

JANUARY NEWSLETTER

DSD Custodial Services



Successful Winter Break

Approximately 100 facilities with 9 million square feet of internal space, watched over by our wonderful custodians during the winter break.

We are proud to announce no damaged facilities.....

FOR THE FIRST TIME EVER!!!

CHANGES TO FUEL DELIVERY

- Oldest fuel is to be used first (please make sure to rotate gas cans).
- Fuel deliveries are only on Tuesdays. In order to get your fuel by then, you must have your work order called in by noon on Monday.
- If you need additional fuel cans to make this work, please call in a work order to EMS (Maintenance).

INFORMATION ABOUT EMPLOYEE BACKGROUND CHECKS

Criminal background check

All employees are now subject to fingerprinting, background checks, and ongoing monitoring of criminal activity. Ongoing monitoring will eliminate the need for repeated fingerprint submissions.

Arrest reporting- You must report to supervisor as soon as possible or within 48 hours about any arrest, citation, or charge for: sex offenses, drug related offenses, alcohol related offenses, offenses against a person including: Assault, criminal harassment, stalking, violation of protective order, child abuse, domestic violence, homicide, kidnapping, sexual offenses, property offenses, arson, graffiti, burglary (dwelling or business), theft, fraud, computer crimes.

Supervisor must forward the following information to Human Resources:

Employee reports to work unless told otherwise.

Employee must report the decision of the courts immediately to their supervisor and Human Resources.

UPCOMING EVENTS

JANUARY 18

Martin Luther King Day- *Custodians are off*

CONGRATULATIONS

We would like to congratulate Curtis Goode on becoming the Head Custodian at Odyssey Elementary. This is his first Head Custodian position!

WEBSITE

Please check on website regularly for updated directories, forms, and guidelines.

CONTACTS

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