

FEBRUARY NEWSLETTER

DSD Custodial

WINDOW SCREENS

If you have a screen that is ripped or damaged please call in a work order ASAP. Please do not throw away the screen, in most cases it can be repaired.

BUILDING CALLOUT

Remember it is the responsibility of the last custodian out of the building to verify that all doors and windows are locked and that there is a green light on the security panel. If you get a call out respond with as much detailed information as possible.

Example: A part time employee left at 7:00 pm, there were still two teachers in the building. When I arrived the front door had not latched shut.

Example: The motion sensor went off in Media Center. When I arrived I found a poster was swinging in front of sensor. I cut the poster down.

If you find your security system is not working properly call in a work order as soon as possible.

SNOW REMOVAL

Removal of snow needs to be done promptly (**within 24 hours**). ADA ramps, parking stalls, fire hydrants, and dumpster areas need to be clear of snow and ice. Be sure snow is removed in a 3 foot radius around each fire hydrant.

APPROVED WORKERS COMPENSATION FACILITIES

Davis School District has designated clinics for Workers' Compensation and a Managed Care Program. You **MUST** see one of the designated clinics first if, injured at work, or payment may be denied. You can find a complete list of approved facilities on the Risk Management website <https://www.davis.k12.ut.us/Page/1253>.

***In the event of a life threatening emergency, injured worker should seek care from the nearest hospital or emergency facility.**

UPCOMING EVENTS

Daylight savings is March 11th. Remember to set your clocks forward one hour.

REMINDERS

Remember to refer to our website for helpful information such as intern request forms and updated building inspection reports.

Part-time employees who resign are removed from the substitute custodian list. If you have an employee that is leaving, but is interested in being on the sub list, they will need to reapply to be a substitute custodian.

CONGRATULATIONS!

We would like to congratulate **Ken Nelson** on becoming the Head Custodian at Farmington High.

We would like to congratulate **Nick Morrell** on getting the Assistant Head position at Farmington High.

GROUT RESCUE

If you are interested in a new grout cleaner contact your coordinator for more information.

SUMMER EQUIPMENT

Please 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.