

MAY NEWSLETTER

DSD CUSTODIAL

CLUTTER IN EMAIL

We are sure you have seen emails from Microsoft explaining the new “Clutter” function that was recently integrated into the email system. Please be sure to check this folder on a regular basis to ensure you aren’t missing any important emails. Please note, emails that you are deleting without reading will automatically begin going to your “Clutter” folder. If there are emails in the clutter folder that don’t belong, simply drag and drop them back into the inbox folder. The program is supposed to learn from this and alter what is sent into the clutter folder.

CELL PHONES

Physical damage to cell phones will now be handled by Becca Wells or Kate Johnson in your Custodial Administration Office. Please note we will cover the replacement for a physical damaged phone one time only. If you are having technical issues please contact Cathy Johnson in IT at 801-402-5605.

PROFESSIONAL DEVELOPMENT DAY (ANNUAL MEETING)

In the General Sessions we will be covering:

- Part-time positions/ Payroll
- Building check and lock up
- Asbestos
- Playground inspections
- Building relationships/ Personal development
- Custodian of the Year
- Accomplishments

Break-out Sessions:

- IPM Inspections
- Cell Phones and Emails
- Lockout/ Lockdown/ Crime scene protection
- HVAC and boilers
- Grounds
- Energy controls
- Power outages/ Building checks/ Fire alarms
- Lift certification

UPCOMING EVENTS

MAY 30

Memorial Day- Custodians are off

JUNE 9

Professional Development Day (Annual Meeting)

Full-time employees- 7:30 am – 2:30 pm

Part-time employees- 11:00 am – 2:30 pm

This is a required meeting that has mandatory training which is essential to your job.

CONGRATULATIONS!

We would like to congratulate **Tyler Fairholm** on getting the Head Custodian position at East Layton Elementary.

We would like to congratulate **Scott Bybee** on getting the Assistant Head Custodian position at Central Davis Junior High.

We would like to congratulate **Ryan Cash** on getting the Head Custodian position at Centennial Junior High.

CONGRATULATIONS!

Glen Hawkins

We would like to congratulate Glen Hawkins on his retirement after 30 years of service to Davis School District. Please join us in wishing Glen well in all his future endeavors.