

NOVEMBER NEWSLETTER

DSD Custodial

*Those we love
can never be more
than a thought away...
For as long as there's
a memory
they live in our
hearts to stay.*



INTERN SUBSTITUTE REQUESTS

No intern substitute requests will be considered until we receive the Intern Substitute Request Form. The form can be found on our website and must be filled out completely. Substitute requests for elementary head custodians will always take priority. If you have the ability to cover your school using other custodial employees, please use this option first. We have 604 custodians and 9 interns cannot cover all custodial absences.

RESIGNATION LETTERS

Joni High in Human Resources would like to remind us that a letter of resignation is required for all employees who are resigning. The letter needs to have the following information: employee name, ID#, last day of work, and signature. There is a form on our website that can be printed and completed by the resigning employee. Please send the letter to dscustodial@dsdmail.net and to jhigh@dsdmail.net P.S. Joni wants to tell everyone that she appreciates us and thinks we are awesome!

ATV/RTV REPAIRS

The Equipment Repair Shop would like to remind everyone that when you call in a work order for ATV/RTV repairs, keys need to be left in the ignition. This shop spends an incredible amount of time tracking down keys, so leaving them in the vehicle will help speed-up repairs.

EQUIPMENT SCHEDULES

Equipment is now scheduled through the main office, 801-402-7880. Please do not call Don, Ryan, Todd, or Shawna directly as they do not have the schedule for the equipment loaners.

UPCOMING EVENTS

NOVEMBER 23

Thanksgiving Recess- **All custodians are off**

NOVEMBER 24

Thanksgiving Recess- **All custodians are off**

NOVEMBER 25

Thanksgiving Recess- **All custodians are off**

CONGRATULATIONS!

We would like to congratulate **Robert Hicken** on getting the head custodian position at Foxboro Elementary.

We would like to congratulate **Joe Jackson** on getting the assistant head custodian position at Centerville Junior High.

We would like to congratulate **Scott Bush** on getting the head custodian position at Antelope Elementary.

We would like to congratulate **Eric Wagner** on getting the head custodian position at Sunset Junior High.

We would like to congratulate **Victor Macedo** on getting the assistant head custodian position at Millcreek Junior High.

We would like to congratulate **Tammy Provost** on getting the assistant head custodian position at Sunset Junior High

CONGRATULATIONS!

Randy Barton

We would like to congratulate Randy on his retirement after 32 years of service in Davis School District. Please join us in wishing Randy well in all his future endeavors.

FACILITY ASSESSMENT

Congratulations to LeAnn Hunt and the Custodial Teams at Endeavour Elementary for having a spectacularly clean school.