

# JANUARY NEWSLETTER

## DSD Custodial

Approximately 110 facilities with 10.3 million square feet of internal space, watched over by our wonderful custodians during the winter break. We are proud to announce no serious damaged to facilities.....

### HVAC FILTERS

Please be aware that we have a new HVAC filter contract in place. CamFil DID NOT win the bid, however the filters are still a high quality Merv8 filter that should last one year. If your school is currently under construction, please check your filters monthly to ensure the best possible air quality for your school.

### NEPOTISM

Walt Disney said, "A man should never neglect his family for business." But what about mixing family and business?

District policy can answer that for you! In compliance with State law, the District has a policy prohibiting the employment of relatives. Additionally, this policy protects supervisors from the perception of favoritism. Some examples of prohibited employment situations, as identified in the policy, include:

- A relative of a principal or assistant principal working in the same school as the principal or assistant principal.
- A relative of a department or program director working in the same department or program.
- A relative of a head coach working as an assistant coach under the head coach.
- A relative of a curriculum department head in a secondary school where the two individuals would be teaching in the same department.
- A relative of a school head custodian working as a custodian in the same school.

### BOILER REPORTS

Boiler reports need to be turned in monthly. Please scan them and send them to [dscustodial@dsmail.net](mailto:dscustodial@dsmail.net).

### SAVE THE DATE

Our Summer Professional Development Day will be June 7, 2018 at Layton High School.

### CONGRATULATIONS

We would like to congratulate **Austin Johnson** on becoming the Head Custodian at Endeavour Elementary. This is his first Head Custodian Position!

We would like to congratulate **Dave Tuttle** on getting the Assistant Head position at Woods Cross High.

### FURLOUGH DAY

Remember to use your furlough day before July 1, 2018. There is no carry over for this day.

### 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.

### EVALUATE DAVIS

Please make sure you are having your employees do their self-evaluations and set their goals in the evaluation system. Please make sure you evaluate all of your employees at least annually.