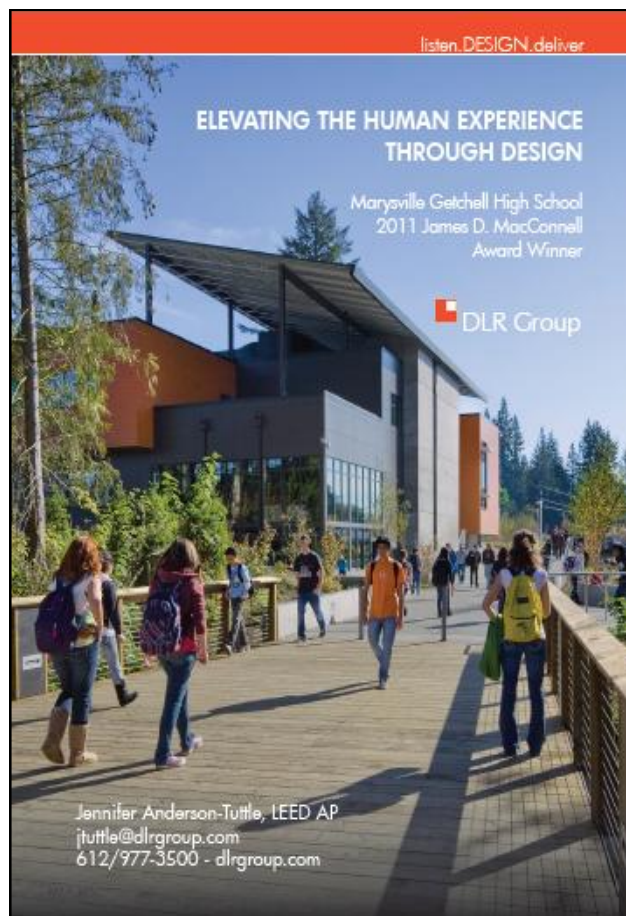


Anglers 16 and older do not need a license if they are accompanied by a child younger than 16 and are actively participating in Take-A-Kid Ice Fishing Weekend.

Catch some quality, family time and plan a special ice fishing weekend.

March 4th—Remove Ice Fishing Houses (South of Hwy 2 & 200)

March 18th—Remove Ice Fishing Houses (North of Hwy 2 & 200)



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Fans for Every Educational Space

Fans Bring Efficiency to Education Spaces of Every Size

Submitted by Erin Hsu, Big Ass Fans

A simple solution to year-round problems, large diameter, low speed fans use the power of air movement to improve energy efficiency and comfort conditions in numerous areas of your school.

Large diameter, low speed fans produce a column-shaped jet of air roughly equal to the diameter of the fan. As this jet strikes the floor it spreads out in all directions, displacing the stagnant air and setting up a convection-type circulation pattern. Air from the floor level is moved out towards the walls or obstructions and then moves up back into the fan to be recirculated. During cooling seasons the fan speed can be increased, so that faster-moving air working in concert with the body's natural cooling process produces a cooling effect of up to 10° F. Conversely, during heating seasons the fan speed can be reduced so that the air continues to mix, moving hotter air at the ceiling down to occupant level without causing a draft. This destratification keeps occupants comfortable in heating seasons and significantly reduces heating costs.

The amount of energy saved by using a large diameter fan depends heavily on how much energy the building consumes. Generally speaking, savings on the heating side range from 15-30% of the energy used to heat the building (higher ceilings yield larger savings). On the cooling side, savings of 3-5% per degree the thermostat is raised are typical. The air movement from a Big Ass Fan can typically allow managers to increase their air conditioning set point by 5 to 7F (raising it from 72 to 78, for example) without occupant discomfort. This may seem like a minor increase, but could represent 25% of the energy needed to condition the space.

These fans have been custom-engineered and designed to suit the needs of specific applications, from a silent library to a large industrial space. Let's take a look at the different locations where fans are commonly used in school facilities.

Natatoriums and gymnasiums

In pool areas, large diameter fans are used to improve ventilation and maximize the efficiency of HVAC systems, solving complaints common to these facilities. Many issues with indoor air quality (IAQ) in natatoriums revolve around the type of chlorine used, community water supplies and insufficient air conditioning systems. One constant however, is the need for air movement to help move the chloramine gases and keep the toxicity levels below 0.5 parts per million at the water's surface, where the swimmers breathe in the concentrated bad air. In addition, the addition of air movement helps to reduce humidity and mold build-up, both inevitable in damp environments.

In the summer, fans provide an additional boost to air conditioning systems by circulating the cooled air throughout the space to reach all occupants. For schools without air conditioning in voluminous gymnasiums and indoor practice facilities, fans can greatly improve the comfort and safety of student athletes.

Auditoriums, libraries and classrooms

For applications where low sound levels are critical, such as in libraries, noise from a fan system, which can include mechanical, electrical and aerodynamic, must be minimized. This is where a fan specifically designed to be used in commercial spaces shines. These fans operate slowly enough to avoid any aerodynamic noise, and direct drive motors are virtually silent mechanically and electrically.

Conclusion

By installing large diameter, low speed fans over the summer break, facility managers can improve year-round energy efficiency and comfort conditions across campus. Whether your main goal is destratification for quicker warm-up times and energy savings, or elevated air speed for greater perceived cooling during warm weather, large diameter fans have you covered top to bottom.



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Tips to Keep Mice Out

Submitted by: Jodi Schmitz, IPM Institute of North America, Inc.

Mice in schools pose serious risks both from potential spread of diseases and fire hazards caused by chewing on electrical wires. Mild winters can lead to increased mouse activity generally, and food and heat often draw mice inside school buildings.

"Early fall through winter is an excellent time of year to do a thorough inspection in kitchen corners, under the shelving in the kitchen pantry and in classrooms," comments Dr. Kathy Murray, IPM entomologist for the Maine Department of Agriculture. This inspection should include looking for droppings, chewed food packaging or craft supplies, pest entryways and accessible food.

According to the [House Mouse Pest Press](#) created by Jennifer Snyder at Oregon State University, "The house mouse (*Mus musculus*) is the most successful rodent pest in school environments." Food and clutter are big draws for house mice. Teachers and custodial and food service staff should clean up after meals and snacks, and store leftovers in containers with tight-fitting lids. Reduce clutter by recycling or discarding items in classrooms that haven't been used in three or more years. Don't store materials in cardboard boxes which are favored nesting places for mice.

If mouse droppings are found, they should be cleaned up carefully to avoid transmission of viruses and bacteria. They should never be swept or vacuumed. Use a disinfectant to wet the area and wipe up droppings with a wet cloth or paper towel. Wear rubber or plastic gloves. For areas with large amounts of droppings, a face mask with a HEPA filter should also be used.

Snap traps can be very effective and should be used in areas inaccessible to children. Tamper-resistant containers are also available to secure traps. Mice tend to follow lines including where walls and floors meet, so Murray recommends positioning snap traps with the trigger flush against walls in areas where there is evidence of mouse activity. When a mouse problem occurs, use multiple traps and check them daily so that captures can be disposed of immediately. Note where mice have been caught. Mice tend to forage within 30 feet of their nesting site, so captures can provide a good indication of where to look for nests.

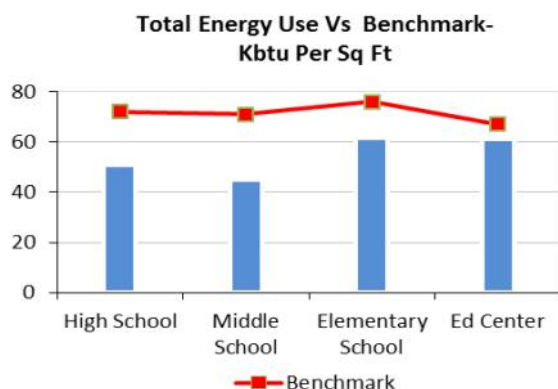
Mouse problems should never be tolerated – they can and must be resolved expeditiously. According to Dr. Thomas Green, president of the IPM Institute of North America, "When doing facility evaluations, we often hear things like, 'We've always had mice here, it's an old building,' or, 'We stopped complaining about the mice because it never made any difference to complain.' However, by doing a thorough inspection, installing door sweeps and other mouse-proofing where needed, combined with mass trapping with many traps at once, the problem can be eliminated virtually overnight. Talk about making people happy – when all of a sudden there are no more mouse droppings appearing on the counters, in the drawers and cabinets, you've made friends for life."

RETAP Resource Management Profiling

Retired engineers conduct environmental assessments for Minnesota businesses and institutions at **NO CHARGE**.

Minnesota RETAP, Retiree Environmental Technical Assistance Program, will provide detailed analysis of your energy and water use, and waste management at no cost.

Energy use will be compared to EPA Energy Star benchmarks, which reflect average school building energy use as adjusted for your location and weather. And your Energy Star energy efficiency rating is also provided. This data is intended to help focus on building issues and prioritize change. **And school buildings do beat the benchmarks!**



A detailed report is generated for each building in your system, and a summary report compares building energy, water and waste management costs and performance. The process uses your fuel, electricity, water and waste bill data for a twelve month period, and building and operations data via phone interview. Also available from RETAP are:

- Annual checkups, benchmarking, progress reporting.
- Assistance for analysis, planning, B3 data entry, etc.

Site visit and in-depth RETAP assessment report with recommendations for energy, water and waste retrofits/improvements.

The Minnesota Retiree Environmental Technical Assistance Program involves retired engineers in conduct of environmental assessments for Minnesota businesses and institutions to help **prevent pollution reduce waste and improve energy efficiency**. Support for Minnesota RETAP is provided by the Minnesota Pollution Control Agency (MPCA), www.pca.state.mn.us/RETAP/

Contact Gordon Amundson, 651 486-2915, email: amund001@umn.edu for a sample report, and answers to your questions.

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MASMS CALENDAR

February 12, 2013	Metro Chapter Meeting - Crowne Plaza North Brooklyn Park MN
February 20, 2013	Southern Chapter Meeting - So. Central Service Cooperative, North Mankato MN
February 21, 2013	Northern Chapter Meeting - Central Lakes College, Brainerd MN
March 12, 2013	Metro Chapter Meeting - Crowne Plaza North Brooklyn Park MN
March 21, 2013	Northern Chapter Meeting - Central Lakes College, Brainerd MN
April 9, 2013	Metro Chapter Meeting - Crowne Plaza North Brooklyn Park MN
April 17, 2013	Southern Chapter Meeting - SW/West Central Service Cooperative, Marshall MN
April 18, 2013	Northern Chapter Meeting - Central Lakes College, Brainerd MN
May 14, 2013	STATE MEETING, Location TBA
May 16, 2013	Northern Chapter Meeting - Central Lakes College, Brainerd MN
June 12 & 13th, 2013	Metro Chapter - Custodial/Maintenance/Grounds Days, Roseville MN
June 18, 2013	Northern Chapter - Custodial/Maintenance/Grounds Days, Cold Spring, MN
June 20, 2013	Southern Chapter - Custodial/Maintenance/Grounds Days, E HS, Mankato MN
July 17, 2013	Southern Chapter - Aquatic Seminar/Picnic, Duck Lake Madison Lake MN
October 2, 2013	MASMS Scholarship Golf Event, St. Cloud, MN
October 3 & 4, 2013	STATE CONFERENCE, St. Cloud, MN



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