

MARCH NEWSLETTER

DSD Custodial

USE OR LOSE- VACATION

If you have vacation that is use or lose, please use it as soon as possible. Do not wait until the last minute to take it off. There are only 10 interns to cover head custodians. September and October are the months we receive the most requests for interns to substitute. During these months last year, dozens of custodians could not be covered. Please plan early.

CUSTODIAL BUDGET

It is critical we remember that custodial supplies are the only items to be purchased out of the custodial budget.

For example: light bulbs and filters should be called in to Central Supply (at 801-402-7600) and will be billed to EMS (Maintenance); lifetime tables, hand sanitizer, copy paper, and teacher desks are to be ordered and paid for out of other school FF&E budgets.

PROFESSIONAL DEVELOPMENT DAY- JUNE 8

We are looking forward to this year's Professional Development Day. There will be many informative breakout sessions and general classes. We will be sending out an agenda including detailed information about the breakout sessions in the weeks to come.

PARKING LOT SWEEPING

We will begin parking lot sweeping. As soon as a schedule is available from the contractor, we will send that information out to you via email so you can plan appropriately.

ORNAMENTAL GRASS

If you have not already trimmed your ornamental grasses, please do so now. Bundle the grass, tape it, and measure at least 9 inches from the ground before cutting with hedge trimmers. The grass cannot be cut shorter than 9 inches.

CARE AWARDS

The deadline to submit a Care Award nomination is March 10, 2017 by 4:30 pm. If there is someone you would like to nominate, please do so as soon possible.

I'm a
**School
Custodian**
What is **YOUR**
Superpower?

UPCOMING EVENTS

DAYLIGHT SAVINGS

Please remember daylight savings is this weekend, March 12. Set your clocks forward one hour.

APRIL 3

Mandatory Training for all Head Custodians- please refer to your email

APRIL 6

Spring Break- All Custodians Off

APRIL 7

Spring Break- All Custodians Off

CONGRATULATIONS!

We would like to congratulate **Jordan Pierce** on getting the assistant head custodian position at Mueller Park Junior High.

SPRING BREAK

All custodial employees should work April 3, 4, and 5 unless prior arrangements have been made to have the time off.