

APRIL NEWSLETTER

DSD Custodial

SQUARE SCRUB BUFFER ACCESSORY INFORMATION

6 quart vacuum bag: #04007314

This is the paper bag for the vacuum canister which is attached to the square buffer. When you use one of the loaner machines, it will be delivered with a clean bag. It is the responsibility of the school/facility to return it with a new, clean bag.

14 X 20 red pad: #04025100

This is the base pad which goes on the square buffer first. The maroon pad attaches to this red pad.

14 X 20 maroon pad: #04471420

This is the maroon pad, which goes on the buffer second. It attaches to the red pad. This is the pad which does the work.

ORNAMENTAL GRASS

If you have not already trimmed your ornamental grasses, please do so **immediately**. Bundle the grass, tape it, and measure at least 9 inches from the ground before cutting with hedge trimmers. The grass cannot be cut shorter than 9 inches. If you do not do it now, you **cannot** trim your grasses until the fall.

SUMMER EQUIPMENT

Two months ago, everyone was directed to start up all of their indoor and outdoor summer equipment and verify that it is in good, working order. This is critical as the maintenance shop will have limited resources to repair custodial equipment over the summer.

TEXTBOOK DISPOSAL

Basic Process:

1. Leave the materials in the closet or shelf where they are located but gather information (*title, publisher, ISBN, quantity*).
2. Email Maxwell Merritt at mmerritt@follett.com with basic information (*title, publisher, ISBN, quantity*).
3. Enter information on Follett Surplus materials website <http://surplusmanagement.fes.follett.com/>
The website Follett has created allows schools (usually secretarial staff) to enter book information in under 15 minutes.
4. Then Follett will contact your school to inspect books prior to the pickup of surplus textbooks.
5. Move books to the pickup location (a location where their big truck and pallets can access) after they have been inspected by Follett

For additional information please contact:

Jon Hyatt – Curriculum Supervisor (ext. 2-5360)

Margo Hammond– Curriculum secretary (ext. 2-5251)

Maxwell Merritt – Follett representative 801-205-0259

UPCOMING EVENTS

JUNE 8

Annual Professional Development Day

- There will be some helpful and informative breakout sessions.
- New processes and equipment will be introduced.
- Our Custodian of the Year will be announced.
- We will review projects that Custodial Services Administration has been working on.
- We will go over changes to Pay Table 9 as well as other budget updates.
- As always, lunch, treats, and drinks will be served.

BUILDING INSPECTION REPORTS

If there are any changes which need to be made on your monthly building inspection report, please contact Kate or Jill and let them know what needs to be changed. They will gladly update the report for you to fit your facility's specific needs.

THANK YOU

We wanted to sincerely thank all of you who came to our head custodian training on April 3! We had a great turn out. The positive feedback has been greatly appreciated. This is one step of many to reduce costs, save man hours, and make our processes safer for our employees and students.

LEAVE KEYS FOR INTERNS

If you have requested to have an intern sub for you, please make sure you have left them your keys so they may access the building.