

APRIL NEWSLETTER

DSD Custodial



SECURITY

It is **critical that all custodians** wear their DSD badge at all times while on school grounds. If you need a new badge please have your principal submit a badge request.

GROUNDS/SPRINKLERS

Please remember that your grounds are our community's first impression of your school/location. It is critical that the outside grounds are maintained properly. Make sure that weeds are pulled or sprayed, shrubs are trimmed, and litter is picked up.

Now that the sprinklers are on and summer is approaching, please keep a close eye on your grounds. Look for dry spots, puddles, and anything that seems out of the ordinary. If you find anything of concern, please follow up as soon as possible. Keep in mind that being proactive is key to keeping our grounds healthy and green.

If you notice sprinklers are running and not turning off please go to the valve box, turn off the valve for 1 minute, then turn it back on. If the sprinklers are still running call in an emergency job sheet.

NEW ITEMS AVAILABLE NOW IN THE WAREHOUSE

- Pumice stones (Item #04016515)- Great for hard water removal in toilets and urinals.
- Grout Rescue (Item #04005203)- Wonderful for ceramic tiles, floors, and walls.
- Cretclean (Item #04005230)- Amazing product for maintaining polished concrete floors.

PARKING LOT SWEEPING

All elementary and junior high schools should be done. All high schools and auxiliaries will be done in May. If your school did not get swept please contact your coordinator.

PROCEDURE FOR EMERGENCY CALLS

If you have an emergency at your facility between 4:00 pm and 7:00 am, please call security at 801-402-7680. If it is between the hours of 7:00 am-4:00 pm please call the call center at 801-402-5600. **DO NOT CALL THE TECHNICIAN DIRECTLY.**

UPCOMING EVENTS

JUNE 7

Professional Development day will be held at Layton High. Full time employees plan on attending from 7:00 am-3:00 pm, part time employees from 11:00 am-3:00 pm. This is a mandatory training day for all custodial employees. More information to come.

CONGRATULATIONS!

We would like to congratulate **Andrew Olds** on becoming the Assistant Head Custodian at Clearfield High.

We would like to congratulate **Kolten Petersen** on becoming the Assistant Head Custodian at Legacy Jr.

We would like to congratulate **Joseph Jackson** on becoming the Head Custodian at Washington Elementary.

PARKING LOT STRIPING

When calling in a job sheet for your parking lot to be striped, please submit a separate job sheet for each color needed.

CLUTTER

Now is the perfect time to enter requests to have clutter removed to building C-5. If you do not know how to enter this request, please call your coordinator.