

APRIL 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.*

TEXTBOOK DISPOSAL

Basic Process:

1. Leave the materials in the closet or shelf where they are located but gather information [*title, publisher, ISBN, quantity*]
2. Enter information on Follett Surplus materials website <http://surplusmanagement.fes.follett.com/>
The website Follett has created allows schools (usually secretarial staff) to enter book information in under 15 minutes.
3. For large quantities, an email to Dave Brown (dbrown@follett.com) with the basic information is sufficient
4. Then Follett will contact your school to inspect books prior to the pickup of surplus textbooks.
5. Move books to the pickup location (a location where their big truck and pallets can access) after they have been inspected by Follett

For additional information please contact:

Jon Hyatt – Curriculum Supervisor (ext. 2-5360)

Katie Gerard – Curriculum secretary (ext. 2-5251)

Dave Brown – Follett representative (800.621.4272 x 7845 office)

UPCOMING EVENTS

Annual Custodial Meeting will be held at Layton High School on June 9, 2016

FACILITY ASSESSMENT

Congratulations to Wal Trujillo and the Custodial Staff at Central Davis Junior High for having a spectacularly clean school!

CONGRATULATIONS!

Congratulations to Royal Horn on becoming the new Head Custodian at Legacy Junior High!

CONGRATULATIONS!

Annette Tyler has taken Jeff Olsen's position as the Equipment Mechanic Foreman.

CONGRATULATIONS!

Jeff Olsen is our new Asphalt/Portable Mover Foreman

GYM FLOORS

Per changes with the EPA, the oil based finishes can no longer be purchased. If you have oil base still, you may use, however, if not, you will need to use the water based Hillyard floor finish available in the warehouse.

Base Coat SKU#04028872, cost \$191.00 for a 5 gallon pail

Finish Coat SKU #04028072, cost \$206.06 for a 5 gallon pail