



# What are the benefits of belonging to MASMS?

Once you join MASMS you are instantly connected with like-minded professionals. You have access to leaders in your industry,

Have a question on a best practice or a difficult situation you’ve not encountered? MASMS is a great place to get assistance as there are probably others who have already encountered the issue and can provide insight to their experience.

There are many opportunities to grow, develop and highlight your leadership skills. MASMS runs on volunteerism which can range from being on the Board of Directors, to being a Mentor, or even to help organize an event. All are opportunities to expand your knowledge, influence and overall network connections.

MASMS highlights members with awards at the conference. While any award is great, being recognized within your profession or industry is a particularly impressive way to boost your resume. Being recognized by your peers is indicative of your overall performance and capabilities.

MASMS offers educational scholarships to members students, and to members to help them grow within their profession.

Unlimited opportunities to educate yourself on the best practices in our industry. Chapter meetings are great opportunities for education and learning from industry leaders who have years of experience.



## How to get the most out of your MASMS Membership?

The answer is easy—take the time to attend your chapter meetings. Chapter Meetings are invaluable!

Chapter meetings provides **networking opportunities with people who are specifically in your industry.** Great opportunities to connect with other industry professionals, or if you are Looking for a mentor, or looking to move to a different position, the networking opportunities are invaluable.

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MASMS Office Email:  
office@masms.org

## Fall Wellness Tips

**Embrace the Magic of Autumn:** Fall is a season of enchantment and wonder. Encourage your team to take a moment to appreciate the beauty of changing leaves and the crispness in the air. Remind them to find joy in the small pleasures that this season brings.

**Stay Active Outdoors:** As the temperatures cool down, it's important to continue staying active outdoors. Encourage your team to take advantage of the pleasant weather by going for walks, hikes, or bike rides. Being in nature and getting some exercise will not only improve their physical health but also uplift their mood.

**Practice Mindfulness in Nature:** Fall offers a unique opportunity to practice mindfulness and be present in the moment. Encourage your employees to take a break from their busy schedules and spend some time in nature.

**Keep Hydrated:** Although the weather may be cooler, it's still important to stay hydrated. Remind your team to drink plenty of water throughout the day to ensure their bodies function optimally.

**Celebrate Fall Festivals:** Fall is known for its vibrant festivals and celebrations. Encourage your team to participate in local fall festivities. These cultural experiences can bring joy, create lasting memories, and foster a sense of community.

**Maintain Hand Hygiene:** Cold and flu viruses run rampant in the fall. Regular handwashing and use of sanitizers can be your first line of defense. Keeping your hands clean helps prevent the spread of germs and reduces the risk of infections.

**Plan Outdoor Volunteer Activities:** Fall is a great time to give back to the community. Organize outdoor volunteer activities such as park cleanups or food drives. Not only will your team contribute to a good cause, but they will also bond and create a sense of fulfillment and purpose.

**Celebrate the Season:** Lastly, encourage your team to celebrate the season and have fun together. Celebrating the season as a team fosters a sense of connection and creates lasting memories.



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## Message from the Board Scott Kaminski MASMS State President



With Winter approaching and the first quarter nearing an end, it's a good time to take a breathe and reflect on the craziness of full buildings since the summer.

There are a lot of challenges when it comes to having our buildings so pristine, to welcoming back the kids and staff, just to see the hard work "slip away". It's a challenge we face in keeping our Facilities staff motivated and understanding our buildings are going to get used and abused (some more than others).

Being able to understand and appreciate children is the first step. Yes, a lot has changed in disciplines from what a lot of us are used to "back when we were in school". Being able to control what we can control and understand how important the Custodians and Maintenance workers play in our day to day operations of students learning is important. Easier said than done... I know.

Take some time here to regroup and re-find your purpose. And along the way, reach out to a fellow staff member and tell them how much you appreciate them. Enjoy what you do, how you do it and who you do it for!

As I am writing this in my deer stand, I have a little 5 pt buck walking right under me...





# ACOUSTICS

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## Vendor Corner



**Mike Remington, Inspec  
MASMS Vendor Rep**

## Building Business Relationships – Part 2 of 3

Strong business relationships are essential to most people's success. Maintaining and expanding your network results in more opportunities coming your way, more referrals for you and your business, and quite simply the larger your network of business relationships the more you can learn from others. Last month's article provided an overview of various types of business relationships: client/customer relationships, industry relationships, and team relationships. This month we'll cover some practical ways you can build new business relationships:

**Join the Club** – Organizations like MASMS can provide tremendous opportunities for you to meet new people and make new contacts. Having been a MASMS member for over 30 years, it is well known that one of the biggest advantages of being a member of MASMS is the huge network of people and expertise at your fingertips. Consider what other organizations you could possibly join to expand your network even further.

**Mingle** – For many of us, getting outside our comfort zone a little bit and making an effort to mingle and meet new people can be a challenge but it is imperative that you get to know new people to expand your network. MASMS provides a lot of opportunities throughout the entire year for you to mingle with others in our industry and develop new business relationships and grow our network. Resist the urge to just talk to all the people you know already, try to mingle a little bit and meet new people!

**Be a Resource** – As I said earlier, one huge benefit of MASMS is the vast network of resources that it opens up to you. Do what you can to become a resource for others – a resource that other members are aware of and can tap into if needed in the future. Make other vendors aware of what you do and how you can help their clients with something in the future if needed. Strong business relationships are about being mutually beneficial to one another. Be willing to offer assistance and support to your connections.

**Ask Questions** – When talking to a new business connection try to ask questions – don't just talk about you and your services or products. Ask about what they do, learn how they may be able to help you or your clients in the future. By asking questions you can start a dialog and create a more positive interaction. Resist the urge to focus on talking about yourself and what you do, ask questions to find out more about the other person!

**Take It Offline** – Obviously any communication is better than none, and emails and online meetings and social media can really help get your message out quickly but consider that you really need to spend "face to face" time with people to truly create and maintain a strong business relationship. MASMS meetings and other events provide great opportunity to see many other people in person. Look for other ways of getting physically in front of people – don't rely solely on emails and social media to create and maintain business relationships. Look for more opportunities to see other people in your industry or in your network in person!

Next month's article will focus on some important personal traits that can help you build and maintain business relationships such as building trust, following up, and being honest.



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## Welcome New Educational Members

Nicklas Schwanke, Rochester ISD  
Jim Dammann, Eastern Carver County ISD  
Jon Stutelberg, Eastern Carver County ISD  
Jessica Hentges, Eastern Carver County ISD  
Ari Bloom, Eastern Carver County ISD  
Oliva Olson, Grand Rapids ISD  
Jeremy Malchow, Osseo ISD  
Carter Berry, Osseo ISD

## Welcome New Business Members

Greg Ehrick, Premier Lighting  
Mark Heikkic, Peterson Sheet Metal  
Jay Tyrrell, Northern Safety LLC



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### Open Committee Positions:

We are looking for four MASMS members to be part of the Award/Recognition Committee. This committee picks the members to receive recognition awards at the fall conference.

Committee members would start in January 2024.



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## Winter~proof your workplace to stop slips and falls.

Are you ready for winter?

Even if you'd rather not think about winter just yet, now is really the perfect time to figure out how you'll mitigate the safety risks that come along with snowy and icy weather.

Winter slips and falls are one of the most common causes of workplace injuries. They can happen at any workplace, to any employee, and they can lead to serious injuries — concussions, broken bones, herniated discs and more avoidable injuries.

Every year, we see employers suffer due to employee injuries caused by winter slips and falls.

The impact can include:

- Lost productivity
- Costs to injured workers and their families
- Replacement employee costs
- Overtime for existing employees
- Increased workers' compensation costs
- Facility damages from conditions caused by varying temperature fluctuations

That doesn't even include the negative impact on injured employees' lives.

“To avoid these costs, we recommend employers do everything they can to eliminate hazards and generate winter safety awareness among employees,” said Steve Sandilla, SFM senior vice president, strategic business operations. “Getting a jumpstart before the snow flies and providing simple reminders to employees can make a big difference.”

*Continued on Page 7*



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## Winter-proof your workplace to stop slips and falls. (Continued from Page 6)

### The cold facts

Nationwide, there were 20,000+ workplace injuries due to falls from ice, sleet and snow that resulted in a day or more away from work in 2017, and 28% of those resulted in more than a month off work, according to the U.S. Bureau of Labor Statistics. The average number of days to recover from these types of injuries varied in the Midwest.

According to OSHA, slips and falls contribute to 20% of all workplace injuries, costing companies billions in insurance claims, lost hours in liability lawsuits, and 15% of all accidental deaths (second only to motor vehicle accidents).

Moreover, the CDC indicated that the medical costs for winter slips and falls topped out at \$50 billion, and more than 800,000 have been hospitalized due to slip and fall injuries (mainly hip and head injuries).

Bureau of Labor Statistics data also show that thousands more winter slip-and-fall-related injuries were minor and did not result in lost work time.

SFM estimates the average winter slip-and-fall lost-time claim costs range from \$40,000 to \$45,000. The costs — direct and indirect — mount quickly and can’t be ignored.

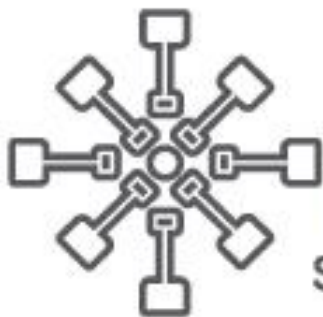
### It pays to start early

The good news is that slip-and-fall injuries don’t have to “just happen.” You as an employer can do a lot to prevent these injuries at your workplace, and autumn is a great time to start preparing your workplace and your employees for the winter season.

#### Winter-proof your workplace – Employee tips



- Focus on your footing
- Walk like a penguin
- Don't use your cell phone when walking
- Use handrails
- Be aware of changes in walking surfaces
- Free up your hands
- Report unsafe conditions
- Use authorized paths
- Step down off curbs, not out
- Step down not out of car
- Wear appropriate footwear



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### Prepare your workplace

Follow these steps to prepare for winter weather both inside and outside:

#### Discuss expectations with your maintenance staff or snow removal vendor.

Make it clear you expect snow and ice accumulation to be removed quickly and salt or other surface treatments applied to melt icy spots. Discuss which entrances should be cleared first, how often snow removal should occur, and who is responsible for what. Ensure snow is piled in a low area of the lot to prevent hazards from melting and re-freeze. Develop an accountability plan with the vendor to deal with staffing problems and poor workmanship. Request that your vendor supply you with a copy of the checklist given to staff which outlines the most important aspects of the services provided.

Continued on Page 8



## Winter-proof your workplace to stop slips and falls. (Continued from Page 7)

### Spot check for hazards.

Identify potholes and cracks that may cause issues in inclement weather. Arrange for repairs before it snows. Check that drain pipes, grate covers and catch basins are not clogged with debris. Once the snow comes, ice dams can form, causing water from melting snow and ice to back up onto sidewalks and refreeze. Make sure lighting systems covering parking lots and sidewalks are checked regularly to verify they are working properly. Poor lighting makes it more difficult for employees to see patches of snow and ice. Check entrance steps and handrails for damage. Employees need a sturdy handrail to grip when conditions are slick. Eliminate unauthorized walkways using hazard tape or barriers to keep people from taking shortcuts across unshoveled areas.

### Use previous injury records to set your priorities.

Review the previous year's reports to determine where there has been a history of slip-and-fall incidents. Find solutions to eliminate those problem areas.

### Make plans to prevent indoor slips.

When snow is tracked indoors, interior walking surfaces in entrances, reception areas, hallways, and stairwells can be dangerous. To keep employees safe, use a floor fan to help keep walkways dry. Strategically place “wet floor” signs to slow people down as they enter the building. Use beveled floor mats to catch excess water. Keep extra mats on hand in case they become saturated with water and need to be changed.

### Clean up spills or puddles immediately.

Create a procedure for taking the appropriate action when someone causes or comes across a spill.

### Winter safety tips to give employees

Your employees play a key role in preventing slips and falls by being aware of their surroundings and making good decisions. Get your employees ready for the change in weather conditions by reminding them:

Focus on your footing. Watch where you walk. Concentrate on getting from point A to point B safely.

Walk like a penguin. Use short, slow steps.

Don't use your cell phone while walking from the parking lot or on stairs.

Use handrails on stairways and don't rush.

Be aware of changes in walking surfaces. Many falls are caused when people don't realize they're leaving non-slippery surfaces for slippery ones.

Free up your hands. Use a carrying case with a shoulder strap for laptops and files.

Wear appropriate footwear — no high heels or smooth-soled shoes.

Step down and not out when getting out of a vehicle. Swing both legs out. Place both feet on the ground and use hands for support.



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## JANUARY 2024 BOOT CAMP Registration is Now Open

### Boot Camp Information

The MASMS Boot Camp is specifically designed to provide training for facility professionals. It is of great value for newly employed facilities managers or seasoned veterans.

Custodial | Grounds | Maintenance Management | Security | Health & Safety | Transportation

**Dates & Time:** Wednesday January 17<sup>th</sup> and Thursday January 18<sup>th</sup>, 2024  
8:00 AM to 4:00 PM with dinner at 6:00 PM on Wednesday evening.

**Location:** Holiday Inn, St. Cloud, MN

**Cost:** MASMS covers the cost of this training. This includes cost of class, hotel rooms, and meals. (Wednesday lunch and dinner; Thursday breakfast & lunch; and breaks).

### The following Topics will be Covered

Standards	Best Practices	Equipment Needs	Management Tools	Inspections/Checklist
Budgets	Training	Staff Management and Development		

### 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. Kain Smith (Faribault ISD), Dan Kretsinger (Richfield ISD), Chris Pint (Rosemount-Apple Valley-Eagan ISD#196 and Laura Masley (Elk River Schools).

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### Questions

Contact Ruth at the MASMS office with questions or to register.  
(office @ masms.org or 320-685-4585)

# Bullet Resistant Glass

*Submitted by Lori Dorn and Dan Garrett, Brin Glass*

In a world where security concerns take center stage, the term "bullet-proof glass" frequently finds its way into discussions about fortifying sensitive environments. However, it's imperative to make the distinction that these protective shields are more accurately described as "bullet-resistant" rather than completely impervious to ballistic threats. No matter how robust or layered, no material can withstand the relentless force of a ballistic impact indefinitely. The realm of ballistic glass systems is intricate and ever-evolving, with materials like acrylic designed to repel small-caliber projectiles, while glass-clad polycarbonate stands as a bulwark against larger ballistic threats.

Prior to selecting the appropriate ballistic glass for your facility, embarking on a comprehensive threat assessment is essential. The decision carries paramount significance for a diverse range of applications. Within the world of bullet-resistant glass, a myriad of options is available, offering varying levels of protection, as well as the flexibility to tailor shapes and sizes to meet distinct security requirements. Join us as we explore this fascinating domain further, unveiling the secrets of its construction and capabilities.

## What is Bullet-Resistant Glass?

While the term "bullet-proof glass" is commonly used, a more accurate description for these materials is "bullet-resistant glass". This distinction arises from the fact that every material, regardless of its layering or the strength of its glazing components, will eventually succumb to damage or spalling when subjected to sufficient ballistic force. Certain materials, such as acrylic, are primarily designed to provide protection against small-caliber rounds, while others like glass-clad polycarbonate offer defense against larger ballistic projectiles. Therefore, conducting a thorough threat assessment is essential before selecting a ballistic glass product for your facility.

*Continued on Page 11*






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**Applications for 2023 installations are due by Dec. 31. Questions? Contact Paul Albinson at 612-321-4323 or [Paul.Albinson@CenterPointEnergy.com](mailto:Paul.Albinson@CenterPointEnergy.com). [CenterPointEnergy.com/MNEducation](https://www.CenterPointEnergy.com/MNEducation)**



## Bullet Resistant Glass *(Continued from Page 10)*

Bullet-resistant glass finds its purpose in fortifying the windows of structures that demand heightened security, including schools, federal or government buildings, correctional facilities, and financial institutions. Its specifications can be tailored to suit specific needs, encompassing both the shape and size of the system and the required level of protection. Furthermore, its thickness can vary, ranging from  $\frac{3}{4}$  to  $3\frac{1}{2}$  inches (19 to 89 mm), contingent upon manufacturer specifications and the unique demand of each project.

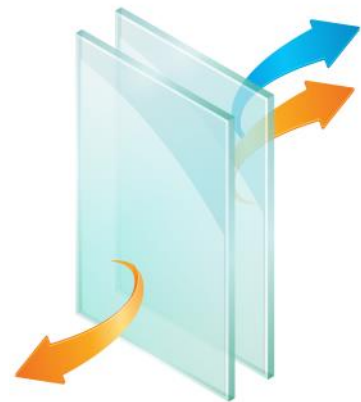
### How Is It Manufactured?

Bullet-resistant glass is crafted through a process that involves layering laminated glass. The degree of protection it offers is directly related to the number of layers used. These laminated layers consist of glass sheets securely bonded together in materials such as polyvinyl butyral, polyurethane, Sentryglas, or ethylene-vinyl acetate. Through chemical treatment, the glass gains significant strength, enhancing its durability. The plastic incorporated into these laminated designs provides resistance against impacts from both blunt and sharp objects. However, it's important to note that plastic contributes relatively little to the glass's bullet-resistant properties. Instead, it is the glass, with its greater hardness compared to the plastic, that flattens the bullet, while the plastic deforms, effectively absorbing the remaining energy and preventing penetration.

The characteristics of bullet-resistant glass can be influenced by factors such as temperature, exposure to solvents, or UV radiation, typically from sunlight. When the polycarbonate layer is positioned beneath a glass layer, it benefits from some protection against UV radiation, thanks to the presence of the glass and bonding layer. Over time, though, the polycarbonate can become more brittle due to its nature as an amorphous polymer, which is necessary for its transparency and gradually moves toward thermodynamic equilibrium.

### How Can I Make the Right Choice?

As we delve deeper into the intricate world of bullet-resistant glass, it becomes evident that understanding the nuances of this vital security component is essential. The distinction between "bullet-proof" and "bullet-resistant" is just the tip of the iceberg. Every layer, material, and manufacturing process play a pivotal role in creating these protective barriers.



In your pursuit of enhanced security and safety your top priority is to use a company that understands the complexities of bullet-resistant glass.

## MASBO Institute

If you are tracking for MASMS certification one of the requirements is to attend MASBO Institute. If you have not attended this, and would like to this year, it will be offered in February 2023.

This event will be hybrid with a half day live webinar, and a full day in-person session held at the Marriott Northwest in Minneapolis

MASMS pays the fee for this training (\$250 per person) and will cover the cost of your hotel if you need one for the night before the in-person session, which means this training is completely free to MASMS members.

You must be a MASMS member to attend. We have 15 spots available, so it's a first come, first serve basis.

**SCHEDULE** *If you decide you would like to take part in this training, you must be able to complete BOTH days.*

**Tuesday, February 28, 2023** | Half day webinar session (8:15 AM – Noon)

**Tuesday March 7, 2023** | In-Person Sessions – you must be at the session at the Marriott Northwest in Minneapolis.

If you would like to attend, you **MUST** let me know by January 15th. Email me your name, school district and if you need a hotel room for the night of March 6, 2023

If you have any questions, please contact the MASMS office. (320-685-4585) or [office@masms.org](mailto:office@masms.org)



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## FREE Consulting Services to MASMS Members

Ron Bratlie, President of ABC Educational Services is offering to provide FREE consulting services to MASMS members regarding School District finance, budgeting, administrative policies and procedures, and new construction and renovation planning. Ron has been a MASMS member for over 25 years and was State President in 2007. He has over 40 years of school district administrative experience and has received several local, state, and national awards for his involvement in planning and construction of energy efficient and environmentally friendly school buildings at Elk River. His contact information is [ronbratlie@gmail.com](mailto:ronbratlie@gmail.com) and 763-360-2539.

## LOOKING FOR JOB DESCRIPTIONS & INTERVIEW QUESTIONS? LOOK NO MORE !

Go to [www.masms.org](http://www.masms.org), Select “Resources”

Under “Quicklinks”

Select “Job Descriptions & Interview Questions”

We are always looking for more job descriptions and interview questions. If you would like to share, please contact the MASMS office!



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## MASMS is offering CPS class on February 6<sup>th</sup> & 7<sup>th</sup>, 2024.

CPS is required for the MASMS Certification Program. It will be held in St. Cloud at the Holiday Inn.

**Dates:** Tuesday February 6<sup>th</sup> & Wednesday February 7<sup>th</sup>, 2024

**Cost:** MASMS covers the cost of hotel and lunch both days. Cost of CPS is \$500. The CPS Exam and materials are provided by AFE, and MASMS has a contract with them for the discounted rate of \$500.

**Location:** St. Cloud Holiday Inn & Suites, 75 -37<sup>th</sup> Ave South, St. Cloud, MN

**Instruction:** This class is a review of the study materials, and is not meant to be a complete instruction. You must spend the necessary time studying the materials prior to the class. The first 1 ½ days will be a review of the study materials; the last ½ day will be the test. Maureen Mullen, MASMS CPS Certified Instructor will be facilitating this class.

**You must give yourself enough time to study prior to this class – we suggest 6 weeks.**

If you would like to sign up or have any questions, please contact the MASMS office at 320-685-7585 or at [office@masms.org](mailto:office@masms.org) and registration forms will be emailed to you.

Once the registration forms and payment are received at the MASMS, the study materials will be mailed to you.

### Certified Plant Supervisor (CPS) Certification

The Certified Plant Supervisor Credential (CPS) is designed to equip the rising supervisor with the professional and interpersonal skills needed to keep their team moving forward. The CPS CREDENTIAL develops and tests supervisors, providing them with the confidence and knowledge to execute and successfully manage any situation. The CPS exam contains 100 true/false and multiple-choice questions. A score of 70% is required to pass.

The CPS training adds to the existing technical skills necessary to perform the job by focusing on the following: Team Building and Law, Leadership and Motivation, Communication and Interpersonal Skills, Time Management and Planning, Finance and Budgeting, Conflict Resolution and Problem-Solving.



## MESSAGE BOARD | MESSAGE BOARD | MESSAGE BOARD

### School Indoor Air Quality (IAQ) Plan Training

MDH is offering school IAQ plan trainings in fall 2023, in-person statewide and a webinar. This training will discuss requirements and best practices for school IAQ. School staff, service providers, and others are welcome to attend. The training is free. Registration is required. See [MDH School IAQ Plan Training](#) for details and registration.

2 and 3 day IICRC certification sessions offered by Paul Davis

Click here for more info:

[FSRT- IICRC- November 14<sup>th</sup> -15<sup>th</sup>](#)  
[WRT IICRC- December 12<sup>th</sup> - 14<sup>th</sup>](#)

If you know of any training that would be beneficial to our members, please contact the MASMS office. We will publish the information!

Contact:  
office@masms.org  
(320) 685-4585

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- Low-Slope Roofs
- Metal Roofs & Walls
- Roof Restoration & Reflective Coatings
- Vegetative & Sustainable Options
- Pizza Deck & Floor Coatings
- Adhesives & Accessories

#### High-Quality Services:

- Trained Local Representatives
- Manufacturer & Engineering Support
- Roof & Building Exterior Inspections
- Budget Assistance
- Comprehensive Building Asset Management
- On-Demand Maintenance & Repair Tracking



Brian Skoog 612.810.4336  
Brian Thompson 612.710.0787  
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**JOB POSTINGS** Go to [www.masms.org](http://www.masms.org) and select the QUICKLINK labeled Job Postings. Jobs are posted daily for positions throughout the state.

### MASMS Calendar

November 15, 2023	West Chapter Meeting
November 16, 2023	Northern Chapter Meeting
November 30, 2023	Southern Chapter Meeting
December 12, 2023	Metro Chapter Meeting
December 13, 2023	Northwest Chapter Meeting
December 21, 2023	Northern Chapter Meeting