

# DECEMBER NEWSLETTER

## DSD Custodial

### THANK YOU!

We wanted to give a sincere thank you to each of you for everything you do for our students, staff, and buildings. Your dedication in ensuring that our facilities, and everyone who uses them, are safe and well taken care of is very much appreciated. Please have a safe and enjoyable holiday season!

### All of the following information needs to be read prior to leaving for Winter Break and followed carefully!

#### BOILERS, FANS, AND BUILDING CHECKS

- All boilers must be checked every day during the break. Always check the temperature. If you are assigning this task to someone else, be sure they are fully trained on what to do.
- Boilers will remain operating during the break. Heat will be put on "setback" for the building. This will not allow the building's temperature to drop below 58 degrees.
- If during your building check, you find that any part of the building has dropped below 58 degrees, call it in immediately to Security (801-402-7680 or if phone lines are down at 801-628-8875).
- At the end of the break, heating systems will be put back to fully functioning. When you do your building check on Monday, January 1, your building should be back to full operating temperatures.
- Fans may or may not be running depending on the temperature inside the building.
- If a fan is not running and temperatures have hit the "setback" temperature of 58 degrees, press the "freeze stat reset" button. If it cannot be reset, please call 801-402-7680.
- Identify what is going on in your facility (pump tripped, freeze stat tripped, a fan motor off, boiler not working, etc.) and if you are unable to repair the issue, please call it in immediately.
- Check your facility's generator.
- Check temperature for walk-in refrigerators, freezers, milk coolers, etc. daily.

#### TO PREVENT FROZEN PIPES

- Open all sink cabinets, leaving them open in portables and buildings. We advise you to send an e-mail notifying the staff that the cabinets will be open, why they are open, and requesting that they are left this way until Jan 2.
- Leave sink water running at a small but steady stream in portables and in any other rooms of freezing potential (rooms lining the outside perimeter of the building, etc.)

### UPCOMING EVENTS

#### DECEMBER 21- JANUARY 1

*Winter Recess*

#### JANUARY 2, 2018

*All employees return to work*

### CONTACT INFORMATION

**Security** 801-402-7680

**Security Cell (if phone lines are down)** 801-628-8875

**Don Eisenbarth** 801-628-4309

**Ryan Kay (North)** 801-529-7057

**Todd Summers (South)** 801-381-7425

**Shawna Cragun** 801-505-1304

Please notify your coordinator immediately if there is damage to your facility. We will do our best to provide additional support if it is needed.

### RENTALS

Student Activities Handbook is available online (this explains the difference between a school sponsored event and a rental). Here is the link:

<https://www.davis.k12.ut.us/Page/60041>

### OUTSIDE HOSES

All outside hoses should be disconnected and stored by the end of October. Please verify that this is done.

### OLD TOILET PAPER DISPENSERS

Please discard all old toilet paper dispensers if your facility has already been converted to the new product.

### UPDATE BOILER REPORTS

If there are fields on your boiler report that are not accurate, it is your responsibility to let us know what needs to be changed.

## THERMOSTATS

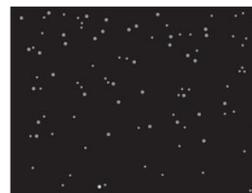
- Energy Management has control of all portable classroom thermostats. They will manage these thermostats. Please do not change the thermostats or put them in “Unoccupied Mode” as this will prevent Energy Management from being able to control the temperature.

## ICE MELT

- Do not put ice melt on parking lots or playgrounds.
- Due to the chemistry of ice melt, it is only effective for 20 minutes if outside temperatures are 32 degrees or lower. In order to keep ice melted, the ice melt would need to be reapplied every 20 minutes. This is not reasonable. Plus it breaks down asphalt, negatively affecting its longevity. Parking lots are sanded by Maintenance personnel.
- Our budgets cannot accommodate the use of ice melt for playgrounds and parking lots. If your principal wants the playground cleared, they will need to hire a contractor paid from the school budget.
- Do put ice melt on critical walking areas (even if it is asphalt). Reapply every 20 minutes to ensure safety in and out of our buildings.



**Too Little**



**Just the Right Amount**



**Too Much**



**Way Too Much**

## 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. Annette Tyler’s shop will be available for emergency repairs only. Call security for assistance.
- Be sure snow is removed in a 3 foot radius around each fire hydrant.

## ATV/RTV

- If your facility’s ATV is having problems, please contact the Maintenance Department.
- If the ATV has a dead battery, use “Pull Start”. If you are using “Pull Start”, do not use the headlights as the alternator will not be able to handle a dead battery and headlights at the same time.
- Before, during, and after using the ATV check the front end checking all the brackets for any bending. If you see bending, stop using the ATV immediately and call in a job sheet for a repair.
- Do not use the ATV to remove snow from playgrounds or parking lots.