**MASMS “Day Not on the Hill”/Metro Meeting**

This year MASMS is bringing the “Day on the Hill” to the members, instead of the members going to them! We will have part of the morning with legislators and have an educational session for the last half.

**ALL MASMS MEMBERS ARE INVITED TO ATTEND THIS EVENT**

**Date:** Tuesday February 11, 2013  
**Location:** Minneapolis Blvd Hotel (formerly the Crowne Plaza) (Location of all Monthly Metro MASMS Meetings)  
2200 Freeway Blvd, Minneapolis, MN  55430

**Agenda:**
- 9:45 AM Registration and Coffee  
- 10:00 AM Time with Legislators  
  #1: Tom Melcher overview of school facility finance reform task force.  
  #2: Heather Nosan, Kevin Hildebrandt and Joe Arthurs (MASMS members on the advisory committee for school facility finance reform) will present their perspective.

- 11:00 AM Educational Session  
  Planning for Quality; Importance of Communication; Plan for Risk Management  
  Presented by:  Gail Sterr, Benchmark  
- Noon Lunch, Metro Business Meeting & Vendor Minute

To register for this event:  
Go to the MASMS website:  [www.masms.org](http://www.masms.org), Select "Member Login" (Top of the window)  
Enter your username (first initial and last name), Enter password "masms"  
Select “Meeting Registration” & Select Metro Meeting - Day on the Hill  
Enter your name and school/organization.

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**Additional information on the:**  
**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](http://education.state.mn.us/MDE/Welcome/AdvBCT/SchFacFinanWorkGroup/index.html)
WELCOME NEW MEMBERS

Educational Members
Bradley Neutz, Maple Lake Schools
Brian Smidt, Rochester Schools

Business Members
Paul Levisee, All Elements Roofing
Kathleen Court-Stanger, Arvig
Mark Rasmussen, Apex Facility Solutions, Inc.

Certified Plant Supervisor (CPS) Training
MASMS will be offering a two day course and test for the CPS Certification (a requirement for the MASMS certification program) in late April 2014.

Please watch your email for details and dates!

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- Interior Protection
- Mold Remediation
- Specialty Cleaning
- Water, Fire and Storm Restoration
2014 MASMS Student 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 2014 or students that are currently in a post-secondary program are eligible.

How to Apply
Log on to www.masms.org. Select Resources and then Scholarships. Complete the application form and an essay by March 1, 2014. All information will be reviewed by the MASMS Scholarship Committee. Awards will be announced by letter in early April 2014. (Please note that all information is confidential.) Scholarships will be issued after proof of school enrollment has been received.

Jim Fredricks Leadership Scholarship 2014

The MASMS Scholarship Committee is accepting applications from Dues Paying & Life time School Members who are interested in pursuing further education in the field of Building Maintenance.

The Jim Fredricks Leadership Scholarship is in Memory & Honor of the former Director of Facilities at the College of St. Benedicts. Jim was instrumental in the formation of the MASMS structure, served as Treasurer, Chapter President, State President, and was the NSPMA National President.

How to Apply:
• Complete the application form and write a short essay according to the following criteria: (Max 2 pages)
• Tell us the class you are interested in, why you are interested in taking it, and how it would improve your skills in this profession.
• Tell us how long you have been with MASMS, what activities you have attended and been involved in, and if you have served on any committees.
• What activities/groups have you been involved in outside the organization, in the community, etc.
• Have you served in the Armed Forces

The application form may be found at the MASMS web site—www.masms.org. Select “Resources” from the left hand side of the window, and then select “Scholarship”. The form can be found toward the bottom of that page.

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.

Job Opportunity Postings
Just email the MASMS office with job postings—and we will add it to the job opportunity part of the the MASMS web site. We post many announcements each month!

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If you travelled to visit family or friends this holiday season, chances are you may have used a GPS or roadmap to help find your way. Knowing the quickest route or convenient places to stop for fuel saves time and money. The same is true in having a roadmap for the operations and maintenance of your school facilities.

Plan for the Future
School districts should have a facilities master plan. A facilities master plan is a comprehensive roadmap that identifies a district’s strategic, academic and operational goals for the future. The time span planned is usually projected for five or ten years into the future, but sometimes more. Creating a master plan is no easy task when trying to predict future demographic, educational, and legislative or funding changes. Hiring experienced consultants can be of benefit to avoid biases and provide independent, third-party insight and expertise.

A Numbers Game
The number of students you educate is a key driver in facility planning. Equally important is the analysis and discussion of current and future curriculum offerings which will impact enrollment. Whether your district’s enrollment is growing or declining, it’s vital to know the necessary space needed for current and future enrollments. If your District has too much space, high operational costs may not be sustainable for the long term and future building consolidation may be needed. If too little space is available, an addition or new facility may be needed.

In 1999, the Minnesota Department of Education’s Division of Program Finance created a useful, non-technical guide for planning school projects in Minnesota with the intent of improving student achievement and encouraging school and community partnerships. The table below shows the guidelines for gross square footage per student in elementary, middle school and high school buildings. Remember this is just a guide, not a requirement or mandate. However, should your District’s gross square footage per student be significantly higher or lower than the recommended space, future planning and review may be warranted. More useful school facility information can be found by clicking the link below to access the planning guide on MDE’s website.

### Gross Square Footage Per Student Guidelines

<table>
<thead>
<tr>
<th>School Student Enrollment</th>
<th>Elementary SF</th>
<th>Middle Level SF</th>
<th>High Schools SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>LESS THAN 500</td>
<td>125 – 155</td>
<td>170 – 200</td>
<td>200 - 320</td>
</tr>
<tr>
<td>500 - 999</td>
<td>110 – 135</td>
<td>160 – 190</td>
<td>190 – 220</td>
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<tr>
<td>1000-1500</td>
<td>100 – 135</td>
<td>150 – 180</td>
<td>180 – 200</td>
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<tr>
<td>1500-2000</td>
<td>140 – 170</td>
<td>170 – 190</td>
<td></td>
</tr>
<tr>
<td>2000 PLUS</td>
<td></td>
<td>150 – 180</td>
<td></td>
</tr>
</tbody>
</table>

FOR POOL, AUDITORIUM, OR COMMUNITY USE / PARTNERSHIP SPACES ADD SQUARE FOOTAGE AS APPROPRIATE


Document the Facility Needs
A chief component of the master plan is a facility condition assessment (FCA) of your school district. A FCA identifies the architectural, structural, mechanical, electrical and plumbing conditions of your facilities. The District can engage a qualified consultant to conduct a FCA to document what is new, old, good, bad, broken, expired, renewed, missing or inadequate. The life expectations of the various building systems including boilers, windows, and roofs will be examined.

After the FCA is completed, the District will receive a report of all the deficiencies and the estimated cost to correct them. Given potential budgetary limitations, however, it is highly unlikely that all deficiencies can be corrected immediately. As a result, it’s important to classify and prioritize the severity and time span for addressing the deficiencies. An example prioritization classification would be: Critical (fix immediately), Potentially Critical (fix within 1 year), Necessary – Not Yet Critical (fix within 2 – 5 years) and Recommended (fix within 6 – 10 years).

Continual Improvement Process
Design and construction consultants can work with you to develop annual capital improvements as funding allows. Scheduling work or phasing projects over the summer months is advantageous to minimize disruption to student learning and school activities. It is important to actively review, implement, and update your facilities master plan. Not having to hurry to your destination is a good thing.
What does July 14th, 2014 Mean to You?

Submitted by: Mike Ramthun, JH Larson Co

Your birthday? No. Significant Holiday? No. What does July 14, 2014 mean to anyone? For those of you who have resisted change in your linear fluorescent lamps, remember this date and put it in your calendar. If you’re an energy efficiency guru - plan a celebration. On July 14, 2014 your T8 8’, 4’ and 2’ lamps may not be manufactured anymore. Kudos to those that have already begun to save energy and embrace these changes. If you haven’t already, the time to plan your transition is NOW!

Due to 2009 U.S. Department of Energy Legislation, many lamps that you have been accustomed to purchasing will be illegal to manufacture. Electrical and lamp wholesalers can sell out their existing inventories and then you’re out of luck. Think of some of your aging facilities. I GUARANTEE, that you have some facilities, under your direction, that are still burning these lamps.

Here’s a brief guide to help you get started on your transition:

- **T8 4-ft. & 2-ft. U-lamps with medium bi-pin bases:**
  - 4-ft. lamps that pass: 700XP, 800, 800XV, 800XP, 800XP/SS, 800XPS
  - 2-ft. U-lamps: only some 700 Series will pass. All 800 Series U-lamps pass

- **T8 8-ft. Slimline with single pin bases**
  - 700 Series lamps can continue to be made until July 14, 2014; after that, only some 700 Series will pass; all 800 series pass

- **T8 8-ft. HO with RDC bases**
  - 700 Series lamps can continue to be made until July 14, 2014; after that, only some 700 Series will pass; all 800 series pass

- **T5 4-ft with miniature bi-pin bases**
  - All pass; Intent of T5 standard is to keep lesser performing lamps out of the U.S. market

Make sure you also assess if reduced wattage lamps are available and a good fit for your facility. If using 4’ T8 lamps for example, look at 28w or 25w lamp solutions to continue driving energy savings within your facilities.

While you’re completing or beginning planning for your facilities fluorescent lamp path, do not forget the ballasts. Effective November 14th, 2014, changes are coming there too (We’ll touch on that in another article). To help you get started, look for the highest efficiency T8 and T5 ballasts. These will be labeled NEMA PREMIUM and will have you covered and compliant when this legislation takes effect.

Happy navigating!
High Performance Matting

Industry statistics show it costs over $600 to remove just one pound of dirt from your facility! Vacuuming, mopping, dusting, scrubbing, stripping and refinishing floors, it all adds up. It’s easy to say, “just use some matting to stop the dirt before it gets in your facility.”

The problem is not all matting is up to the task. It doesn’t trap soil, absorb moisture, or retain a level of appearance that is worthy of your facility. It’s time to put high performance matting to work for you – it can help maintain appearance levels, enhance safety, and lower your total cost of cleaning.

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Dirt Adds Up...  
See what can get tracked into your building!

- .02 ounces per person per day
- 250 days per year
- 5 ounces per person per year

<table>
<thead>
<tr>
<th>People</th>
<th>100</th>
<th>500</th>
<th>1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pounds of Dirt</td>
<td>31</td>
<td>156</td>
<td>312</td>
</tr>
<tr>
<td>Cost to Remove</td>
<td>$15,500</td>
<td>$78,000</td>
<td>$156,000</td>
</tr>
</tbody>
</table>

High-performance matting can trap up to 85% of the soil entering your facility!
New Year, Deep Clean, Fresh Start!

It is that time of year when we spend more time indoors. This can lead to more clutter, which can provide a perfect winter home for pests. Signs of infestation include droppings, holes chewed in pest-edible materials, and paper stashes in corners or behind and under appliance and fixtures. Here are some great tips for custodians and teachers to keep pest presence to a minimum:

- Identify, inspect and clean if necessary hard to reach places. These are often dark, hidden areas that require looking under and behind furniture, equipment and fixtures. Periodically inspect for food debris or signs of pests, moving items as needed for a thorough inspection.

- Untidy storage areas lead to accumulations of debris and hiding places for pests. Keep shelving and storage closets neat and orderly. Dispose of cardboard shipping containers when new shipments arrive and store pest-attractive materials in clear containers off the floor.

- Trash bins should be lined with thick trash bags that fit properly to ensure that trash goes directly in the bag, and that bags will not leak. Regularly wipe down trash bins and wash out the bottom to remove any build up of food for pests.

- Restrict food and drink to designated areas and clean up spills immediately after they occur. If food is kept in classrooms, dispose of perishable food at the end of each day and store non-perishable food in sealable containers. Make sure to report to cleaning staff any spills on carpet or in hard-to-reach areas as soon as possible. Implementing a school-wide locker clean out every month is a great way to ensure that food and drinks are not forgotten.

- Monitoring, inspecting and reporting are crucial to the success of an IPM program. Take notice of pest vulnerable areas (PVAs) which typically have potential access to food, water and harborage. PVAs are areas prone to infestation and require more intensive monitoring and inspection than other areas of a facility. Report pest-friendly conditions, or signs of pest infestation to the person in charge of receiving and taking the proper steps to resolve.