



Spring 2009

Volume 22 Issue 4

OSFMA News

Oregon School Facilities Management Association

Keynote Speaker Thursday, April 16:

David Rabiner, CSP

International Speaker, Corporate Trainer, Retreat Facilitator



David Rabiner is a rare combination of subject-matter expert and humorist. A life-long student of leadership and personal effectiveness, David has presented to more than 1,600 audiences in 44 states and 12 countries.

David graduated from the Edward R. Murrow School of Communications at Washington State University. Before becoming a speaker, trainer, and facilitator in 1993, David enjoyed a successful 15-year career in radio news broadcasting, in executive-level public service, and as an entrepreneur.

In 2003, David passed rigorous standards to earn the coveted Certified Speaking Professional designation, the international benchmark for speaking excellence and a designation currently held by fewer than 500 speakers worldwide.

Before becoming a speaker, trainer, and facilitator in 1993, David enjoyed a successful 15-year career as an entrepreneur, in radio news broadcasting, and in executive-level public service.

In 2003, David passed rigorous standards to earn the coveted Certified Speaking Professional designation, the worldwide benchmark for speaking excellence currently held by fewer than 500 people worldwide.

David graduated from the Edward R. Murrow School of Communications at Washington State University.

In addition to his work, David loves flying as a private pilot, playing golf with good friends, and spending time with family.

Client Comments:

“I just wanted to say how much I enjoyed David's presentation. Everyone I spoke to afterwards was still excited and laughing at not only David's stories, but what they learned about themselves. An excellent meeting and please pass along my thanks to David. He was as good as I remembered him to be!”

- Dorothy Harter, *The Design Consortium*

“Please feel free to give my name, as a reference, to future clients. As I mentioned in my note, we all came away from David's seminar with a greater understanding of our individual potential and the qualities of leadership. Many employees stated that it was our best meeting ever. My thanks to the Rabiner team.”

- Beth Van Horn, AAA

(*American Automobile Association*)

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President's Message



Greetings to all Members and Vendors,

"Excellence—The Only Option"

As the 2009 Conference nears the conference committee is busy putting all the final touches on this years Conference. Oregon schools may have to cut programs or trim classroom school days in the coming months to balance the schools budgets. There is no greater time than now in which we all need to support each other by offering budget data, sharing information, and communicating reports so we can determine where we can trim our departmental budgets.

I have always looked forward to the annual OSFMA conference so I can network with other school districts Custodial and Facilities Managers. We all are faced with similar issues and it is useful to obtain information and ideas from my peers. The Conference is an opportunity for Facility Managers in our state to apply for OSFMA certification and to take advantage of all the training opportunities. You will also have the chance to view the latest products, equipment, and technology at the vendor trade show.

The conference committee, using last years surveys, has lined up some excellent workshops, speakers, and activities. See page 12 for a tentative conference program.

This year as OSFMA President I have had the pleasure to work with the leadership in the OSFMA organization. The scholarship program was implemented last fall and we will award the first OSFMA scholarship at the annual conference. Since the last conference OSFMA has added 12 new members!

As I pass the gavel to Pierre Dehaze I want to encourage everyone to attend the annual conference, and to remain active in the OSFMA organization. I encourage everyone to take advantage of the many training opportunities available at zone meetings throughout the year. Contact other members to share information and experiences we all have in our day to day operations of our districts. Most importantly, volunteer and serve on an OSFMA committee, and to get involved.

I want to thank you for the opportunity to serve as the OSFMA president, and have truly appreciated the support and assistance from OSFMA members.

I hope to see you all at this years conference!!

Tim Seery
OSFMA President
Reynolds School District

2008-2009 BOARD OF DIRECTORS

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<i>Zone 3 Director</i>	Jess Miller Umpqua Community College
<i>Zone 4/5 Director</i>	Leland Bliss Sisters School District

2008-09 CONFERENCE COMMITTEE

<i>Chair</i>	Pierre Dehaze Sherwood School District
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Doug Lemley Eugene Public Schools	
Bruce Lathers Salem-Keizer School District	
Craig Brooks Oregon Trail School District	
Tana Stewart Lake Oswego School District	
Tim Kaufman Lincoln County School District	
Melinda Shumaker Beaverton School District	

ZONE Reports

ZONE 2



Jim Jenney is the Zone 2 Director. He is the Facilities Administrator at Salem Keizer Public Schools. He worked 13 years as Assistant Custodial Supervisor, and 9 years as Custodial Supervisor. Previous to working at Salem Keizer Public Schools he worked 5 years with DAS State of Oregon as Custodial Manager, and 10 years with Sears, in various capacities.

Jim has a BS in Administration from Corban College with a minor in Organic Chemistry and Microbiology, and has completed a Registered School Business Official course thru PSU. He maintains an OSHA "competent trainer" certification.

He has been an OSFMA member since 1988 and has attended all trade shows since it's beginning in 1986.

Jim has 3 grown children and 5 grandchildren. His son is currently deployed for his 3rd tour of Bagdad, Iraq as First Sergeant with 1st Calvary out of Fort Hood.

Jim enjoys gardening and fishing with his grand children. Jim serves his community on a trade advisory committee with Chemeketa, Salem Police Chief's graffiti task force and is active in leadership with his local church.

Jim Jenney
Zone 2 Director
jenney_Jim@salkeiz.k12.or.us

ZONE 3



Zone 3 Director is Jess Miller. Jess has worked at Umpqua Community College for 17 years. In the late 90's he became the Director of Maintenance, Grounds, Scheduling and Special Events. Prior to this position Jess worked as groundskeeper, then he moved to Maintenance, and later was promoted to Supervisor of Grounds and

Maintenance.

Jess comes from a very blue collar background, his mother owned a restaurant and his father was a garbage man.

Jess has worked a variety of different jobs from pulling green chain, to working as the production manager for a local air freshener factory, and working construction on the Garden Valley Center project. One of those jobs was weekend night shift at Umpqua Community College as a Security Guard, which led to a permanent position at the college.

Jess focused his attention toward obtaining an electrical license then moved toward getting a BS in Project Management. He finished an Executive Master's in Business Administration last fall.

Jess Miller
Zone 3 Director
jess.Miller@umpqua.edu

Larry King Memorial Golf Classic



We Need Member Golfers!!

This golf event is for everyone. New golfers are welcome to the game. Everyone will have fun at this event!!

Rain or Shine the Larry King Memorial Golf Classic is on Wednesday, April 15, 1:00 PM at the Golf Club of Oregon, 905 NW Springhill Drive, Albany, OR.

Please indicate on your 2009 conference registration form who will be playing so we have an accurate count.

Plaques will be awarded at the President's Reception to the first place team with prizes given for short and long drive and closest to the pin. We also reserve the right to give other prizes for whatever strikes our fancy.

Don't miss this opportunity to network with your fellow OSFMA members and our supporting vendors. Hope to see you all on the course.

Come and Join the Fun!!!



Holiday Inn Express
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Albany, Oregon 97322

Reservation Phone: 541-928-8820

Mention OSFMA for 2009 group rates:

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The OSFMA Newsletter is published 4 times a year, January, March, May, and October. We welcome your comments, and ideas for newsletter articles. Please e-mail suggestions to: OSFMA@OSFMA.ORG.

Energy Management Improvements Provide Timely Economic Relief

By
Erin Tucker
Media and Public Relations Analyst

With economic woes still a major concern in districts across the country, school administrators and staff are forced to continually develop new and creative cost savings measures. While many are succumbing to budget and personnel cuts, a much simpler alternative may be available: energy conservation.

Rather than eliminating programs or raising taxes, making a concerted effort to reduce energy expenditures can allow districts to avoid taking such drastic measures.

Savings opportunities do exist and are readily identifiable. Energy alone can account for up to 50-percent of a typical school's maintenance and operations costs. By simply improving energy management processes and procedures, efficiencies will be gained and money can be saved.

Fortunately, most of the money required for energy process improvements is already in the budget, and procedural improvements are free. However, procedures are not always easy to instill. Some process strategies are more difficult to implement than others, but districts that uphold these tactics will be rewarded.

Conserving energy through process improvements affects day-to-day M&O activities through equipment replacement, operating design and building maintenance. HVAC equipment can be one of the largest consumers of energy in a building, which makes it an ideal area in which to seek efficiency gains.

Improper maintenance of pipe and duct insulation is often underestimated and can also be a significant source of energy waste. Since heat transferred from an un-insulated pipe or duct is driven by the difference in temperature between a surface and the surrounding air, make every effort to insulate areas where there is a large temperature difference such as un-insulated attic spaces.

Additionally, motors can consume a significant amount of energy. It is common to have hundreds of horse powers of motors in a building due to pumps, air handling units and fans alone. Using synthetic lubricants, segmented belts and belt-driven equipment reduces friction, which helps save energy and, ultimately, precious dollars.

Energy conservation efforts can also be augmented by managing energy demand. Staggering the start-up of equipment helps achieve this goal. Turning on all equipment at one time by switching a building from its "night" setting to "day" setting is now considered archaic. This consumes extra energy due to the sudden increase of current, which is counterproductive to the money-saving mission at hand.

Another energy-friendly idea is to increase the efficiency of equipment in use. When changing motors or lights during routine maintenance, replace these items with the most efficient equipment possible. Over time, the facilities will become more efficient as the equipment performs the same tasks but for longer periods of time and with lower energy consumption.

Altering lighting is another one of the easier paths to travel when on the road to energy efficiency. Instead of lighting the entire building, become familiar with the school's master schedule and light rooms appropriately.

Taking it a step further, schedule after-hours meetings in one section of a facility so that lights can be turned off elsewhere and energy can be saved. But because this is not simply a process change implemented by M&O staff, this type of procedural change can be more difficult to achieve. Building occupants must be motivated to support new processes that promote energy savings.

The ultimate goal is to gain a complete cultural shift in energy management. Using these energy conservation methods can save districts money with minimal impact on staff and students.

Oregon School Facility Managers: How are you preparing for your annual plan? Do you have the right tools?

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Green Cleaning: An Element of School Sustainability

by

Lori Stole, Sustainable Oregon Schools Initiative

Sustainability

Sustainability involves balancing the interdependent environmental, economic and social factors, for today as well as for the future. None of these factors can be optimized without consideration of the two. The journey toward sustainability should be guided by a vision of a truly sustainable state. You can project back from that point to where you are today, and determine the steps necessary to get there. You should also consider how long it will take to reach the sustainable point. Will your current plan allow you to progress quickly enough? This becomes part of the strategic planning process.

Everything that an organization does impacts its sustainability. It's important to consider the entire system, but also necessary to break it down into functional areas that are small enough to tackle, while keeping in mind that the interactions are there. A sustainability effort would ideally involve all the staff. Practices that are identified as preferable for sustainability should become integrated into the district policies and procedures so that they become permanent. Ultimately they should be managed by a Sustainability Management System, so that it's clear

For more on managing your sustainability impacts see the Sustainable Oregon Schools Initiative model Sustainability Management System. A synopsis is available from their website, <http://www.sustainableschools.org/action/district.htm>

Green cleaning is a natural part of any school sustainability program. "Green" generally means that something has a less negative environmental impact than the standard practice. "Sustainable" brings in additional elements such as recognizing an endpoint goal, and including the economic and social (for instance human health) aspects. The term "Green cleaning" has become common, and when it's established as an entire, integrated program it commonly incorporates many sustainability elements.

Green Cleaning

A school or school district's cleaning chemicals and procedures can impact sustainability in many ways. To be managed the impacts to sustainability must first be identified. Some examples include:

(continued on page 8)



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Featured Speaker—Merle Kirkley



Merle Kirkley has been involved in the Council for Educational Facility Planners International, (CEFPI) since 1993 following a very active career in education as a parent volunteer and school board member concerned with the planning and construction of new and remodeled schools.

An active and passionate member of the Washington State Chapter, Merle was instrumental as a member of the Washington State Chapter Board in creating the research project titled, *Where Children Learn*, and helped sponsor part of the funding. The research findings published by CEFPI have impacted school planning everywhere. He is the past president of the Washington Conference, a past governor of the Northwest Regional Board. Merle has received numerous awards, including the distinguished Al Beck Award. He has also received the Distinguished Service Award from the Northwest Region and the International for service to the Council and to public education.



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Vendor Spotlight

OSFMA Vendors are the best in the business. These wonderful vendors have been with OSFMA over twenty years and we sincerely thank them for their service!

- A-Tech Northwest
- Bob Nagel Distributing
- Chown Hardware and Machinery
- Coastwide Laboratories
- ICL of Oregon
- Miller Paint
- Modernfold/Inerior Technology
- Scot Custodial Supply/AMSAN
- Sunbelt Rentals
- Spartan Chemical Co, Inc.
- Tremco, Inc.



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(continued from page 6) **Green Cleaning**

- Greenhouse gas emissions are created through the production, transportation, and to a small degree the use of cleaning chemicals, products and equipment.

- Impacts to human health are caused by toxicity of cleaning chemicals and also by inadequate cleaning. Our limited water supply is consumed in the cleaning process and to produce the cleaning products themselves.

A green cleaning program reduces or avoids these impacts with strategies such as:

- Replacing ready-to-use products with concentrates that have less packaging and require less fuel to transport.
- Using non-toxic chemicals that work with less or no water.
- Ensuring adequate and correct cleaning by establishing written cleaning procedures.
- Standardizing the cleaning products which simplifies procedures and leads to cost reductions.
- Using cleaning products that neither contain chemicals that damage the ozone layer or human health, nor that produce by-products with these effects.
- Using cleaning equipment that cleans more efficiently and requires less energy.
- Using cleaning procedures that minimize water, energy and raw materials used.

- Seeking vendors that can supply materials that are manufactured and transported in sustainably responsible ways.

One out of every three cleaning products used in the US contains ingredients known to cause human health or environmental problems, according to the Janitorial Products Pollution Prevention Project (JP4), an EPA-funded initiative. Health problems caused by the chemicals in conventional cleaners include cancer, reproductive disorders, hormone disruption, major organ damage, permanent eye damage, asthma and other respiratory ailments, headaches, dizziness, and fatigue. Cleaning chemicals that make their way into the environment also contribute to non-vehicular emissions of volatile organic compounds (VOCs), which can cause respiratory problems, contribute to smog formation, and inhibit plant growth. By switching to safer, "green" cleaners, schools may improve student health, increase student performance, decrease environmental impacts, and reduce liabilities

Standard products can impact the health of custodial staff who work with them daily, especially women of child-bearing age. They also can be very problematic for students who, because of their smaller size, are especially vulnerable to exposure to environmental hazards.

These cleaning chemicals are also routinely washed down the drain where they find their way into drinking

(continued on page 14)



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2009 OSFMA CONFERENCE & MEMBERSHIP REGISTRATION

“Excellence – The Only Option”

APRIL 15 - 17, 2009

Linn County Fair & Expo Center * 3700 Knox Butte Rd * Albany, OR 97322-6576

Please print

DATE: _____

NAME: _____ TITLE: _____

BUSINESS MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SCHOOL DISTRICT: _____ COUNTY: _____

PHONE:() _____ FAX:() _____ E-MAIL(required): _____

2009—2010 Membership Dues Enclosed (This form not for Vendors)

- New Member Application – **** Please answer the questions at the bottom of this form.**
- Renewing Member (member since _____)
- Active Member \$35
- Associate Member \$35 \$ 35.00

2009 Conference Registration Enclosed (This form not for Vendors)

- Member Fee \$100, includes meals \$ 100.00

Sign me up for:

- Larry King Memorial Golf Classic, Wednesday, April 16th at 1:00 PM No Charge

Plan on my attendance at the following meals:

- Lunch Wednesday
- Lunch Thursday
- President’s Reception Wednesday
- Breakfast Friday
- Breakfast Thursday
- Lunch Friday—Annual Business Meeting

TOTAL PAYMENT ENCLOSED: \$ _____

Oregon School Facilities Management Association * PO Box 1474, Scappoose, OR 97056-3106

800.799.6159 * osfma@osfma.org * www.osfma.org

Make checks payable to OSFMA and remit to PO Box 1474, Scappoose, OR 97056

.....

** New Members – Briefly answer the following questions:

1. List areas of responsibilities.

2. Are you responsible for budgeting, evaluations, and operations?

3. Check one box:

- Classified
- Confidential Exempt
- Administrative

2009 OSFMA ANNUAL CONFERENCE

Vendor Booth & Membership Registration

“Excellence—The Only Option”

APRIL 16, 2009

Linn County Fair & Expo Center

3700 Knox Butte Rd

Albany, Oregon 97322-6576

Please print

DATE: _____

COMPANY: _____

NAME: _____ TITLE: _____

TYPE OF BUSINESS: _____

BUSINESS MAILING ADDRESS: _____

CITY: _____ STATE: _____ COUNTRY: _____ ZIP: _____

E-MAIL (required): _____ PHONE: () _____ FAX: () _____

DESCRIBE YOUR PRODUCT or SERVICE _____

Each Participating Vendor Receives:

10' x 10' booth with an 8' high drapery backdrop and 3' high sides, 8' draped table, 2 chairs.

Two complimentary coffee mugs for each booth.

Vendor Appreciation Luncheon: 2 complimentary tickets per booth. Additional tickets are \$15.00 each.

(Please reserve and pay for any extra tickets on this invoice)

Golf Tournament – Complimentary Golf on Wednesday _____ # of Participants

Trade Show Date: Thursday, April 16, 2009 Exhibits & Demonstrations from 9:45AM – 4:00PM

DOOR PRIZE: Will you have a door prize available for the drawing at the show? **Yes**____ **No**____

Choice of booth location will be assigned in the order of the receipt of payment at the address below. List number of booth choice. If the requested locations are taken, a booth will be assigned as close to the requested location as possible.

BOOTH CHOICES: 1st 2nd 3rd 4th

WORKSHOP TOPIC:

The Conference Committee will select topics for vendor workshops from those offered, based on interest to OSFMA members. Provide a brief, accurate description of your topic.

FEES:

- | | | |
|--|------------------------------|----------|
| <input type="checkbox"/> 2009 Vendor Member Fee: New Member _____ Renewal—Member Since: _____ | \$ 50.00 | |
| <input type="checkbox"/> 2009 Booth Rental Early Deadline Registration Fee: \$450.00 (received by February 28) | \$ _____ | |
| | \$500.00 (after February 28) | \$ _____ |
| <input type="checkbox"/> Additional Tickets for Vendor Appreciation Luncheon: \$15.00 x _____ | \$ _____ | |
| Total Payment Enclosed: | | \$ _____ |

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2009 Tentative Conference Program

Wednesday, April 15 Schedule

9:00-11:00 AM
“Custodial Roundtable-How To Do The Same With Less”

9:00-10:00 AM *“How To Pass A Successful Bond”*

10:00-11:00 AM *“Sustainable Oregon Schools”*

11:15-1:00 PM *Luncheon with Guest Speaker
 Dr. William Korach, Lake Oswego School District*

1:00 PM *Larry King Memorial Golf Classic*

1:30-3:30 PM “ *“Early Return To Work”*

1:30-2:30PM *“OSHA Fall Protection”*

2:30-3:30 PM
“Online Community Training and Information”

4:00-6:00 PM *Member Tour*

6:00-8:00 PM *President’s Reception*

9:00-9:45 AM **Vendor Provided Workshops**
“Safety Hazards and Vandalism”
“Inspection & Maintenance for Stage Equipment”
“Streamline Custodial Supplies”
“Hardwood Floor Finishing, From Oil to Water Base”

9:45-11:30 AM **Vendor Exhibits**

11:30-1:15 PM . *Vendor Appreciation Luncheon with
 Guest Speaker—David Rabiner*

1:30-4:00 PM **Vendor Exhibits**

6:00 PM *Vendor Hospitality Suites*

Thursday, April 16 Schedule

7:00 AM *Member Continental Breakfast*

8:00-8:45 AM **Vendor Provided Workshops**
“Lead Exposure Issues & District Policies”
“Polished Concrete Floors”
“SB 1149 Information”
“Security Issues—Cameras in Schools”

Friday, April 17 Schedule

8:00 AM *Member Full Breakfast*

9:00 AM *Zone Meetings*

10:00-11:30 AM
Guest Speaker—Merle Kirkley

11:30-1:00 PM
Lunch, Annual Business Meeting.

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The Oregon School Facilities Management Association Professional Growth Certification Program is based on education, achievements and experience. Certifications are awarded in two areas:

- ◆ School Facilities Manager
- ◆ School Facilities Specialist

For further information and an application packet contact:

Eric Shawn, Catlin Gabel School
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(continued from page 8)

Green Cleaning

water, lakes and streams, adversely affecting plant and animal life, threatening public health and adding to pollution.

Even with the best efforts to reduce and reuse, most schools will produce some waste. With sustainability in mind, this waste should be recycled to the extent possible. When it comes to cleaning product purchases, including janitorial paper, it is important to close the recycling loop by purchasing products made from or packaged with recycled materials. The EPA Comprehensive Procurement Guidelines offer a standard for recycled content for a wide array of other consumer products.

Five Simple Steps to Green Cleaning in Schools

The Healthy Schools Campaign recommends starting with five simple steps:

Step 1: *Switch to Green Cleaning Products*

Purchase certified green cleaning products, such as by GreenSeal and EcoLogo. This stage also includes training or retraining cleaning personnel regarding the proper product application, mixing, dilution and disposal.

Step 2: *Introduce Green Equipment and Supplies*

Use vacuums and other floor cleaning equipment with high-efficiency filters to capture microscopic materials that might adversely impact building occupant health or damage sensitive equipment. Green equipment tends to cost more, but the higher quality and greater durability is more cost-effective in the long run.

Step 3: *Adopt Green Cleaning Procedures*

(continued from page 15)

Products

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(continued from page 14) **Green Cleaning**

Change the frequency, technique or time when cleaning is performed. For instance, spraying product on a cleaning cloth rather than on the surface being cleaned, or adopt integrated pest management to cut down on pesticide exposure.

Step 4: Use Green Paper and Plastic Products

Introduce sustainability preferable paper and recycled plastic trash can liners to your school. By taking a few simple steps to reduce consumption you can offset the higher initial cost.

Step 5: Share the Responsibility

Educate custodial staff, administrators, teachers, students, union representatives, vendors and visitors about what they can do to promote a healthy school environment.

Resources

"The Quick & Easy Guide to Green Cleaning in Schools, version 2": <http://www.healthyschoolscampaign.org/programs/gcs/>

Green Schools Initiative's "Green Schools Buying Guide":

<http://greenschools.live.radicaldesigns.org/display.php?modin=50&uid=1>

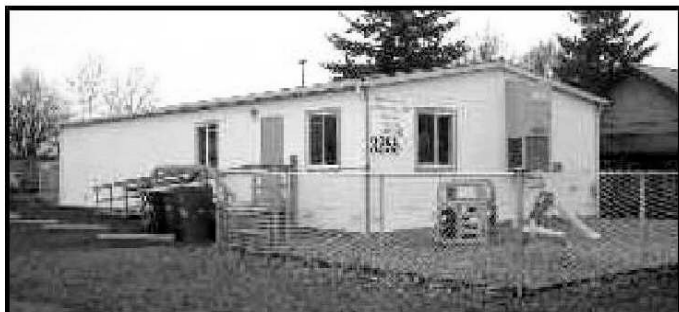
Cleaning for Healthy Schools <http://www.cleaningforhealthyschools.org/>

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DATES TO REMEMBER . . .

2009 Conference Committee Meetings

Chair—Pierre Dehaze
pdehaze@sherwood.k12.or.us

November 5
December 5
January 9
February 13
March 13

Meeting Location:
Salem-Keizer School District

2008—09 Board Meetings

President—Tim Seery
tim_seery@reynolds.k12.or.us

November 5
January 9
March 13

Meeting Location:
Salem-Keizer School District,

NOTE:

OSFMA E-Mail Address: **OSFMA@OSFMA.ORG**
MAILING ADDRESS: **PO Box 1474**
Scappoose, OR 97056
800.799.6159

2008—09 Zone Meetings

Upcoming zone meetings are posted at the
OSFMA website:
www.osfma.org