

# MASMS has a Full Spring & Summer Schedule Of Member Opportunities!

These events are specifically planned for MASMS Members!

## Leadership Training at ALL April Chapter Meetings

It Takes 4 to Tango... People Are Not Difficult, They are Just Different

**Presenter: Candy Whirley**

We ENCOURAGE you to bring your Staff & Superintendent to this event.

*(They do not need to be MASMS members.)*

Registration is open. *See details on page 4.*

## Xcel Energy & St. Paul RiverCentre Tour

May 2, 2024

The tour will cover HVAC, tracking technologies, energy production (they use multiple sources), security, general operations – to include cleaning, trash removal, recycling, etc. Also, the center is Ecolab Science Certified – so some info on that. It will also include a tour of the concourses, press box & suites.

Registration is open. *See details on page 5.*

## 2024 MASMS

## Custodial/Grounds/Maintenance Days

You and your staff are invited to attend the 2024 MASMS

Custodial/Grounds/Maintenance Days. A great way to thank your custodial, grounds and maintenance staff. **Mark Your Calendar!**

Registration is open. *See details on page 6.*

## BOOT CAMP | July 2024

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.

Wednesday July 17, 2024 and Thursday July 18, 2024

Registration is open. *See details on page 7.*

## MASMS CPS Class

August 7th & 8th, 2024

CPS is required for the MASMS Certification Program.

It will be held in St. Cloud at the Holiday Inn.

Registration is open. *See details on page 8.*



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## Message from the Board

### Scott Hrouda

### MASMS State Secretary



## Doing, Listening and Learning

One evening at a MASMS conference (all the good stories seem to start that way) I was talking with Scott Stockdale of Pine Island Public Schools. He and I were throwing around ideas for chapter meetings and we eventually focused on two related subjects: leadership and connecting with your team. As the evening carried on I'm sure we not only exhausted every aspect of these two subjects but also solved all outstanding issues in our respective Districts (amongst other great accomplishments).

Fast forward to January of this year when I received an email from Scott out of the blue. He asked if I was interested in presenting at a Southern chapter meeting about some of the cool stuff we talked about in October. Anticipating my reluctance to public speaking he threw in the fact that the meeting was at Cabela's. Yes, the big beautiful OG Cabela's in Owatonna.

Well, he had me (quite literally) hook, line, and sinker at that point. We had a phone call and exchanged a few emails to work out the details. Then the panic set in. I had to speak publicly in front of a large group of my peers. I had to speak about a subject that I was very familiar with, but had no formal "book learning". I had to create ideas, a script, and a PowerPoint, none of which are my strongest skills. When I say panic, I mean sleepless nights kind of panic.

Buckling down, I started by keeping a notepad handy and jotting down some of the most common things I say and do around the shop. I also asked several of my staff these three questions "What do I do as a leader that you appreciate", "What do I do as a leader that you do not appreciate", and "As a leader yourself, what are some of the skills that you lean on"?

The answers I received were truly informative, humbling, and eye opening. The resulting list of topics, ideas, dos, and don'ts formed a solid base for my presentation, but I needed a structure. Fortunately, my boss shared his outline from his own presentations that touched on these very subjects. It was then a fairly simple process to arrange my notes into something vaguely resembling an intelligent discussion.

My computer skills were severely tested as I tried to wrestle a PowerPoint slideshow into something that wouldn't lead to embarrassment. Many hours of pounding on the keyboard, colorful language, and Google searches ensued. I wasn't happy with the final product until the wee morning hours of the same day I had to drive to Owatonna.

The drive that morning was beautiful. Scott and Carrie Anonby (Faribault) deftly handled projector problems and other issues that popped up at the last minute. They put me at ease. I was no longer in panic mode, but my nerves were showing. It took half a dozen slides or so before I found a rhythm and then the rest was a blur.

The presentation must have been OK as I received both compliments and some well-received constructive criticism. It wasn't until a few days later that I had a chance to reflect on the whole experience.

Why did I share all this with you? It was in those days following the presentation that I came a few realizations that you might (hopefully) find useful.

Do something outside your comfort zone. Contribute to your job, charity, family, youth sports team, professional association, church, or favorite pastime. The results will benefit others and you may just surprise yourself.

Listen to those around you. Take pride in the compliments and take the constructive criticism to heart. Listen to your staff; what they say, how they say it, and what they don't say. The results will benefit both yourself and others.

Learn by listening and doing. All the textbooks in the world can't truly prepare you for managing your building staff or managing your MASMS customers with the attention span of a squirrel (guilty as charged).

Doing, listening and learning will make you a better manager, vendor, mother, father, volunteer and friend.



## Vendor Corner

### Five Important Tips for Emails

Many of us handle an astonishing number of emails daily, and all of us use emails often. We spend a lot of time on emails! Here are five tips for improving your emails and how you are using emails:

**Use "Reply All" Carefully** – We often get included on emails that were to several people at once, sometimes dozens of people. Don't use "Reply All" unless there is a specific reason that everyone on that email needs to see your reply! Think about it: If someone sends an email to a group of 20 people about an upcoming meeting and says "let me know if you can attend", that means you should reply to them – not everyone! If each of those 20 people uses "Reply All", that one email becomes 400 emails!

**Think Before Forwarding** – Obviously each of us wants to save time where we can, and it is tempting to just forward entire emails to people instead of typing the main info we are trying to share with them. There is a risk that the email you are forwarding contains sensitive information or could be misinterpreted. Think before you forward an email to someone, you can't pull it back once you've sent it!

**Use a Clear Subject Line** – Do your best to use a clear subject line at the top of your email that briefly but accurately describes what your email is about. Ideally your subject line should be short but still properly describes what your email is specifically about.

**Proofread Before Sending** – How often do you hit "send" on an email and then remember something you forgot to include or see an error in your email, and then you email the person a second time to correct it? I do it way too often! Take a minute to quickly proofread your email before you hit send. Forgot anything or want to fix any mistakes?

**Enter the Email Address Last** – I have never done this before but plan on starting: enter the recipient's email address after you have written the email. Why? How often do you accidentally hit 'send' before you've actually completed the email? By entering the recipient's address last you can't accidentally send it until its done!



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## Special April Events Special Leadership Training at ALL April 2024 Chapter Meetings

### It Takes 4 to Tango... People Are Not Difficult, They are Just Different

Presenter: Candy Whirley

Candy will take you through her 4 C's of Leadership which are the importance of **Confidence, Communication, Creativity** and **Change** in the workplace, the second meaning... you will go on a brilliant exploration of personality styles that will make you think, laugh, even dance ... and recognize your true self and others.

This is NOT the Myers Briggs Personality Indicator or the DISC test or True Colors. This is an open and honest way for all the personalities to hear from one another about how to communicate better with each other, how to motivate each other and which personality type drives them the craziest and why... WITHOUT A TEST!

*People leave understanding how to treat people like **THEY** want to be treated |and recognize that people are not difficult, they are just different.*

**We ENCOURAGE you to bring all your Staff & Superintendent to this event.**

#### This program is being offered:

Tuesday, April 9, 2024	Metro Area	Bloomington Mall of America, Parkview Meeting Room
Wednesday, April 10, 2024	South Area	Mankato So. Central Service Coop, 2075 Lookout Dr, No Mankato, MN
Tuesday, April 16, 2024	West Area	Fergus Falls Lake Service Coop, 1001 E. Mt Faith Ave., Fergus Falls, MN
Wednesday, April 17, 2024	NW Area	Bemidji Hampton Inn, 1019 Paul Bunyan Drive, Bemidji, MN
Thursday, April 18, 2024	North Area	Baxter Arrowood Lodge, 6967 Lake Forest Road, Baxter MN

#### Agenda at each location:

- 9:00 AM Registration and Coffee
- 9:30 AM Program by Candy Whirley
- 11:30 AM Discussion, networking & business meeting followed by lunch.

#### 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 your password.  
Select "Meeting Registration" (left hand side);  
Select the event you would like to attend.  
Enter your name and school/organization. Select the send button.

**Please contact the MASMS office with questions and/or issues with registration.**  
([office@masms.org](mailto:office@masms.org) OR 1-320-685-4585)



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## Special May Event | Tour of the Xcel Energy & St. Paul RiverCentre

The tour will cover HVAC, tracking technologies, energy production (they use multiple sources), security, general operations – to include cleaning, trash removal, recycling, etc. Also, the center is Ecolab Science Certified – so some info on that. It will also include a tour of the concourses, press box & suites.

Date: May 2<sup>nd</sup>, 2024

Cost: No cost for MASMS Members. *(Includes the tour, lunch and parking!)*

Agenda: 9:30AM Registration  
10:00 AM Tour  
11:30 AM Question and Answer with Their Staff  
Noon Lunch

*Parking will be at the RiverCentre Ramp, 150 West Kellogg Blvd, St. Paul, MN 55102*

### 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 your password.  
Select "Meeting Registration" (left hand side); Select the event you would like to attend.  
Enter your name and school/organization. Select the send button.

Please contact the MASMS office with questions and/or issues with registration.  
([office@masms.org](mailto:office@masms.org) OR 1-320-685-4585)



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## 2024 MASMS CUSTODIAL | GROUNDS | MAINTENANCE DAYS

**Mark Your Calendar! Registration will be out soon.**

You and your staff are invited to attend the 2024 MASMS Custodial/Grounds/Maintenance Days. A great way to thank your custodial, grounds and maintenance staff.

Give yourself & your staff a day for learning new things and networking with peers.

Staff does not need to be MASMS Members to attend this event.

**North/Northeast/West Areas | Menahga H.S., Menahga, MN**  
Thursday June 13, 2024


**Southern Areas**  
**Lake Crystal Wellcome Memorial ISD, Lake Crystal, MN**  
Tuesday June 18, 2024

**Metro Area | Centennial High School, Circle Pines MN**  
Tuesday June 25th & Wednesday June 26th, 2024  
*Offered 2 days, same program each day.*

*Registration forms:*

[Educational Member Forms](#)

[Business Member Forms](#)



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## July 2024 BOOT CAMP Registration Is 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.

**Dates & Time:** Wednesday July 17, 2024 and Thursday July 18, 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)

Laura Masley (Elk River Schools).

### Question & Registration

Contact Ruth at the MASMS office with questions or to register.

(office @ masms.org or 320-685-4585)



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WHITE PARK, MN

**CVD**  
CHIPPEWA VALLEY DOOR  
CHIPPEWA FALLS, WI

**MD**  
HIGHEST DOORS  
BISMARCK, ND

## MASMS is offering CPS class on August 7th & 8th, 2024

# cps certified professional supervisor

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

**Dates:** Wednesday August 7<sup>th</sup> and Thursday August 8<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

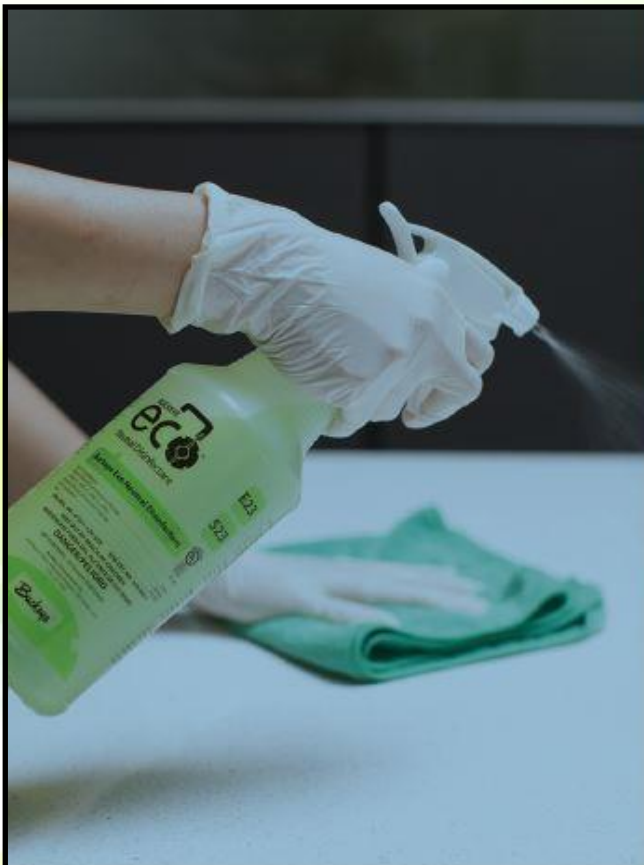
**Instruction:** This class is a review of the study materials, and is not meant to be a complete instruction. You must spend the necessary time studying the materials prior to the class. The first 1 ½ days will be a review of the study materials; the last ½ day will be the test. Mat Miller, MASMS CPS 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 Professional Supervisor (CPS) Certification

The Certified Professional Supervisor (CPS) credential is designed to validate your skills as a competent manager. Focusing the efforts of other professionals and resources into sustainable solutions that move strategic goals forward illustrates skills that can be applied to any business setting, making the CPS a credential applicable to any industry. Professionals holding the CPS credential possess the required demeanor and expertise to motivate and train front-line employees as well as their supervisors. Earning the AFE CPS demonstrates your readiness to be an integral contributor to the achievement of your organization's growth strategies.



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## “Doc Lock” Procedures

A medical emergency, whether because of an individual’s personal health or perhaps a slip or fall, is an urgent situation. Your staff, administrators, teachers and staff are extremely busy ensuring education takes place in a warm and efficient manner every day. However, medical emergencies happen. When was the last time the procedures to manage a medical emergency were discussed. Best practice is to review the medical emergency process at least once a year.

The Minnesota School Safety Center provides guidance on how best to manage medical emergencies in schools. You can find this and other emergency plans at this link: <https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Pages/planning-universal-procedures.aspx>

### Medical Emergency

#### Critical Information

The role of school staff in a medical emergency is to provide care to the victim until first responders arrive. Staff should NOT provide any first aid beyond their training. Staff should comfort the victim and reassure him or her that medical attention is on the way. Before providing assistance, staff should survey the scene for additional hazards and ensure it is safe to render aid.

In the event a non-responsive or life-threatening injury or illness:

#### Have staff:

- Send for immediate help (notify health office staff or school nurse) and Call 911
- Describe injuries, number of victims and give exact location
- Notify building administration
- DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern
- Check victim for medical alert bracelet or necklace
- Provide information to first responders
- Disperse onlookers and keep others from congregating in the area
- If possible, isolate the victim(s)
- Direct someone (e.g. staff, student) to meet and guide the first responders
- Assist emergency medical services personnel with pertinent information about the incident
- Complete an incident report and document all actions taken

#### Building Administration:

- Ensure 911 was called and provide any updated information
- Secure victim(s) medical emergency profile
- Activate school emergency response team
- Ensure someone (e.g. staff, student) meets and directs first responders
- Provide any additional information about the status of the victim(s)
- Provide information from the victim(s) medical emergency profile
- If needed, assign a staff member to accompany victim(s) to the hospital
- Notify district administration
- Notify victim(s) parents, legal guardians or emergency contact
- Activate Recovery procedures as appropriate
- Conduct a debriefing
- Document all actions taken by staff

#### For medical emergencies related to life-threatening allergies:

- Students with life-threatening allergies should have emergency care plans completed by their parents or legal guardians and made accessible to school personnel
- Bus drivers and kitchen staff should be informed of students with known life- threatening allergies
- Encourage all employees with special health considerations to alert building administration

[www.facebook.com/MASMSmn](https://www.facebook.com/MASMSmn)

MASMS has a Facebook page that is updated with upcoming events.

Please feel free to share good things about MASMS on this page!



**MASMS FACEBOOK PAGE**



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**MASMS is inviting proposals for educational breakout sessions for the 2024 MASMS Conference. We need to schedule over 35 educational sessions.**

**Education is a very important part of our conference each year. Assistance in delivering high quality educational sessions is truly appreciated.**

- Specific topics that we are looking for are listed below.
- We are open to topics that are not on the list.
- Presentations should be 50 minutes in length (including answer/question).
- Presentations must be product/vendor neutral. Endorsement of products/vendors must be avoided.

If you are selected you could be scheduled for either of the two days. If you cannot present on one of the specified dates, please indicate that. You will be notified by May 15th, 2024 if you are selected to present.

Conference dates: Thursday October 3<sup>rd</sup>, 2024 & Friday October 4<sup>th</sup>, 2024

Location: St. Cloud MN Holiday Inn & Suites, St. Cloud MN

**Submittals are due by March 15, 2024. Include this information and email to [office@masms.org](mailto:office@masms.org):**

- Provide 100-word descriptor of the course & provide a short professional bio of the presenter.

**Specific topics the education committee is looking for:**

- ◆ LTFM—deeper dive. Details on Fin Code allowables and non-allowables, combining LTFM with bond or capital project dollars; borrowing against future LTFM and debit service pros and cons.
- ◆ Health & Safety 101—Pay-as-you-go H & S parameters vs. other LTFM funds; allowables and non-allowables; using your ESCU's.
- ◆ Custodial performance expectations.
- ◆ Pavement/hard surfaces striping and signage, what is required for compliance; setting up to do it in house.
- ◆ Registered Un-Licensed Electricians—what skills and tools are needed; what work is allowed; reporting and licensing requirements; managing your district's program.
- ◆ Labor union issues.
- ◆ Geothermal systems.
- ◆ Advancements in cleaning.
- ◆ Mediation.
- ◆ Active listening.
- ◆ Info on glycol.
- ◆ Gym equipment—required inspections and maintenance for compliance; reporting and record keeping; in house repairs and effective maintenance.
- ◆ School finance—explanations from per-pupil units (PPU) to bonds to lease levy to taxation; funding streams and parameters on how they can be used (e.g. ComEd, Child Nutrition, SPED, Capital, Transportation, etc.)
- ◆ EV charging & electrification.
- ◆ Taking control of your data.
- ◆ Trends in CTE training, facilities & needs.
- ◆ Crisis planning.
- ◆ 2025 Minnesota performance requirements.
- ◆ Irrigation basics for your facilities
- ◆ Outside/Grounds Maintenance—irrigation repair, general mechanical and repairs.
- ◆ Leadership and management.
- ◆ Custodial and grounds emerging products.
- ◆ Staff motivation/staffing calculations.
- ◆ Proper cleaning procedures.
- ◆ Small equipment maintenance.

**Educational Committee Chair:**

Maureen Mullen | [mmullen@plsas.org](mailto:mmullen@plsas.org)

**Educational Committee Members:**

Mat Miller | [mathew.miller@olmstedcounty.gov](mailto:mathew.miller@olmstedcounty.gov)

Jeff Arthurs | [ArthursJ@District279.org](mailto:ArthursJ@District279.org)

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Chris Neil | [chrisn@uhlco.com](mailto:chrisn@uhlco.com)

Paul Hadden | [phadden@plsas.org](mailto:phadden@plsas.org)

Please contact the MASMS office with questions.  
[office@masms.org](mailto:office@masms.org)  
(320) 685-4585

## Welcome New Educational Members

Anthony Halloway, Long Prairie ISD

Eugene Holmquist, Long Prairie ISD



## Welcome New Business Members

Tammy O'Brien, RTC Manufacturing

## NEW LOOK For the Question & Answer Section of the MASMS Website

All Questions and Answers  
are now listed by category.

If you are looking for answers  
to a question, just click on the  
category it would fall into  
(so much easier than the old layout)!

Question and Answers from MASMS Members

Boiler Systems

Doors (All Things Related to Doors)

Employee Information/Materials/Handbooks

Gym (All Things Related to Gyms)

Security

Solar

An advertisement for playground maintenance products. It features a pile of wood chips on the left and a green playground slide on the right. A chain hangs from the top. The text "YOUR ONE STOP SHOP FOR PLAYGROUND MAINTENANCE" is in a blue box. Below it, "ORDER ONLINE NOW" and "WWW.SAFETYFIRSTPLAYGROUND.COM | 320.400.8110" are displayed. At the bottom, there are logos for "Nature'sPlus PLAYGROUND SAFETY SURFACING" and "SafetyFirst PLAYGROUND MAINTENANCE".

**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.

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



## National Cleaning Week Week of March 24-30, 2024

National Cleaning Week is a week-long to honor frontline cleaning professionals and advocates for the industry. National Cleaning Week has been celebrated by the cleaning and cleaning products industry for many years and has been recognized by several state governments.

The best way to celebrate this week is to *Show Appreciation*: Cleaning professionals work hard to keep our spaces clean and this is a great time to them our support.



Some ideas to celebrate National Cleaning Week at your school:

**Recognize their service to the school.**

- ♦ A personalized coffee mug, a special hat, etc. Acknowledge their contribution.

**Celebrate in Style**

- ♦ Make it a week to remember. Provide a great lunch where the whole team can thank and show appreciation for the frontline cleaners.

**Involve Others**

- ♦ Make National Cleaning Week an event – involve the teachers, office staff, administration and students etc.
- ♦ Have the teachers do a special thank you to those that clean their rooms.
- ♦ Have the teachers do a five minute presentation to students outlining the importance of cleaners in the school
- ♦ Have office staff and administration make a special point to thank the cleaners.



# ACOUSTICS

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### Narcan Extended Shelf Life:

Recently the FDA gave Emergent approval to extend shelf life of Narcan to four years.

<https://www.medscape.com/viewarticle/shelf-life-opioid-overdose-drug-naloxone-extended-2024a10001nl?form=fpf>

# SCHOLARSHIPS

## MASMS 2024 Scholarship Opportunity

**This opportunity is open to all Educational and Business MASMS Members Children**

The MASMS Scholarship Committee is accepting essays from sons and daughters of all dues-paying and life members (**educational and business members**) of MASMS who are high school seniors graduating in 2024 or are currently a post-secondary student attending a post secondary school in the United States.

The MASMS Tom Robinson Memorial Scholarship program is in memory of a long time employee with the Hopkins School District in the field of maintenance. He was instrumental in writing software for the State Department of Energy and served on multiple MASMS committees for many years.

### HOW TO APPLY

**All applications and essays will be submitted electronically using the link below. You will receive an email confirmation once you submit your application.** When you click on the link, complete the application form and submit your essay by **April 1, 2024**. (You may also go to [www.masms.org](http://www.masms.org) and select "2024 Student Scholarship")

### Essay specifications:

- Maximum of two pages, type written, double spaced narrative.
- Financial need is not a consideration.
- This essay should NOT have your name on it, or any reference within its context that would identify the applicant or his/her MASMS parent. (We do not want the judges to know who the applicant is.)

### Essay should contain:

- Personal data to include school, community activities in which you have participated during high school and/or post secondary (e.g. student government, music, sports, church work, volunteer work, etc.)
- Discussion of awards and honors you have received.
- Description of your work experience (without any reference to a business which may be owned by your parent). Include how long you have worked at each job and the number of hours worked per week.
- Discussion of your grade point average. While the committee will not base scholarship awards on the highest grade point average, they do feel that some discussion on this topic is appropriate.
- Your educational goals and aspirations.

All information will be reviewed by the MASMS scholarship Selection Committee. **Awards will be announced by letter in early May 2024.** Checks will be issued after proof of enrollment has been received.

### SCHOLARSHIP AWARDS

The number of scholarships awarded will be based on available funds. Awards will range from \$250 to \$1500 per person. Each person may receive a lifetime limit of \$2000.

**Applicants will need to have a google account to submit this form.** Link: <https://forms.gle/fiAhHPdMCxjmhXsJA>

*Please note: You must be a registered member of MASMS. Children of all business and educational members are eligible; grandchildren are NOT eligible.*

If you have any questions, please email Scott Clemente at [scott@servpro10278.com](mailto:scott@servpro10278.com) or the MASMS Office at [office@masms.org](mailto:office@masms.org)



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## MDH Seeks Feedback on Updated Model Plan for Testing for Lead in Drinking Water

The Minnesota Department of Health (MDH) is seeking comments from schools and child care centers that use the Model Plan to test for lead in drinking water. The plan had to be updated to incorporate changes from the 2023 legislative session.

**Model Plan:** This plan provides Minnesota's school and child care facilities with technical guidance on how to conduct testing for lead in drinking water and describes actions to take when lead is found at the remediation threshold of 5ppb or more.

Draft: [Reducing Lead in Drinking Water \(PDF\)](#)

**Feedback:** Provide comments on the draft Model Plan using the online form: [Consultation on Lead in Drinking Water Result Reporting and Model Plan](#). Comments accepted until March 15, 2024.

For more information please see [Consultation on Lead in Drinking Water Result Reporting and Model Plan](#)

You can update or cancel your subscription at any time by [editing your personal profile](#). You will need your email address and your password (if you have selected one).

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# Insulated Units 101: Distinguishing Between Condensation and Seal Failure

*Submitted by Dakota Juul, Brin Glass*

Curious about foggy windows? In this post, we'll delve into the various causes of fog and condensation on windows, providing insights into what it means and what actions to take. The primary focus is to assist homeowners and business owners who may observe condensation on their Insulated Glass (IG) units and are uncertain about whether it warrants concern.

Before we delve into the essentials of condensation, let's clarify some terminology. For the purposes of this blog, condensation will encompass any moisture accumulation on the glass of an insulated unit. This includes both the fogginess that occasionally manifests on a window and larger droplets akin to dew. The precise location of condensation on the window is crucial, and we will briefly outline the various surfaces of an IG.

An IG comprises two pieces of glass with air in between, resulting in four technically distinct surfaces. Each of the two glass panes has two sides. Surface 1 is the window's exterior and surface 2 is the opposite side of that pane. Surface 3 is the first side of the second pane (inside the IG), and surface 4 is the interior side of the unit.

To illustrate, if an IG were installed in your house, Surface 1 would be the side accessible from your yard, surfaces 2 and 3 would be within the window, and surface 4 would be the side facing the interior of your home. Lastly, it's worth noting that IG stands for insulated glass unit and will be used interchangeably with 'window' throughout this blog, specifically referring to the glass unit comprising the window.

Continued on page 17



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## Insulated Units 101: Distinguishing Between Condensation and Seal Failure (Continued from page 16)

### Condensation on Surfaces 1 & 4 (External Condensation)

Condensation on surfaces 1 or 4 is not inherently harmful, but it can indicate an underlying issue. Therefore, understanding how and why it occurs is crucial for addressing it effectively.

Imagine waking up on a cool morning to dewdrops on the lawn. This happens when water condenses from the air onto colder surfaces, such as the ground, cold drinks, or, of course, cold windows. Therefore, if you find condensation on surface 4 of your Insulated Glass (IG), it is no more concerning than dew on your lawn. However, if you prefer a clearer view from your window on cold mornings, there are solutions. If your windows are shaded by tall bushes and shrubbery, consider trimming them to allow sunlight to reach your windows. Sunlight will warm up the window, preventing the formation of water droplets on cool surfaces. Additionally, we offer warm edge spacers at NWGF, made of foam instead of metal. Unlike metal, foam does not conduct heat as effectively, keeping the edges of your panes warmer (hence 'warm edge' spacer) and preventing condensation, similar to trimming shrubbery.

Condensation on surface 1 of the IG is more complex. As mentioned earlier, condensation forms on the outside of windows, similar to a cold can of soda. Water droplets emerge from the air and form on colder surfaces. If this occurs inside your home or business, it suggests either the indoor air is significantly warmer than the window or the space is relatively humid. Wet and humid air can lead to rot and mold in walls. Regular condensation on the inside may indicate a humidity issue. To address this, consider using a dehumidifier, which can be fairly inexpensive depending on size. It reduces the water content in the air, preventing it from forming droplets on your IG. Alternatively, if the outside air is drier than inside, leaving your window open can help. This allows wetter air to exit and drier air to enter, though this approach depends on weather conditions, as leaving the window open may introduce other problems beyond condensation.

Continued on Page 18



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## Insulated Units 101: Distinguishing Between Condensation and Seal Failure (Continued from page 17)

### Condensation Inside the IG (Surfaces 2 & 3)



Condensation on the inside of the IG is more critical than external condensation. Since a window functions as a closed system, the presence of moisture on surfaces 2 or 3 indicates a failure in the seal between the panes of glass at one or more locations. To identify the surface where moisture is accumulating, a process of elimination is the most effective method. If you have cleaned surfaces 1 & 4, and moisture is still visible, it must be on surfaces 2 or 3. Another method is through the observation of speckled low-e. Low-e applied to some IGs to regulate temperature, can become speckled when condensation forms on surfaces 2 or 3, damaging the low-e coating on that surface. As condensation fluctuates based on relative humidity and other factors, these speckles persist in the low-e and serve as a reliable indicator of a failed seal. Unfortunately, there is no easy fix once a seal has failed. The window will need to be replaced entirely, incurring potential costs.

**Final Thoughts** Now equipped with knowledge about condensation, its formation, and appropriate actions, you've become an expert! Remember, condensation serves as a symptom of moisture and colder surfaces. If it occurs indoors, contemplate using a dehumidifier. When it happens outdoors, ensure your window receives ample sunlight. Lastly, if condensation appears within the insulated glass unit, it's time to consider a new window. Should you suspect seal failure or the need for a replacement, do consider NWGF where our 10-year warranty will provide you peace of mind on your investment.



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## OSSEO AREA SCHOOLS

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February 7, 2024

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To whom it may concern,

Your organization donated \$500.00 to the Health Safety Department at Osseo Area Schools. I want you to know how much your support is needed and appreciated.

The gratitude we feel is summed up well with words from Michael Josephson who said, "Gratitude should be felt and experienced sincerely, expressed generously and received graciously."

The mission of our school district is "to inspire and prepare all students with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning." Thank you for investing in our children and youth to help make this difference in their lives.

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## \$1,000 MASMS Grant to be Awarded to a MASMS Member School District

MASMS will be awarding a school district who are MASMS members a grant for \$1,000. The project theme this year is “getting students involved in a facility and/or grounds project”. This grant will be awarded Thursday October 3<sup>rd</sup>, 2024 at the MASMS conference banquet. This grant is to be used in your school for a project that involves students. The project will need to be submitted to the MASMS office by June 1, 2024.

All applications are reviewed by the MASMS Executive Board and a winner will be chosen from the submissions.

**MASMS suggests that you try and involve the students if you can.**

Some project ideas include landscaping (trees and/or shrubs), start/revitalize a nature center area, install a low maintenance garden, recycling and/or waste reduction, sponsoring a field trip(s) related to facility and/or grounds –building project

**If you are interested in this opportunity please complete the following steps:**

1. Identify the project—Provide MASMS with an overview of the project.
2. Provide MASMS with a timeline for the project.
3. Email this information to [office@masms.org](mailto:office@masms.org) before June 1, 2024

**We look forward to receiving your project ideas and to awarding this to one of our member schools this fall!**



**Find out all the answers to questions you see MASMS members post.**

Go to [www.masms.org](http://www.masms.org) and select the  
QUICKLINK labeled Questions and Answers From MASMS Members



## We Need Your MASMS Photos & Videos!

MASMS is making a video about what we do and who we are! We are very excited, and plan to unveil the video at the conference in October.

If you are at MASMS meetings and events, please take pictures and videos and email them to the MASMS office. Or, check your phone, do you have some just sitting there already? Just email them to [office@masms.org](mailto:office@masms.org).

The more we have, the better the video will be.

## UPCOMING BOILER TRAINING OPPORTUNITIES

Northeast Service Cooperative  
Mt. Iron, 5525 Emerald Avenue.

The Special class is April 17, 2024 and  
the 1C, 2C, Chief C is June 26, 2024.

Links to register are here:

<https://www.eventbrite.com/o/iea-inc-53804864943>

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## MASMS is accepting articles for the MASMS Newsletters.

We ask that articles submitted be generic in nature – they can relate to products you provide, but not specific to brands. Any mention of specific companies or brands will be removed before use. Articles that pertain to specific issues in schools would be good.

If the article is used, you and your company will receive the by-line on the article. Articles should not be more than one page in length (if possible). Pictures are great. Please try not to submit PDF files, as they need to be converted, and that does not always work well!

Please contact the MASMS Office with questions!



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### MASMS Calendar

March 12, 2024	Metro Chapter Meeting
March 20, 2024	West Chapter Meeting
March 21, 2024	North Chapter Meeting
March 28, 2024	March Chapter Meeting
April 9, 2024	Metro SPECIAL Meeting
April 10, 2024	Southern SPECIAL Meeting
April 16, 2024	West SPECIAL Meeting
April 17, 2024	Northwest SPECIAL Meeting
April 18, 2024	North SPECIAL Meeting
May 2, 2024	Xcel Energy Tour

## Chapter Summer Event

Each chapter may choose to hold a summer event. If the chapter decides to do so, the suggestion is to have a picnic type event. Food and non-alcoholic beverages may be served.

Business members may bring beverages to share, of their choosing.

The MASMS office will help plan and book space for this event. MASMS provides the funds for this event.

If your chapter is looking at holding a summer event, please start to talk about it at your next meeting!