



2010-2011

Educational Resource Catalog

**TOOLS To Help You Increase
Productivity And Profitability**

- Publications
- CDs
- DVDs
- Training materials
- Model programs

www.mcaa.org/store



New & Revised



ABOUT THIS CATALOG

Planning new business opportunities? Need tool and equipment rental rates? Hope to boost your safety education program? **MCAA's got you covered.** Inside this catalog, you'll find new ideas for every facet of your business all produced *especially* for you as mechanical contractors. See what's *New, Revised and Coming Soon* on pages 2-4 or find the resources that established MCAA's reputation *and yours* starting on page 5. Either way, look no further than MCAA for *all* of your business needs, this time and *every* time.

NEW & REVISED...



Green Associate Training Module

MCAA's unique, three-part education program uses industry-leading faculty and allows you to learn without leaving your office, saving you travel time and costs. Begin by watching the comprehensive DVD, which explains LEED core concepts and strategies. The companion manual includes more detail and reference materials to help you prepare for the LEED Green Associate exam. After completing the DVD training, join a live webinar to review the material from the DVD and ask questions of the instructor, Courtney France. She is a LEED AP who has worked on more than 200 projects around the world that have applied the U.S. Green Building Council (USGBC)'s LEED rating system. And, MCAA produced the *Green Associate Training Module* in partnership with her company, France Sustainable Solutions. Look for more information on page 5 and online at www.leadgatestprep.com.



Maintaining or Improving Your Edge in an Economic Downturn through Strategic IT Planning

This White Paper contains concise, easy-to-implement tips on how to use strategic investments in IT during an economic downturn to help your company come out on the other side leaner, better-run and with a sharper edge over the competition. Additional information appears on page 6.



Management Methods Manual

Keep your company running smoothly, efficiently and profitably by revisiting the basics in this manual. See page 8 for details.



Model NFPA 70E – 2009 Electrical Safety Program for Service

Designed especially for mechanical service contractors whose technicians perform work on HVAC units that are pushing 480 volts or less and based on information from NFPA 70E – 2009, this model program will help you develop an electrical safety program that is specific to your company's needs. Find out more on page 16.



National Service and Maintenance Agreement

This Agreement between the UA and MSCA covers all service and maintenance work in currently operating facilities. See page 27 for details.



To order, call 301-990-2200 or visit www.mcaa.org/store.

NEW **Recordkeeping Guide**
This guide makes OSHA's occupational injury and illness recording process easy for mechanical construction and service contractors to understand. It also will help you comply with the agency's recordkeeping regulation. Learn more on page 12.

FREE **ONLINE** **NEW** **Rigging Safety Guide**
This user-friendly guide will assist workers in planning for safe rigging operations involving mechanical industry equipment and materials. Information on key safe rigging practices is provided to help workers: prevent rigging/lifting related injuries; prevent damage to equipment, materials and property; and perform their rigging responsibilities more efficiently. More on page 12.

NEW **DVD** **Safety Leadership for Mechanical Construction Supervisors**
Good safety and health leadership from project managers, foremen and other jobsite supervisors is critical to establishing a successful safety culture. This 14-minute DVD covers the key leadership skills needed to establish the jobsite safety culture desired by every top-notch company and required by so many owners, GCs and CMs. Find out more on page 13.

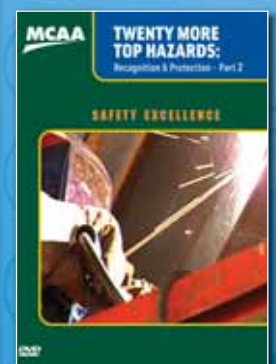
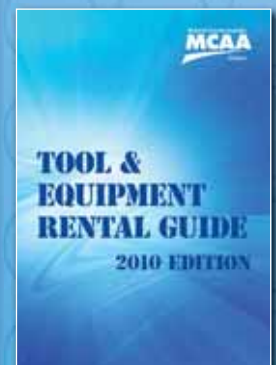
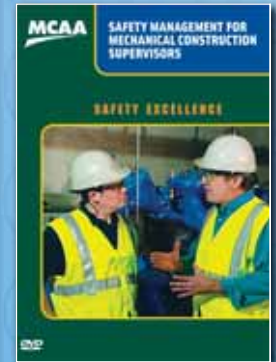
NEW **DVD** **Safety Management for Mechanical Construction Supervisors**
This 14-minute DVD for project managers and foremen covers the critical aspects of project safety management including leadership, pre-task planning, hazard recognition, auditing for compliance, properly addressing safety concerns, regulatory loss control, recordkeeping and conflict resolution. Details are on page 13.

REVISED **Tool & Equipment Rental Guide**
Why spend time gathering equipment rates when you don't have to? This is a comprehensive, current guide to cost recovery for commonly used tools and equipment. Rates used come from cost formulas and analytic methods used in the construction industry and consider purchase price, depreciation, maintenance and overhaul costs, indirect equipment costs and average annual use hours. They do not reflect rates charged by rental companies. See page 9 for more information.

NEW **Twenty More Top Hazards: Recognition and Protection – Part 2**
This kit covers 20 more of the top mechanical construction industry hazards. A 14-minute worker training DVD, a set of 20 pocket guides to facilitate training and a training documentation system are included in the kit. A 20-question multiple choice test is included in MCAA's *Safety Training Kits—Test Series*. See page 24 for more information and Part 1, *Twenty Top Hazards: Recognition and Protection*.

NEW **Water-Efficiency Technologies for Mechanical Contractors: New Business Opportunities**
This study from the Mechanical Contracting Education & Research Foundation (MCERF) explains how anticipated water shortages could result in unprecedented opportunities for mechanical contractors, technology suppliers and engineering consultants to supply water conservation technologies. Learn about immediate revenue opportunities in water audits and water-efficient fixtures, to name a few. More information is on page 9.

New & Revised



ALSO IN THE WORKS

At MCAA,
we're always
thinking ahead,
just like you.

Look for
educational
resources on
these topics in
2011 or 2012:

- Quality assurance
- Marketing

AND COMING SOON!

We're working hard to keep you on top of the latest trends and ensure that you have tools to help you streamline your operations. Here are just a few of the educational resources we have in the works. Watch the *National Update* and www.mcaa.org/store for announcements of additional titles throughout the year.



Change Orders, Productivity, Overtime—A Primer for the Construction Industry

Developed to assist construction contractors, their customers and others involved in construction projects in determining the costs associated with unplanned events, circumstances and factors that may impact the outcome, productivity and schedule of those projects. This manual is intended to be a planning tool and not a source for absolute percentages or costs. **A completely revised edition will be released in March 2011.** For the current edition, which includes a printed book and a CD with the online version of the publication to give you full-text search capabilities, see page 7.



Electrical Safety Guidelines for Mechanical Service (Based on NFPA 70E – 2009) Safety Training Kit

This safety training kit has been revised to cover several key changes made to the current code NFPA 70E – 2009. The kit includes a 14 minute DVD, set of pocket guides which highlight key training points, a training documentation system and access to a 20 question multiple choice test on the MCAA website. **To be released in August 2010.**



Labor Relations Handbook

This publication addresses the unique needs of the service contractor and is an important tool to enhance competitiveness. It contains a copy of the National Service and Maintenance Agreement, background information, the Industrial Relations Council manual and the Collective Bargaining Guide. **A new edition will be released in fall 2010.** For the current edition, see page 26.



Model Environmental Management Program

Although mechanical construction work does not typically generate the jobsite environmental issues that other trades do, there is a steadily increasing demand from owners, GCs and CMs for all the trades to establish environmental management programs. This model program, which can be quickly and easily tailored to meet your company needs, will help you meet that demand. **To be released in November 2010.**



Pre-Task Safety & Health Planning for Mechanical Construction Supervisors

This 14-minute DVD will help teach your supervisors to incorporate safety and health planning into your existing task planning processes. They will learn how to quickly and efficiently identify the potentially hazardous tasks, break them down into steps, determine the hazards associated with each step and establish safe work practices for the task. **To be released in September 2010.**



Toolbox Safety Talks – Volume V

This fifth volume of short duration safety training toolbox talks will further expand your safety training library. These talks will help you remind your mechanical construction workers to identify jobsite safety and health hazards and protect themselves from them. **To be released in October 2010.**

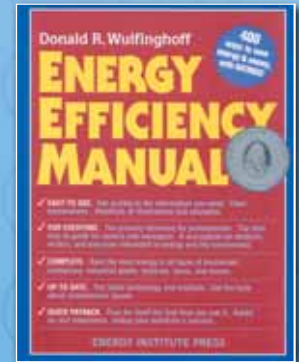
MCAA RESOURCES

ENERGY EFFICIENCY

Energy Efficiency Manual

This easy-to-use, step-by-step technical guide will help you in every aspect of energy efficiency whether you're in new construction or service. Illustrations, ratings, examples and tips will help you estimate energy savings, cost and payback period. The manual was written with a view toward longevity and is based on an understanding of principles that will never change. Published in 2000.

Item code: EM1	Member	Non-Member
	\$199.00	\$597.00



ESTIMATING



WebLEM®

WebLEM is the next generation of the popular *Labor Estimating Manual (LEM)*, considered the industry's most reliable, authoritative source for comprehensive labor units for typical project tasks. This new, web-based product contains the detailed labor data contractors have come to depend on. With the *WebLEM*, you can quickly search for and retrieve information. The *WebLEM* also offers you the capability to export data into Microsoft Excel or CSV format for added flexibility. Data in the *WebLEM* is reviewed and updated periodically to reflect the latest products and joining methods. MCAA/MSCA members receive free access to the *WebLEM* and do not need to sign a subscription agreement. Non-members must complete and sign a subscription agreement before they can access the *WebLEM*. If you need a subscription agreement form, please visit www.weblem.org and click on Download Brochure.

Item code: WEBLEM	Member	Non-Member
Subscription Cost	Free	\$1,995.00
Annual Maintenance Fee	Free	\$295.00



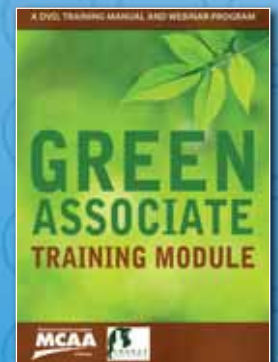
GREEN

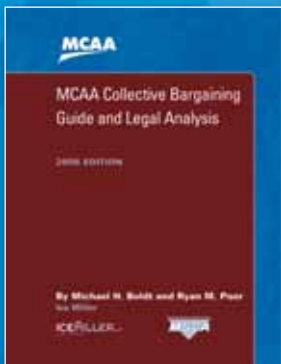
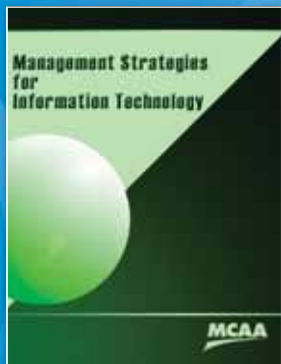


Green Associate Training Module

MCAA's unique, three-part education program uses industry-leading faculty and allows you to learn without leaving your office, saving you travel time and costs. Begin by watching the comprehensive DVD, which explains LEED core concepts and strategies. The companion manual includes more detail and reference materials to help you prepare for the LEED Green Associate exam. After completing the DVD training, join a live webinar to review the material from the DVD and ask questions of the instructor, Courtney France. She is a LEED AP who has worked on more than 200 projects around the world that have applied the U.S. Green Building Council (USGBC)'s LEED rating system. And, MCAA produced the *Green Associate Training Module* in partnership with her company, France Sustainable Solutions. To find out more, and to purchase the module, go to www.leedgatestprep.com.

Item code: GATM1	Member	Non-Member
	\$450.00	\$750.00





INFORMATION TECHNOLOGY



Build for a Business Advantage: Accounting and Job Cost Software Selection Strategies That Work

This White Paper will help you take the pain out of your next accounting/job cost software upgrade and turn the process into one of the most valuable that your company will ever undertake. Published in 2006.

Item code: IT2	Member	Non-Member
Online	Free	Not Available
Printed Copy	Free	Not Available



Maintaining or Improving Your Edge in an Economic Downturn through Strategic IT Planning

This White Paper contains concise, easy-to-implement tips on how to use strategic investments in IT during an economic downturn to help your company come out on the other side leaner, better-run and with a sharper edge over the competition. Published in 2009.

Item code: IT3	Member	Non-Member
Online	Free	Not Available
Printed Copy	Free	Not Available

Management Strategies for Information Technology

Find practical management techniques in straightforward language in this manual designed for employees who are not IT specialists and for IT professionals with little or no experience in mechanical construction. Published in 2003.

Item code: IT1	Member	Non-Member
	\$50.00	\$150.00

LABOR RELATIONS



Collective Bargaining Guide and Legal Analysis—2006 Edition

Labor and employment law experts Michael Boldt and Ryan Poor cover essential collective bargaining details in plain English. The book also comes with a comprehensive digest of all federal labor and employment laws, and links to government agency compliance websites compiled onto a CD. Published in 2006.

Item code: LR1	Member	Non-Member
	\$60.00	\$180.00



Labor Relations Handbook

This service-related labor reference is listed on page 26, where you'll also find other items of particular interest to service contractors.

MANAGEMENT



Change Orders, Productivity, Overtime— A Primer for the Construction Industry

Developed to assist construction contractors, their customers, and others involved in construction projects in determining the costs associated with unplanned events, circumstances and factors that may impact the outcome, productivity and schedule of those projects. This manual is intended to be a planning tool and not a source for absolute percentages or costs. The printed book includes a CD with the online version of the publication to give you full-text search capabilities. Published in 2005. Printed books are available while supplies last. **Look for a completely revised version of this publication in March 2011.**

Item code: M3	Member	Non-Member
Online	\$25.00	\$75.00
Printed Copy	\$25.00	\$75.00



ConsensusDOCS —The Industry’s Leading Construction Form Document Program

ConsensusDOCS, of which MCAA is a participating member, publishes a comprehensive library of some 80 form documents drafted in a co-equal consensus process among the leading industry, owner, contractor and specialty contractor groups. Included are trend-setting contracting forms that address BIM and the newest forms of integrated project delivery. Revised periodically. Visit www.consensusdocs.org for additional information and pricing. **Save on ConsensusDOCS—find the discount code in the members-only area at www.mcaa.org.**



European Green Building Technologies

This MCERF study explores leading-edge European approaches to high-performance mechanical systems and how these approaches could potentially be applied for use in North American markets. Published in 2008. Printed books are available while supplies last.

Item code: M25	
Online	Free
Printed Copy	\$15.00



Five Key Trends for the Future of the Mechanical Contracting Industry

This research report provides a studied and dispassionate look at some developing trends that portend to have real impact on the personal and business futures of mechanical contractors. The central thesis of this report underwritten by MCERF is that you can change your future through the actions and preparations you take today. Published in 2004. Printed books are available while supplies last.

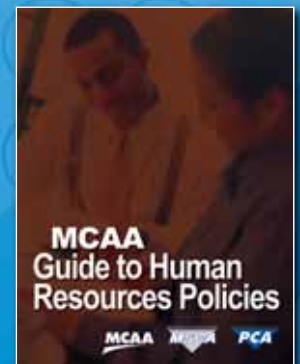
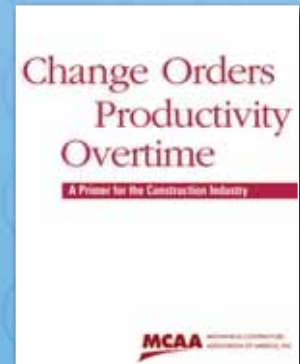
Item code: M18	
Online	Free
Printed Copy	\$15.00



Guide to Human Resources Policies

Designed to assist you in developing a human resources manual for your company, this publication reflects current trends and law on human resource management. A CD version is included with the printed book to help you customize a human resources guide for your company. The online version contains the text of the printed book in PDF format as well as the customizable items from the CD. Published in 2007. Printed books are available while supplies last.

Item code: M23	Member	Non-Member
Online	\$100.00	\$300.00
Printed Copy	\$100.00	\$300.00





Management Methods Manual

Keep your company running smoothly, efficiently and profitably by revisiting the basics in this manual. Topics covered include:



- Accounting and Finance
- Business Forms
- Change Orders
- Contracts
- Corporate Planning
- Education and Training
- Estimating
- Fabricating
- Human Resources
- Insurance/Bonding
- Job Management
- Joint Ventures
- Labor Relations
- Legal
- Legislation
- Management Innovation
- Marketing
- Overtime
- Productivity
- Purchasing
- Quoting and Bidding Procedures
- Safety
- Subcontracts
- Taxes
- Tools and Equipment

Revised in 2010.

Item code: M8PDF	Member	Non-Member
	Free	\$600.00



Online Piping and Usage Specification (OPUS)

OPUS allows the user to make dynamic combinations of pipe types, materials, applications and joinings. This free resource was developed by a task group of MCAA contractors and Manufacturer/Supplier Council members for those who are new to the industry, but all MCAA members are encouraged to use the system. *Find it online at <http://opus.mcerf.org>.*



Planning for Profitability: Step by Step

Assure your management team that proper planning has been done for each project. This handy booklet will assist you in making an in-depth evaluation of a project before the signing of the contract, thereby reducing risk and enhancing profitability. Also available as a kit with its companion piece, *Typical Project Management Flowchart*. Published in 2005. Printed books are available while supplies last.

Item code: M4	Member	Non-Member
Online	\$5.00	\$15.00
Printed Copy	\$5.00	\$15.00

Planning for Profitability and Typical Project Management Flowchart

Item code: M22	\$12.00	\$36.00
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Preventing Construction Claims

Learn how to avoid claims against your company after a project is completed. Includes information to help you avoid potential traps throughout the life of a project, and suggestions for turning problems into opportunities. Running time: 25 minutes. Produced in 2000.

Item code: M14	\$35.00
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Procurement Chain Management in the Construction Industry

This MCERF study describes the growing trend of owners and other entities who engage in the procurement of equipment early in the construction project cycle. The study also illustrates current models of procurement management and suggests a new method for performing this critical process. Published in 2004. Printed books are available while supplies last.

Item code: M19	
Online	Free
Printed Copy	\$15.00



Project Managers Manual

This manual covers all aspects of mechanical industry project management, including key topics like managing change orders and claims, job cost and labor control, productivity, scheduling, safety and much more. Published in 2006.

Item code: M7	Member	Non-Member
	\$95.00	\$285.00



Tool & Equipment Rental Guide

Why spend time gathering equipment rates when you don't have to? This is a comprehensive, current guide to cost recovery for commonly used tools and equipment. Rates used come from cost formulas and analytic methods used in the construction industry and consider purchase price, depreciation, maintenance and overhaul costs, indirect equipment costs and average annual use hours. They do not reflect rates charged by rental companies. Revised in 2009.

Item code: M9	Member	Non-Member
	Free	\$150.00



Typical Project Management Flowchart

This indispensable reference tool will help you keep your jobs on track every step of the way. The flowchart includes critical activities for each job along with the individuals typically involved in that activity. Also available as a kit with its companion piece, *Planning for Profitability: Step by Step*. Published in 2006.

Item code: M21	Member	Non-Member
	\$10.00	\$30.00

Typical Project Management Flowchart and Planning for Profitability

Item code: M22	\$12.00	\$36.00
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The Value Chain: Adding Value to the Supply Chain

This MCERF study defines the construction supply chain and highlights key concepts that will help you transform your supply chain into a value chain. By streamlining work processes, developing stronger relationships with suppliers and using technology, you can significantly increase your company's profitability. Published in 2004. Printed books are available while supplies last.

Item code: M20

Online	Free
Printed Copy	\$15.00



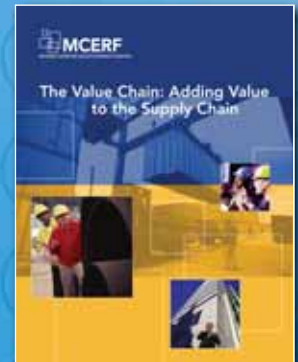
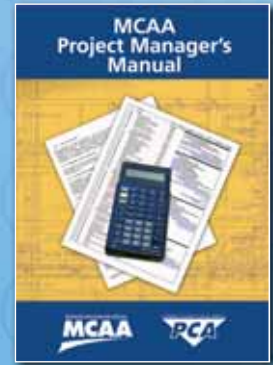
Water-Efficiency Technologies for Mechanical Contractors: New Business Opportunities

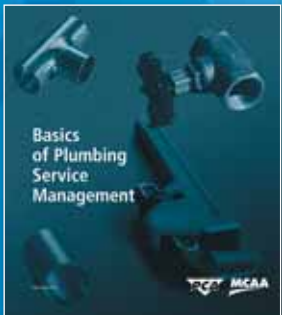
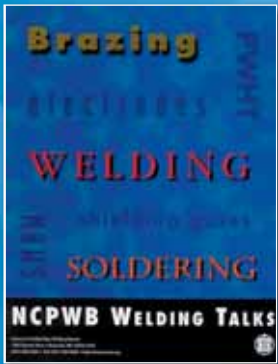
This study from the Mechanical Contracting Education & Research Foundation (MCERF) explains how anticipated water shortages could result in unprecedented opportunities for mechanical contractors, technology suppliers and engineering consultants to supply water conservation technologies. Learn about immediate revenue opportunities in water audits and water-efficient fixtures, to name a few.

Item code: M27	Free
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Management





PIPE WELDING



An Explanation of Certified Pipe Welding

This brochure can be used to educate technicians and customers about ASME Code requirements for proper installation and fabrication of welded piping systems in accordance with Welding Procedure Specifications. Revised in 2007.



Item code: PW9	Member	Non-Member
Online	Free	\$18.00
Printed Copy	\$6.00	\$18.00



General Brazing Guidelines

Your brazers will benefit from the concise, easy-to-read background information and instructions in this pocket-size booklet. Guidelines supplement NCPWB Brazing Procedure Specifications and include mandatory practices, recommended practices and general information. Revised in 2009.



Item code: PW2	Member	Non-Member
	\$6.00	\$18.00



General Instructions for Testing Pipefitting Welders

This publication describes testing procedures for welders according to the requirements of Section IX, Welding, of the ASME Boiler and Pressure Vessel Code. Revised in 2009.



Item code: PW3	Member	Non-Member
	\$8.00	\$24.00



General Welding Guidelines

Supplement your welders' knowledge with this booklet of practices not included in the Welding Procedure Specifications. This information is necessary for the proper welding of pipefittings. Revised in 2009.



Item code: PW4	Member	Non-Member
	\$6.00	\$18.00



NCPWB Welding Talks

Describes welding, soldering, and brazing processes and their advantages and limitations. Details the numbering system used for selecting electrodes, NCPWB welding procedures and how to properly maintain welding equipment and store welding electrodes and filler metals. Published in 1998. Printed books are available while supplies last.



Item code: PW21	Member	Non-Member
Online	Free	\$30.00
Printed Copy	\$10.00	\$30.00

PLUMBING

Additional resources that may be of interest to plumbing contractors are located throughout this catalog.



Basics of Plumbing Service Management

Learn to run a successful plumbing company from the experts...successful plumbing contractors. Includes how-to ideas for all areas of your company. Published in 2001.



Item code: PB6	Member	Non-Member
	Free	\$150.00



Management Bulletins for Plumbing Contractors

Practical advice to help you successfully face everyday challenges in the areas of accounting and finance, business forms, business development, employee relations, jobsite management, legal issues, office procedures and general information. Published in 2000.



Item code: PB5	Member	Non-Member
	Free	\$75.00

SAFETY & HEALTH – General Information



Hazardous Materials Transportation Guide for the Service Industry

This guide will help you determine whether your company is benefiting from the federal Materials of Trade Exception and whether you're in compliance with state laws when transporting hazardous materials. Published in 2005.



Item code: MSSE5	Member	Non-Member
	\$45.00	\$135.00



Jobsite Safety Inspection Checklist

This checklist will help keep you organized and on track when you perform safety inspections. Revised in 2007.

Item code: SE8	Member	Non-Member
Online	Free	\$15.00
Printed Copy	\$5.00	\$15.00

Jobsite Safety Kit

Include this handy safety kit in the plans for each new project. The kit includes: OSHA Jobsite Safety Poster, Emergency Telephone Number Poster, Jobsite Safety Inspection Checklist, Safety Manual for the Mechanical Construction Trades, Crane Operations Signal Poster, Eye Injury Prevention Poster, Hazard Communication Poster, OSHA 300 Log, OSHA 300A Form, OSHA 301 Form, Tool Box Safety Talk for Short-Duration Eye Injury Prevention and Eye Injury Prevention Tip Sheet. Revised in 2007.

Item code: SE3	Member	Non-Member
	\$22.00	\$66.00

MSDS BinderWorks

MSDS BinderWorks is an MSDS service provided jointly by MCAA and the MCA of Iowa. The only service of its kind, MSDS BinderWorks provides the user with access to mechanical industry specific MSDSs in electronic and hard copy formats as desired. For a free test run, call Scot Stoltenberg at 515-334-2616.

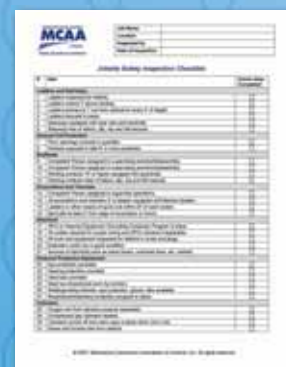
Item code: MSDS	Member	Non-Member
1 year	\$425.00	\$650.00
2 years (save \$50)	\$800.00	\$1,250.00



Occupational Safety & Health Standards for Construction

Reference OSHA standards that apply to mechanical construction quickly and easily. Each entry includes complete text and section citations. Revised twice a year.

Item code: SE1	Member	Non-Member
	\$60.00	\$180.00





Occupational Safety & Health Standards for General Industry

Reference OSHA standards that apply to mechanical service contractors and pre-fabrication shops. Each entry includes complete text and section citations. Revised twice a year.

Item code: MSSE1	Member	Non-Member
	\$60.00	\$180.00



OSHA Inspections: Be Prepared for the Process

Project managers, foremen, and other supervisors who are designated the “supervisor in charge” of dealing with OSHA inspections will learn how to prepare in advance of an OSHA inspection, and how to minimize company losses during the inspection process. Running time: 14 minutes. Produced in 2006.

Item code: SE57	Member	Non-Member
	\$65.00	\$195.00



Pre-Task Safety & Health Planning for Mechanical Construction Supervisors

This 14-minute DVD will help teach your supervisors to incorporate safety and health planning into your existing task planning processes. They will learn how to quickly and efficiently identify the potentially hazardous tasks, break them down into steps, determine the hazards associated with each step and establish safe work practices for the task. *To be released in September 2010.*

Item code: SE71	Member	Non-Member
	\$65.00	\$195.00



The Profitability of Safety

Learn how to improve your bottom line by dedicating time and resources to establishing and maintaining safe work practices. Running time: 15 minutes. Produced in 1998.

Item code: SE11V	Member	Non-Member
	\$65.00	\$195.00



Recordkeeping Guide

This guide makes OSHA’s occupational injury and illness recording process easy for mechanical construction and service contractors to understand. It also will help you comply with the agency’s recordkeeping regulation.



Item code: SE68	Member	Non-Member
	Free	\$54.00



Rigging Safety Guide

This user-friendly guide will assist mechanical industry workers in planning for safe rigging operations involving mechanical industry equipment and materials. Information on key safe rigging practices is provided to help workers: prevent rigging/lifting related injuries; prevent damage to equipment, materials and property; and perform their rigging responsibilities more efficiently.



Item code: SE69PDF	Member	Non-Member
	Free	\$54.00



The Right Approach: Accident Investigation for the Mechanical Trades

Get step-by-step instruction on how to conduct a thorough accident investigation and understand why accident investigations are so valuable. Running time: 10 minutes. Produced in 2002.

Item code: SE38	Member	Non-Member
	\$65.00	\$195.00



Safety Leadership for Mechanical Construction Supervisors

Good safety and health leadership from project managers, foremen and other jobsite supervisors is critical to establishing a successful safety culture. This 14-minute DVD covers the key leadership skills needed to establish the jobsite safety culture desired by every top-notch company and required by so many owners, GCs and CMs. Produced in 2010.

Item code: SE70	Member	Non-Member
	\$65.00	\$195.00



Safety Management for Mechanical Construction Supervisors

This 14-minute DVD for project managers and foremen covers the critical aspects of project safety management including leadership, pre-task planning, hazard recognition, auditing for compliance, properly addressing safety concerns, regulatory loss control, recordkeeping and conflict resolution. Produced in 2009.

Item code: SE67	Member	Non-Member
	\$65.00	\$195.00

Safety Manual for the Mechanical Construction Trades

This comprehensive, user-friendly revision of the popular MCAA *Safety Manual for the Mechanical Trades* was designed specifically for the mechanical industry. Existing safety sections have been rewritten, and several pertinent safety sections have been added. Color illustrations have been added to highlight key points and enhance the reader's ability to find information. Published in 2006.

Item code: SE7	Member	Non-Member
	\$6.00	\$18.00



Safety Manual for the Mechanical Service Trades

This comprehensive, user-friendly pocket-size book was designed specifically for the mechanical service industry. Color illustrations highlight key points and enhance the reader's ability to find information. Published in 2007.

Item code: MSSE8	Member	Non-Member
	\$6.00	\$18.00



Safety Training Guide

This non-technical guide will help you learn the most effective methods of teaching safety subjects to workers who may or may not want to learn them. Published in 2003. Printed books are available while supplies last.

Item code: SE45	Member	Non-Member
Online	Free	\$54.00
Printed Copy	\$18.00	\$54.00



Safety Training Kits—Test Series

Test your workers to make sure they understand key points covered by MCAA's safety training kits. Includes a 20-question multiple-choice test for each safety training kit. Updated for each new safety training kit. Revised in 2010.

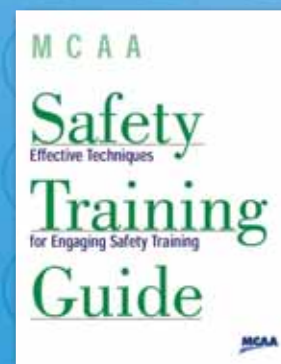
Item code: SE37	Member	Non-Member
	Free	\$120.00

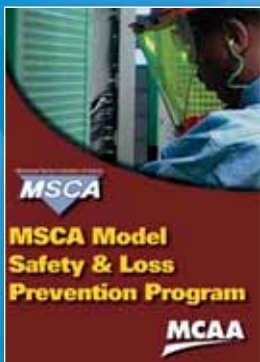
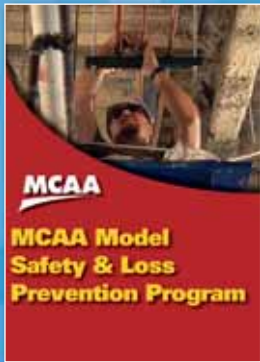


MCAA Safety Training Library

This DVD features 21 worker safety training programs and two industry supervisor programs. While initially produced for the mechanical construction and service industry, many are readily applicable to general and other specialty trade programs. Available in both English and Spanish. Produced in 2005.

Item code: SE55V	English	\$395.00
Item code: SE56V	Spanish	\$395.00





FREE



Sample Safety Incentive Programs

Encourage your employees to practice sound safety procedures by establishing an effective safety incentive program. This publication offers tips from those who have developed successful programs. Published in 1998. Printed books are available while supplies last.

Item code: SE9	Member	Non-Member
Online	Free	\$21.00
Printed Copy	\$7.00	\$21.00



Technical Data and Safety Guide for Service

This pocket-size resource includes conversion factors; equipment formulas; electrical, refrigerant, pneumatic, pump, and water piping design, and fan and duct design data; and safety guidelines. Published in 1999.

Item code: MSSE4	Member	Non-Member
	\$15.00	\$45.00

SAFETY & HEALTH – Model Programs

Quickly create a personalized program for your company. These programs will help your company comply with OSHA requirements conveniently and cost-effectively.



MCAA Model Safety & Loss Prevention Program

Designed to assist mechanical construction firms in the development and implementation of comprehensive safety and loss prevention programs, this resource includes a fundamentally sound, industry specific safety and health program model and 12 additional model program addendums covering accident investigations, bloodborne pathogens, confined space entry, excavation safety, fall protection, hazard communication, hexavalent chromium, job safety analysis, lead, lockout/tagout, mold prevention and respiratory protection. All of the programs are designed to be quickly and easily tailored to meet a company's specific needs. Published in 2008.

Item code: SE11A	Member	Non-Member
	\$225.00	\$675.00



MSCA Model Safety & Loss Prevention Program

This handy CD features a basic model safety program and eight topic-specific model programs covering bloodborne pathogens, confined space entry, hazard communication, lead, lockout/tagout, mold prevention, electrical safety and respiratory protection. Each program is fully customizable to suit your company's individual needs. Published in 2007.

Item code: MSSE3	Member	Non-Member
	\$125.00	\$375.00

Model Accident/Incident Investigation Program

Accident/incident investigation allows you to identify hazards and unsafe behavior so that you can implement measures to prevent recurrence. This model program will help you establish an effective investigation program for each project. Published in 2005.

Item code: SE52	Member	Non-Member
	\$18.00	\$54.00

Model Bloodborne Pathogens Exposure Control Plan

Guides you through establishing a cost-effective program that minimizes your employees' exposure to bloodborne pathogens and ensures your compliance with OSHA requirements. Especially helpful for contractors whose employees work in hospitals, clinics, laboratories or other settings where they may be exposed to bloodborne pathogens. Published in 2000. A safety training kit on this topic is available on page 18 of this catalog.

Item code: SE21	Member	Non-Member
	\$18.00	\$54.00

Model Confined Space Entry Program

Minimize the risks from entry into areas not designed specifically for human occupancy—limited space or narrow, short and otherwise hard to pass through areas. Published in 1999. A safety training kit on this topic is available on page 19 of this catalog.

Item code: SE16	Member	Non-Member
	\$18.00	\$54.00

Model Environmental Management Program

Although mechanical construction work does not typically generate the jobsite environmental issues that other trades do, there is a steadily increasing demand from owners, GCs and CMs for all the trades to establish environmental management programs. This model program, which can be quickly and easily tailored to meet your company needs, will help you meet that demand. **To be released in November 2010.**

Item code: SE73	Member	Non-Member
	Free	\$54.00

Model Excavation Safety Program

Guides you through establishing a program that minimizes risk to your employees and ensures your compliance with OSHA requirements. It makes development and implementation of such a program as easy and cost-effective as possible. Published in 2003. A safety training kit on this topic is available on page 20 of this catalog.

Item code: SE39	Member	Non-Member
	\$18.00	\$54.00

Model Fall Protection Program

Need help developing a written fall protection program? This program can do the job. Designed for mechanical construction and service contractors. Published in 2001. A safety training kit on this topic is available on page 20 of this catalog.

Item code: SE30	Member	Non-Member
	\$18.00	\$54.00

Model Hazard Communication Program

OSHA's Hazard Communication Standard requires you to explain to employees what chemicals they may be exposed to in the workplace, the hazards associated with use of or exposure to these chemicals and the steps they can take to protect themselves. Designed for mechanical construction and service contractors. Published in 2000. A safety training kit on this topic is available on page 21 of this catalog.

Item code: SE22	Member	Non-Member
	\$18.00	\$54.00

Model Hexavalent Chromium Compliance Program

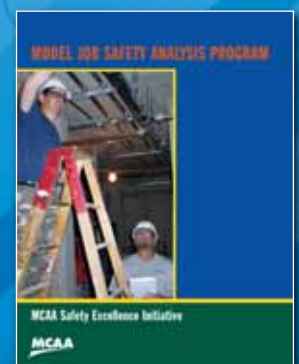
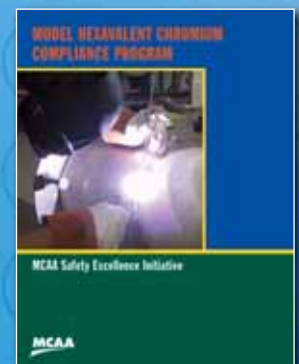
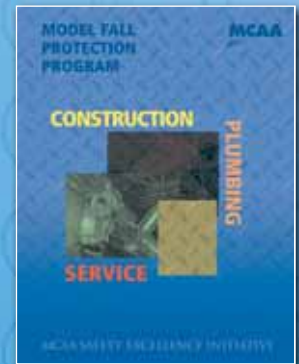
This program assists mechanical construction companies in complying with the OSHA standard, and enables them to meet increasing owner, GC, CM and prime contractor demands for written hexavalent chromium compliance programs. Published in 2006. A safety training kit on this topic is available on page 21 of this catalog.

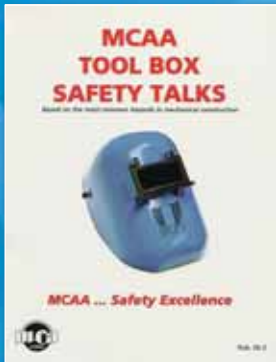
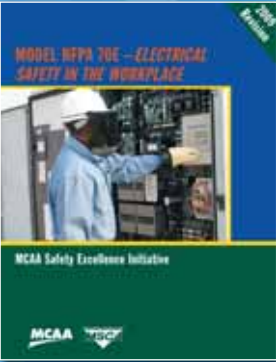
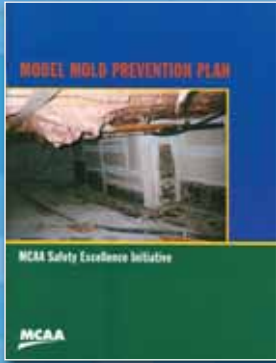
Item code: SE59	Member	Non-Member
	\$18.00	\$54.00

Model Job Safety Analysis Program

This model program will help you establish a standard procedure for conducting a job safety analysis in your company in a way that is both cost-effective and efficient. Published in 2005.

Item code: SE51	Member	Non-Member
	\$18.00	\$54.00





Model Lead Program

OSHA requires you to take steps to protect your employees from exposure to airborne concentrations of lead. Designed for mechanical construction and service contractors. Published in 2000.

Item code: SE23	Member	Non-Member
	\$18.00	\$54.00

Model Lockout/Tagout Program

Protect your workers from hazards associated with energy sources. This program explains what lockout/tagout procedures mean, why they're important and what steps must be taken to comply with OSHA's lockout/tagout standard. Designed for mechanical construction and service contractors. Published in 1999.

Item code: SE17	Member	Non-Member
	\$18.00	\$54.00

Model Mold Prevention Plan

Learn how to establish company procedures to help reduce the risk of litigation, which can occur due to the growth of mold on jobsites. Published in 2004.

Item code: SE49	Member	Non-Member
	\$18.00	\$54.00



Model NFPA 70E – 2009 Electrical Safety Program for Service

Designed especially for mechanical service contractors whose technicians perform work on HVAC units that are pushing 480 volts or less and based on information from NFPA 70E - 2009, this model program will help you develop an electrical safety program that is specific to your company's needs. Revised in 2009. A revised safety training kit on this topic will be released in August 2010; see page 19 for more information.

Item code: MSSE6	Member	Non-Member
	\$18.00	\$54.00

Model Respiratory Protection Program

Ensure that your company complies with OSHA respiratory rules and protect workers from exposure to airborne hazards. Designed for mechanical construction and service contractors. Published in 1998.

Item code: SE15	Member	Non-Member
	\$18.00	\$54.00

SAFETY & HEALTH – Safety Talks

The items listed in this section will help you deliver essential safety information to your employees in brief, high-quality training sessions. Each publication includes 52 sessions. Printed books are available while supplies last.



MCAA Toolbox Safety Talks – Volume I

Train mechanical construction workers to reduce job-related accidents and injuries. Teach basic procedures to prevent or avoid safety risks from hazards encountered on the job and to reduce the costs associated with accidents and injuries. Published in 1997.

Item code: SE2	Member	Non-Member
Online	Free	\$90.00
Printed Copy	\$30.00	\$90.00

FREE



MCAA Toolbox Safety Talks – Volume II

Designed for additional training of mechanical construction workers. Published in 2001.

Item code: SE31	Member	Non-Member
Online	Free	\$105.00
Printed Copy	\$35.00	\$105.00

FREE



MCAA Toolbox Safety Talks – Volume III

Expand your short-duration, worker safety-training library with 52 additional talks. Published in 2004.

Item code: SE46	Member	Non-Member
Online	Free	\$105.00
Printed Copy	\$35.00	\$105.00

FREE



MCAA Toolbox Safety Talks – Volume IV

Expand your short-duration, worker safety-training library with 52 additional talks. Published in 2007.

Item code: SE62	Member	Non-Member
Online	Free	\$105.00



Toolbox Safety Talks – Volume V

This fifth volume of short duration safety training toolbox talks will further expand your safety training library. These talks will help you remind your mechanical construction workers to identify jobsite safety and health hazards and protect themselves from those hazards. **To be released in October 2010.**

FREE



Item code: SE72	Member	Non-Member
Online	Free	\$105.00

FREE



MSCA Tailgate Safety Talks

Delivers basic information about the most common hazards mechanical service contractors face on the job and how to avoid them. Published in 1998.

Item code: MSSE2	Member	Non-Member
Online	Free	\$30.00
Printed Copy	\$10.00	\$30.00

FREE



MSCA Tailgate Safety Talks – Volume II

This volume of 52 talks offers new and expanded information about the most common hazards mechanical service contractors face on the job and how to avoid them. Published in 2007.

Item code: MSSE7	Member	Non-Member
Online	Free	\$30.00

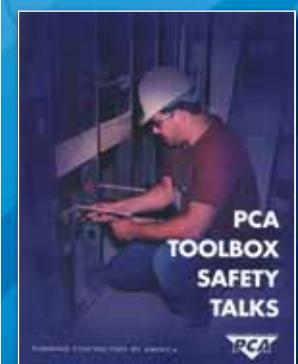
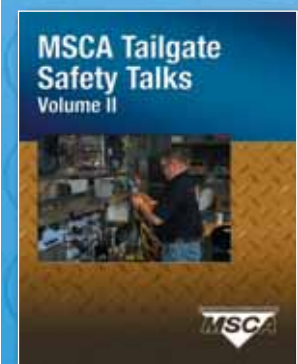
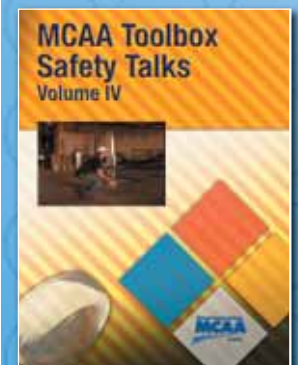
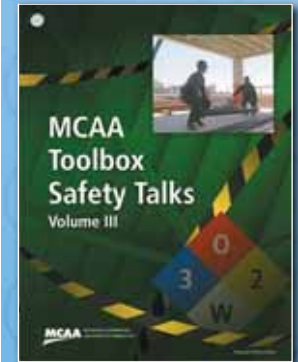
FREE

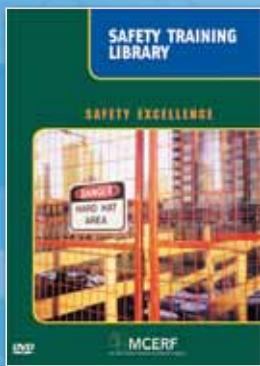


PCA Toolbox Safety Talks

Covers the basics in avoiding and preventing the most common work-related accidents and injuries encountered by plumbing contractors. Published in 2000.

Item code: PSE4	Member	Non-Member
Online	Free	\$30.00
Printed Copy	\$10.00	\$30.00





SAFETY & HEALTH – Safety Training Kits

Each safety training kit includes a training DVD, a set of 20 pocket guides and a training documentation system. Each kit is available as a package (all three items), or items may be purchased separately to replenish your supply. You also will receive instructions for accessing the 20-question multiple choice test for each kit in MCAA's *Safety Training Kits—Test Series* (see page 13).

Aerial and Scissors Lifts

Mechanical construction and service workers will learn how to work safely with aerial and scissors lifts. Published in 2001.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE34	\$85.00	\$255.00
Documentation System Item code: SE34D	\$6.00	\$18.00
Pocket Guides Item code: SE34P	\$15.00	\$45.00
DVD—Moving On Up Item code: SE34V	\$65.00	\$195.00

Asbestos Awareness

This kit will help teach workers when they could be exposed to asbestos on a jobsite, how to identify potential asbestos hazards, and how to prevent asbestos exposure. Published in 2003.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE44	\$85.00	\$255.00
Documentation System Item code: SE44D	\$6.00	\$18.00
Pocket Guides Item code: SE44P	\$15.00	\$45.00
DVD—The Safe Approach Item code: SE44V	\$65.00	\$195.00

Bloodborne Pathogens

Teach your mechanical construction and service workers to identify areas where bloodborne pathogens could be present and how to work safely in those areas. Published in 2001.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE32	\$85.00	\$255.00
Documentation System Item code: SE32D	\$6.00	\$18.00
Pocket Guides Item code: SE32P	\$15.00	\$45.00
DVD—Precautions Pay Item code: SE32V	\$65.00	\$195.00

Confined Space Entry

This training kit will show mechanical construction and service workers how to identify confined spaces and how to enter and work in them safely. Published in 2001.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE33	\$85.00	\$255.00
Documentation System Item code: SE33D	\$6.00	\$18.00
Pocket Guides Item code: SE33P	\$15.00	\$45.00
DVD—Clearing the Air Item code: SE33V	\$65.00	\$195.00

Controlling Energy Sources

Teach your mechanical construction and service workers about the safe control of stored energy on jobsites. Stored energy exposures come from electrical, pneumatic, mechanical, thermal and chemical sources. Published in 2005.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE53	\$85.00	\$255.00
Documentation System Item code: SE53D	\$6.00	\$18.00
Pocket Guides Item code: SE53P	\$15.00	\$45.00
DVD—Lockout/Tagout Item code: SE53V	\$65.00	\$195.00

Electrical Safety

This kit will help you teach workers about the electrical hazards encountered every day on the jobsite. Trainees will learn to identify and protect themselves from the electrical hazards associated with electric arc welding, use of power tools, damp or wet environments, temporary electricity, etc. Published in 2004.

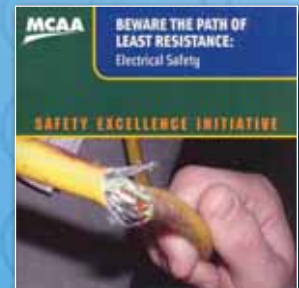
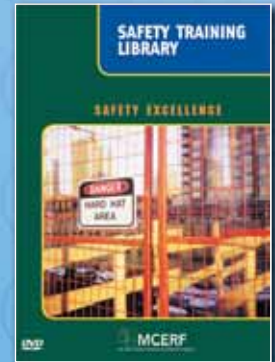
	Member	Non-Member
Basic Kit (includes all three items) Item code: SE48	\$85.00	\$255.00
Documentation System Item code: SE48D	\$6.00	\$18.00
Pocket Guides Item code: SE48P	\$15.00	\$45.00
DVD—Beware the Path of Least Resistance Item code: SE48V	\$65.00	\$195.00

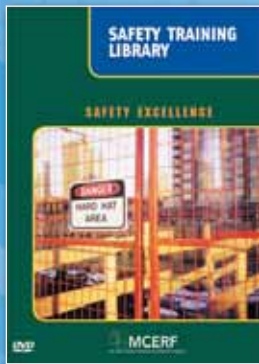
Electrical Safety Guidelines for Mechanical Service (Based on NFPA 70E-2009)



Mechanical service workers will learn about the protective measures prompted by the National Fire Protection Association's changes to the NFPA 70E National Electrical Code addendum. **To be released in August 2010.**

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE58	\$85.00	\$255.00
Documentation System Item code: SE58D	\$6.00	\$18.00
Pocket Guides Item code: SE58P	\$15.00	\$45.00
DVD—Electrical Safety Guidelines for Mechanical Service Item code: SE58V	\$65.00	\$195.00





Excavation Safety

Protect your workers from collapsing walls, cave-ins, falling debris and other hazards associated with excavation projects. Published in 2000.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE25	\$85.00	\$255.00
Documentation System Item code: SE25D	\$6.00	\$18.00
Pocket Guides Item code: SE25P	\$15.00	\$45.00
DVD—Don't Let Safety Slide Item code: SE25V	\$65.00	\$195.00

Eye Injury Prevention

Train your workers to protect their eyes from hazards on the job. Designed for mechanical construction, service and plumbing contractors. Published in 2000.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE26	\$85.00	\$255.00
Documentation System Item code: SE26D	\$6.00	18.00
Pocket Guides Item code: SE26P	\$15.00	\$45.00
DVD—Use the Right Tool Item code: SE26V	\$65.00	\$195.00

Fall Protection for Mechanical Construction

Falls, either on the ground or from up high, can cause serious injury to the victim. Train your mechanical construction workers to avoid them. Published in 1998.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE13	\$85.00	\$255.00
Documentation System Item code: SE13D	\$6.00	\$18.00
Pocket Guides Item code: SE13P	\$15.00	\$45.00
DVD—Safety Up Above Item code: SE13V	\$65.00	\$195.00

Fire Safety

Show mechanical construction workers how to help prevent jobsite fires and how to safely contend with them if they do occur. Published in 2008.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE63	\$85.00	\$255.00
Documentation System Item code: SE63D	\$6.00	\$18.00
Pocket Guides Item code: SE63P	\$15.00	\$45.00
DVD—Beat the Heat Item code: SE63V	\$65.00	\$195.00

Forklift

Provide the basic safety training every forklift operator needs. From pre-trip inspections, load capacity instructions and learning about the stability triangle to lifting, moving and unloading cargo, your workers will learn to operate their forklifts safely. Published in 2002.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE40	\$85.00	\$255.00
Documentation System Item code: SE40D	\$6.00	\$18.00
Pocket Guides Item code: SE40P	\$15.00	\$45.00
DVD—Drive It Like A Pro Item code: SE40V	\$65.00	\$195.00

Hazard Communication

This kit will help teach workers to identify and work safely when hazardous material is present. Published in 2003.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE43	\$85.00	\$255.00
Documentation System Item code: SE43D	\$6.00	\$18.00
Pocket Guides Item code: SE43P	\$15.00	\$45.00
DVD—In the Know Item code: SE43V	\$65.00	\$195.00

Hexavalent Chromium

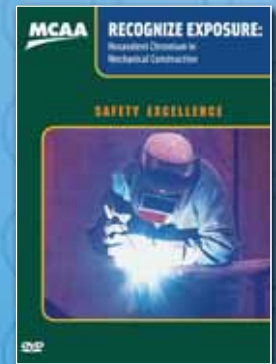
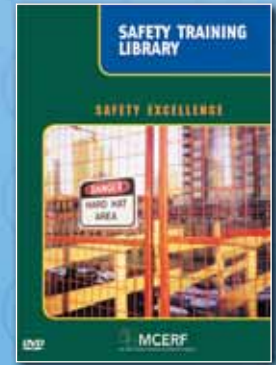
OSHA's Hexavalent Chromium standard requires that employers communicate hexavalent chromium hazards and safe work practices to all of their workers who are exposed to hexavalent chromium in specified concentrations. This training kit will help you communicate the necessary information to your workers. Published in 2007.

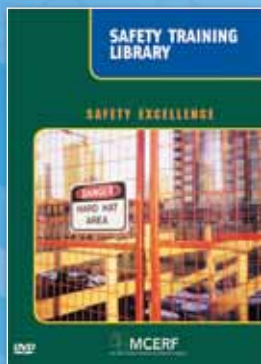
	Member	Non-Member
Basic Kit (includes all three items) Item code: SE60	\$85.00	\$255.00
Documentation System Item code: SE60D	\$6.00	\$18.00
Pocket Guides Item code: SE60P	\$15.00	\$45.00
DVD—Recognize Exposure Item code: SE60V	\$65.00	\$195.00

Inspecting Material Handling Equipment

Teach your workers how to properly inspect equipment used for lifting, moving, and/or carrying materials used in the mechanical construction industry. Training covers safety inspections for cranes, forklifts, rigging equipment, etc. Published in 2005.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE54	\$85.00	\$255.00
Documentation System Item code: SE54D	\$6.00	\$18.00
Pocket Guides Item code: SE54P	\$15.00	\$45.00
DVD—Inspecting Material Handling Equipment Item code: SE54V	\$65.00	\$195.00





Manual Handling of Materials

Materials that are heavy, sharp-edged or oddly shaped present numerous risks to employees' safety. Protect your mechanical construction workers by training them. Published in 1999.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE19	\$85.00	\$255.00
Documentation System Item code: SE19D	\$6.00	\$18.00
Pocket Guides Item code: SE19P	\$15.00	\$45.00
DVD—The Smart Move Item code: SE19V	\$65.00	\$195.00



Mechanical Construction & Service Vehicle Safety

This kit teaches the operators and users of mechanical construction and service vehicles about the most common hazards associated with their use and how to avoid them. Published in 1998.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE14	\$85.00	\$255.00
Documentation System Item code: SE14D	\$6.00	\$18.00
Pocket Guides Item code: SE14P	\$15.00	\$45.00
DVD—Ready for the Road Item code: SE14V	\$65.00	\$195.00



Mechanical Service Safety

Walk mechanical service workers through a typical workday while addressing many of the most common hazards in the industry with this training kit. Topics covered include pre-job planning, safe loading of equipment and materials, safe driving, ladder safety, electrical safety while working on HVAC equipment and much more. Published in 2008.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE64	\$85.00	\$255.00
Documentation System Item code: SE64D	\$6.00	\$18.00
Pocket Guides Item code: SE64P	\$15.00	\$45.00
DVD—From Start to Finish Item code: SE64V	\$65.00	\$195.00

Personal Protective Equipment

When a mechanical construction or service worker wears protective equipment the wrong way, the consequences can be serious, even life-threatening. This kit shows them the right way to wear personal protective equipment. Published in 1999.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE20	\$85.00	\$255.00
Documentation System Item code: SE20D	\$6.00	\$18.00
Pocket Guides Item code: SE20P	\$15.00	\$45.00
DVD—Equipped for Safety Item code: SE20V	\$65.00	\$195.00



Rigging

Teach mechanical construction and service workers how to safely rig materials and equipment lifted by cranes or derricks. Published in 2008.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE65	\$85.00	\$255.00
Documentation System Item code: SE65D	\$6.00	\$18.00
Pocket Guides Item code: SE65P	\$15.00	\$45.00
DVD—Right Before the Lift Item code: SE65V	\$65.00	\$195.00

Safety Orientation for Mechanical Construction

Train workers on basic safety practices in mechanical construction. This kit contains information they need to help them avoid hazards on the job. Published in 1998.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE10	\$85.00	\$255.00
Documentation System Item code: SE10D	\$6.00	\$18.00
Pocket Guides Item code: SE10P	\$15.00	\$45.00
DVD—Starting Out Right Item code: SE10V	\$65.00	\$195.00



Safety Orientation for Plumbers

This kit includes the basics needed for an intensive, comprehensive training seminar or workshop. Published in 2000.

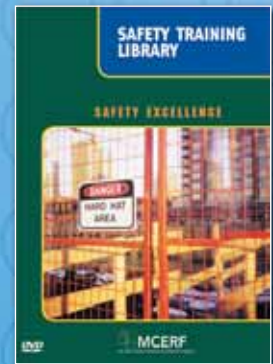
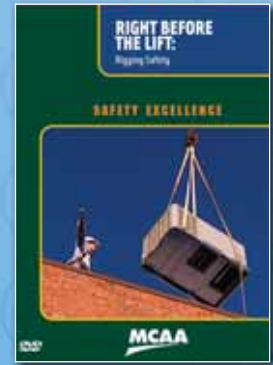
	Member	Non-Member
Basic Kit (includes all three items) Item code: SE24	\$85.00	\$255.00
Documentation System Item code: SE24D	\$6.00	\$18.00
Pocket Guides Item code: SE24P	\$15.00	\$45.00
DVD—Think It Through Item code: SE24V	\$65.00	\$195.00

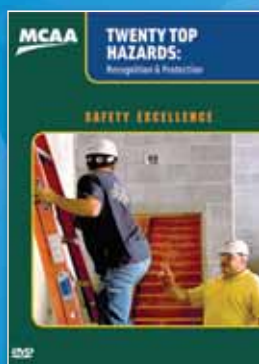
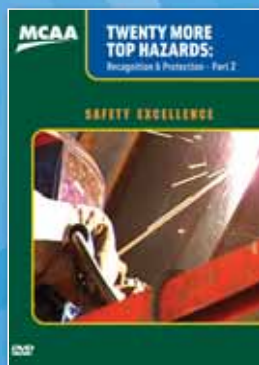
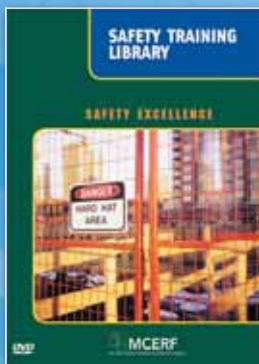


Safety Orientation for Service

Service technicians face hazards every day on the job that can cause serious injuries. The information in this kit is their best defense against those safety risks. Published in 1999.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE18	\$85.00	\$255.00
Documentation System Item code: SE18D	\$6.00	\$18.00
Pocket Guides Item code: SE18P	\$15.00	\$45.00
DVD—On the Road and On the Job Item code: SE18V	\$65.00	\$195.00





Scaffold

From the basics of safe scaffold set-up to height and capacity limits, safe access, fall prevention and protection and safe work practices, this kit covers the fundamentals of scaffold safety. Published in 2002.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE41	\$85.00	\$255.00
Documentation System Item code: SE41D	\$6.00	\$18.00
Pocket Guides Item code: SE41P	\$15.00	\$45.00
DVD—The Safe Set-Up Item code: SE41V	\$65.00	\$195.00



Twenty More Top Hazards: Recognition and Protection – Part 2

This kit covers 20 more of the top mechanical construction industry hazards. Published in 2009. Looking for Part 1? See the listing for *Twenty Top Hazards: Recognition and Protection* below.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE66	\$85.00	\$255.00
Documentation System Item code: SE66D	\$6.00	\$18.00
Pocket Guides Item code: SE66P	\$15.00	\$45.00
DVD—Twenty More Top Hazards Item code: SE66V	\$65.00	\$195.00

Twenty Top Hazards: Recognition and Protection

This kit will help viewers identify 20 of the top hazards in mechanical construction and show them how to protect themselves from these hazards. Published in 2007. A sequel to this kit, *Twenty More Top Hazards: Recognition and Protection – Part 2* is available; see above for details.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE61	\$85.00	\$255.00
Documentation System Item code: SE61D	\$6.00	\$18.00
Pocket Guides Item code: SE61P	\$15.00	\$45.00
DVD—Twenty Top Hazards: Recognition & Protection Item code: SE61V	\$65.00	\$195.00

Welding and Cutting

Teach your workers about the hazards of welding in the mechanical construction and service industry. They will learn to identify and protect themselves from the welding hazards associated with electrical shocks, burns, fires, respiratory hazards, etc. Published in 2004.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE47	\$85.00	\$255.00
Documentation System Item code: SE47D	\$6.00	\$18.00
Pocket Guides Item code: SE47P	\$15.00	\$45.00
DVD—When Sparks Fly Item code: SE47V	\$65.00	\$195.00

Working Safely Around Heavy Equipment

Train workers to be aware of heavy equipment on the jobsite and to follow simple, safe work practices that help reduce the risk of being involved in a heavy equipment incident. Published in 2002.

	Member	Non-Member
Basic Kit (includes all three items) Item code: SE42	\$85.00	\$255.00
Documentation System Item code: SE42D	\$6.00	\$18.00
Pocket Guides Item code: SE42P	\$15.00	\$45.00
DVD—On Guard Item code: SE42V	\$65.00	\$195.00

SERVICE

This section includes items specifically designed for mechanical service contractors by the Mechanical Service Contractors of America. Additional resources that may be of interest to service contractors are located throughout this catalog.



Basics of Service Management Manual

Practical guidelines will help you organize and effectively manage the essential functions of your mechanical service contracting company. Topics covered include finance, sales and marketing, administration, operations and personnel. Revised in 1998.

Item code: SM2	Member	Non-Member
Online	Free	\$150.00



MSCA Customer Service Training Series

MSCA's 30-module program is designed to provide in-house training of your service employees whenever and wherever you want. The Participant Workbook includes materials for all 30 modules and notes for each session and the Leader's Guide contains detailed class content that can readily be delivered by a non-professional trainer. The Leader's Guide also includes the full text of the Participant Workbook for easy reference and all the required PowerPoint slides for ease of presentation. Revised in 2008.

Item code: SM10	Member/UA Local	Non-Member
	\$45.00	\$135.00



Hiring Guide for the Mechanical Service Contractor

Get the tools and resources you need to efficiently recruit, hire and retain job candidates in order to build a competent and highly productive workforce for your mechanical service operation. Customizable forms are included to get you started right away. Published in 2008.

Item code: SM11	Member	Non-Member
	\$60.00	\$180.00

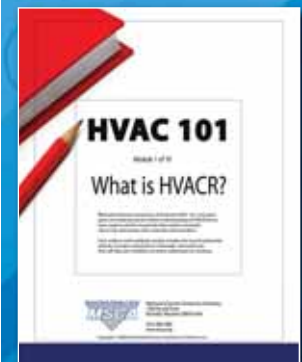
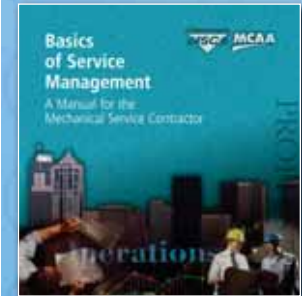


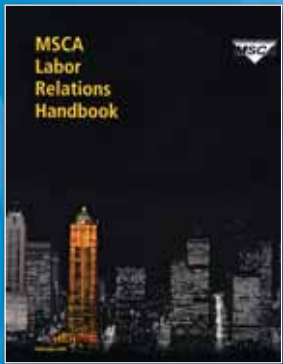
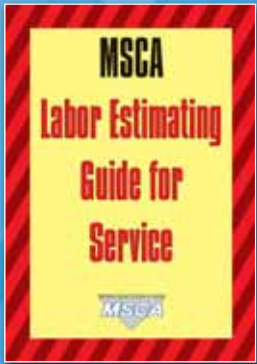
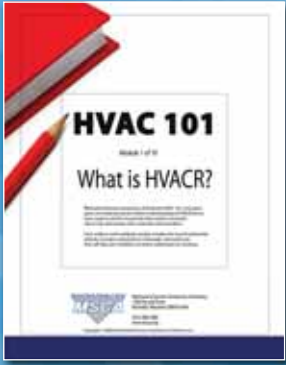
HVAC 101 Webinar Series Workbooks

This set of 10 workbooks, which are also available for individual purchase, supplement MSCA's HVAC 101 Webinar Series. Each module includes fundamental industry concepts, presented in an easy-to-understand format to help your workforce better understand the HVAC industry. Published in 2009.

Full Set (includes 10 workbooks) Item code: HVAC	Member	Non-Member
	\$75.00	\$225.00

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Individual Workbooks

Module 1: What is HVACR?

Item code: HVAC1 \$10.00 \$30.00

Module 2: HVACR Service and Construction Terms and Slang

Item code: HVAC2 \$10.00 \$30.00

Module 3: HVACR Basic Sciences and Formulas

Item code: HVAC3 \$10.00 \$30.00

Module 4: A/C Basic Small Tonnage

Item code: HVAC4 \$10.00 \$30.00

Module 5: A/C Basic Large Tonnage

Item code: HVAC5 \$10.00 30.00

Module 6: Air Flow—Types and Systems

Item code: HVAC6 \$10.00 \$30.00

Module 7: Types of Commercial Systems

Item code: HVAC7 \$10.00 \$30.00

Module 8: Fans, Pumps and Miscellaneous Equipment

Item code: HVAC8 \$10.00 \$30.00

Module 9: Heating Systems

Item code: HVAC9 \$10.00 \$30.00

Module 10: Focusing on the Customer

Item code: HVAC10 \$10.00 \$30.00



MSCA Labor Estimating Guide for Service Version 2.0



Industry consensus data on routine maintenance tasks and average times to complete those tasks. Includes a discussion on basic assumptions, labor correction factors, a list of routine maintenance tasks for 50 different pieces of equipment and more. The tasking lists are provided in both Adobe Acrobat PDF and Microsoft Excel formats for flexibility. Published in 2006.



Item code: SM9	Member	Non-Member
Online	Free	\$270.00
CD	\$90.00	\$270.00




Labor Relations Handbook

This publication addresses the unique needs of the service contractor and is an important tool to enhance competitiveness. Contains a copy of the *National Service and Maintenance Agreement*, background information, the Industrial Relations Council manual, and the *Collective Bargaining Guide*. Revised in 2005. **New edition to be released in fall 2010.**

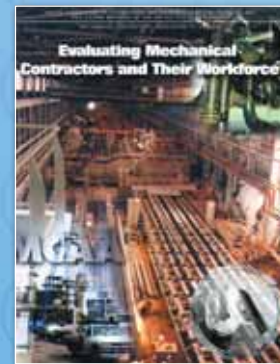
Item code: SM3	Member	Non-Member
	\$85.00	\$255.00

ADDITIONAL ONLINE RESOURCES

In addition to the many items identified with the  icon throughout this catalog, you can find the following items free of charge in the Online Resources section at www.mcaa.org/store.

Evaluating Mechanical Contractors and Their Workforce

This is the industry's most comprehensive survey of individual owners comparing MCAA contractors and UA workforce performance in a broad range of categories against their nonunion competition. The survey report and analysis serves as a guidepost for maintaining the performance edge with the customer over the non-union competition. Published in 2000.



Industrial Relations Council for the Plumbing and Pipefitting Industry

This is a two-part publication that includes the Council's charter agreement and rules and regulations. This item is not available to non-members. Published in 2009.

Industry Improvement Fund Pamphlet

This publication contains program suggestions and guidance for the administration of industry improvement funds. Revised in 1998.

MCAA Bylaws

Revised in 2009.



National Service and Maintenance Agreement

This Agreement between the UA and MSCA covers all service and maintenance work in currently operating facilities. The new agreement will go into effect on August 1, 2010 and run through July 31, 2015. No changes were made to the current Agreement and all terms and provisions will remain the same. All current national signers are automatically bound to all the terms of the new Agreement. Current signers are not required to sign the new Agreement but may do so by sending a written request to the UA. All Schedule A's will also be updated to reflect the new effective dates of the Agreement.



NCPWB Bylaws

Revised in 2005.

Report on Accelerated Eligibility in Taft-Hartley Health and Welfare Plans: A Tool for Recruiting and Retaining Employees

Another industry-leading joint MCAA/UA publication, this document gives local healthcare plan trustees the information they need when accelerating healthcare benefits eligibility as a workforce development tool. Published in 2001.

Single vs. Separate Prime Contracting: A National Study

This study compared project costs in single and multiple prime contracting situations. Its results show that multiple prime contracting methods result in lower construction costs. Published in 1995.

Educational Resource Order Form

Prefer to order online? Visit www.mcaa.org/store.

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