

# FEBRUARY NEWSLETTER

## DSD Custodial

### CHECK SOAP METERS & SECONDARY CHEMICAL LABELS

Please see if you have a meter in each of your soap dispensers. Having a meter will help to decrease expenses as you will not be wasting soap.

If you have not yet filled out an order form for spray bottle labels, please do so. The order form is on our website under Custodian Resources. Keep in mind that each sheet has 4 labels on it. Please specify if you are ordering by the number of sheets or by the number of labels. Remember the new law requires all secondary bottles to have an updated label.

### FLOATING DAY

There is one floating day to be used by all full time custodians before the end of June. Please use it as soon as possible rather than waiting until the last moment. Keep in mind, we have only 10 interns to cover all head custodians.

### SUMMER EQUIPMENT

Please go out and start all of your school's outside summer equipment (including, but not limited to: hedge trimmers, leaf blowers, weed eaters, mowers, etc.) within the next two weeks. Please call in a work order for any needed repairs that as soon as possible. It is critical that we do this right now so that when the equipment is needed, it is operational.

### MESSAGE FROM RISK MANAGEMENT

Please be advised that as of January 30, 2017, Workcare has now changed their name to Concentra. The location will remain the same. If you have any questions regarding Workers' Compensation please contact the Risk Management Department at 801-402-5144.

### BOILER REPORTS

Checking your boiler rooms is a critical part of your job. Your facility's boiler report is required every month, including summer months. Send them to us via email at [dscustodial@dsdmail.net](mailto:dscustodial@dsdmail.net), fax at 801-402-7881, or through the pony. If there are any corrections that need to be made on your facility's form, please let us know.

### JURY DUTY

Employees called to jury duty may receive their full salary for the time they are absent less any amount they receive for their jury service. Employees need to take the check they receive for jury pay to the Payroll Department so appropriate adjustments can be made.

## UPCOMING EVENTS

### MONDAY, APRIL 3

#### Mandatory Training for Head Custodians

Brand new stripping and floor prepping method (which will eliminate Timesaver.)

I.P.M. - Integrated Pest Management (a brief description of how it will work, and what the legal requirements are.)

G.H.S. - Global Harmonization System (changes in the legal requirement for chemical labeling, training, and digital MSDS storage.)

*South End- Centerville Junior High:*

7 am – 9 am

*North End- North Layton Junior High:*

10 am – 12 pm

**Please make sure your principal is aware of this training.**

## CONGRATULATIONS!

We would like to congratulate **Andrew Olds** on getting the assistant head custodian position at Legacy Junior High.

We would like to congratulate **Dan Reeder** on getting the assistant head custodian position at North Davis Junior High.

We would like to congratulate **Doug Brenniese** on getting the head custodian position at Orchard Elementary.

## PART-TIME ORIENTATION

Just a reminder that each new part-time custodian needs to go through the orientation slide show on the Custodial Services website. It is 10 minutes long and goes through the basic requirements for the job. After the part-timer has viewed the power point, there is a signature sheet they need to fill out. Send the signature sheet into Custodial Services.