



Minnesota Educational Facility Management Professionals

NOVEMBER 2012 NEWSLETTER

The Messenger

THE "TOOL BOX" FOR EDUCATIONAL FACILITY MANAGEMENT PROFESSIONALS

MASMS
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MASMS Facility Manager Certification Program

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.

Knowledge. Inspiration. Achievement.

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 the State of 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.

Certification Overview To obtain certification, an applicant must complete 52 hours of MASMS Certification Curriculum. The required curriculum is divided into five modules. Each module is sub-divided into multiple courses. These include Boot Camp, CPS Certification, Health and Safety, Finance and Electives.

Frequency of Course Offerings Each year courses are offered at the MASMS Fall Conference, State Meetings, Chapter Meetings, Custodial/Maintenance Days and special events.

Time Frame for Certification Process A MASMS Member could complete the certification process in as little time as one year, or may spread it over multiple years/ Chapter meetings will count for 1 CEU credit for each hour of class at the meetings.

Required Hours for Continued Certification

To stay current in the MASMS Certification Program, a participant must complete 36 hours of MASMS Continuing Education curriculum within a three year period, after initial certification is received. Members will receive 4 credits per year for being employed in the profession. It will be the responsibility of the participant to keep the MASMS office informed of activities that will add credits to certification.

Application To enroll in the MASMS Certification Program, a participant may apply on-line at www.masms.org or contact the MASMS office. There is no enrollment fee. To maintain certification, one must be a MASMS member. Please contact the MASMS office for additional information

Certification Name

MFMC—MASMS Facility Manager Certification

NEW MASMS MEMBERS

Educational Members

Tim Bakken, Bertha-Hewitt Schools
Jerry Schweitzer, St. Charles ISD#858

Business Members

Jim Heltemes, Borgen, Inc.
Stacy Bettison, Bettison Consulting
Tim Maher, Coit Services
Jake Forslund, American Solutions for Business
Chad Martin, Martin Pevzner Engineering PA
Bill Becker, Floors by Becker
Todd Brenny, Floors by Becker
Nick Flood, Athletic Performance Solutions
David Sobaski, ECCO Midwest Inc.
Jennifer Hilsen, ECCO Midwest Inc.

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Training Opportunity!

MASBO INSTITUTE

The MASBO Institute will be offered to MASMS members this year. This two day training will fulfill the finance portion of the MASMS Certification.

This training will be directed by Minnesota Association of School Business Officials (MASBO) officials, and will cover financial aspects that a Building and Grounds director should be aware of.

Dates: February 27th & 28th, 2013. More details will be coming within the next month! Watch your email.

GIVING YOU MORE WAYS TO RAKE IN ENERGY SAVINGS

It's not too late to pile up great energy and rebate savings throughout your facility. But, you have to act now, as the deadline to submit rebate applications is **Dec. 31, 2012**.

Rebate savings include:

- Boiler system and boiler system components and tune-ups
- Steam trap repair/replacement
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- Condensing water heaters
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For more details, contact Key Account Manager Paul Albinson at 612-321-4323 (800-234-5800, ext. 4323) or Paul.Albinson@CenterPointEnergy.com

Learn more at CenterPointEnergy.com/MNEducation

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MASMS BOOT CAMP 2013—Basic facility manager training.

Tuesday January 15th and Wednesday January 16th—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 of this course—including hotel 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
- ♦ Equipment Needs
- ♦ Budgets
- ♦ Best Practices
- ♦ Management Tools
- ♦ Staff Management and Development
- ♦ Training
- ♦ Inspections/Checklist

Who should attend?

This course is specifically designed for facility directors, buildings and grounds supervisors, and building maintenance engineers. In general, professionals responsible for school facilities maintenance, renewals, 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 (New Ulm ISD #88) have over 75 years of combined experience!

Dates & time: Tuesday January 15th & Wednesday January 16th, 2012—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.

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

**Register on line at www.masms.org
or contact the MASMS office at ruth@masms.org**

MASMS December 2012 & January 2013 CALENDAR

December 11, 2012
Metro Chapter Meeting - Crowne Plaza North,
Brooklyn Park, MN

December 19, 2012
Southern Chapter Meeting - Cabella's, Owatonna, MN

December 20, 2012
Northern Chapter Meeting - Central Lakes College,
Brainerd, MN

January 8, 2013
STATE MEETING
Crowne Plaza North, Brooklyn Park, MN

January 15 & 16, 2013
Boot Camp, Holiday Inn, St. Cloud, MN

January 17, 2013
Northern Chapter Meeting - Central Lakes College,
Brainerd, MN

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Need Help—Bed bugs? Cockroaches? Mice? Etc.. Etc.. Etc...

I specialize in research and extension projects on pests that get into commercial / institutional structures (including schools) and homes. I work with bed bugs, cockroaches, mice, etc. etc. I have two websites that would be applicable to MASMS, including: schoolipm.umn.edu and bedbugs.umn.edu.

Dr. Stephen A. Kells. Associate Professor, Dept of Entomology, University of Minnesota
P: 612-625-4798—F: 612-625-5299—kells002@umn.edu



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Calculate Your School District's IPM Budget and Pest Risk

Texas AgriLife Extension school IPM extension specialists Mike Merchant and Janet Hurley have created an online [IPM cost calculator](#) to help schools estimate pest risk and IPM costs. The calculator includes an online questionnaire that leads the user through an IPM inspection, much like the inspection Hurley conducts when she visits a school.

After data from the inspection are entered, the calculator generates a "pest risk report card" with a letter grade from A to F. A graph indicates the top five possible sources of pest entry, food, water or harborage that need to be addressed, such as exterior garbage areas, external doors or windows.

"The calculator teaches you why each problem contributes to the pest problem," says Merchant. "For instance, the distance of the dumpsters from the building can affect the proximity that rodents have to the doors. So it's a teaching as well as a data collection tool." A score is also given for each predominant pest in the area, such as rats, mice, cockroaches and mold, along with a comparison of the school's score to the probability of each pest in that zip code.

The budget tool allows IPM coordinators to enter items needing repair or replacement, and cost per item. Because IPM costs can be higher initially and decrease over time, it is vital for school officials to get an accurate picture of long-term costs and benefits.

Important Tips for Infection Prevention in Schools

Submitted by: John Hafner, Diversey

Every year, schools across the country face an inevitable battle against colds and fl u (Rhinovirus and Infl uenza). It is important that faculty and staff members work together during fl u season to ensure the health and safety of their students. By taking a few simple steps, you can help to limit absenteeism due to the spread of this infectious virus.

One way to do so is by promoting personal hygiene and responsibility among students and faculty. Individuals should wash their hands often and avoid touching their eyes, nose, and mouth. Also, hand sanitizer can be a helpful tool for higher education (colleges/universities) to prevent spreading germs when it is made readily available throughout the facility. Furthermore, when an individual has the fl u, close contact with others should be limited.

Finally, regular cleaning and disinfecting of common touch points can be a crucial way to maintain a healthy environment for students and staff. Although personal hygiene and responsibility are important to limit the spread of infl uenza, the virus is transmitted by hands and surfaces in an institution. Therefore, schools should encourage frequent handwashing and regularly clean and disinfect commonly touched surfaces such as:

Door Handles	Light Switches	Desks
Lockers	Athletic Equipment	Phones
Computer Keyboards	Computer Mice	Vending Machines
Hand Rails	Drinking Fountains	



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Traction footwear: a means to ending slips and falls

Submitted by: SFM—The Work Comp Experts

"Custodian, Joe Smith, fell on ice while shoveling. He suffered a severe sprain to low back and deep contusion to right shoulder," the employer wrote on the First Report of Injury.

SFM's experience is that winter season slip-and-fall injuries are costly, often severe and occur at a higher rate of incidence than they should, given the effort a district can make to avoid them. This accident would most likely not have happened if Mr. Smith had been wearing traction footwear while shoveling snow.

While you might not eliminate slips-and-falls all together, you can reduce the number of incidents and their severity by:

Understanding how slip-and-fall accidents happen.	Identifying problem areas.
Increasing employee awareness of the hazards.	Implementing specific prevention tactics like a traction footwear program.

What is traction footwear?

According to Joe Morin, SFM Loss Prevention Technical Leader, "Traction footwear are devices that are worn over your shoes or boots, or in place of your shoes or boots. They provide additional traction on ice and snow with small spikes or other friction points in the sole of the device."

Traction footwear is not new. However, through ongoing research and development, the devices are now more effective and efficient to use. Traction footwear is readily available. It's inexpensive. It's easy to put on and remove. And when properly used, traction footwear will virtually eliminate the risk of slipping and falling on ice.

"What amazes me is that all custodians are not required to wear these devices when shoveling snow or performing other outdoor tasks. In fact, Playground Paras, Bus Drivers, Crossing Monitors and others should also be wearing traction footwear when working outdoors during the winter months. The return on investment in terms of injury prevention is virtually guaranteed," said Morin.

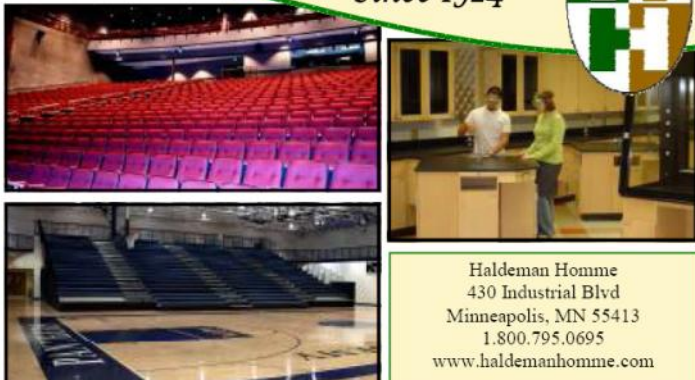
Make traction footwear part of your prevention plan. Determine which employees could benefit from traction footwear and research for your best options. There are many styles to choose from.


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