

SEPTEMBER NEWSLETTER

DSD Custodial

Learning First!

HUMAN RESOURCES DEPARTMENT

Please make note of the change in hours of operation for H/R. You can have fingerprinting done or pick up ID badges Monday-Friday from 8:00 am-4:30 pm.

LOANER EQUIPMENT

Please help out your fellow schools by communicating with Custodial Services Administration by canceling loaner equipment that you no longer need. Also if the equipment is not working correctly, or you have lost any accessories, please notify us immediately.

ID BADGES

Badges must be worn at all times on school property. Employees who do not have a badge must wear a temporary visitor badge from the office.

OUTSIDE DOORS

The safety and security of our students require that all unsupervised doors be locked at all times. Please work with your principal to determine which doors will be unlocked and when.

HEALTH DEPARTMENT INSPECTIONS

- Paper products need to be stored above chemical in cabinets.
- All chemicals need to be labeled with updated GHS labels.
- Only current chemicals are to be in the schools.
- All areas that store chemicals must be locked.

SCHOOL OWNED LIFTS

School owned lifts need to be certified annually by a certified company. It is the responsibility of the school to arrange and pay for this service. If it is a shared lift someone needs make arrangements for certification, and the cost needs to be split among co-owners.

IPM JOB SHEET

It is imperative that you call in a job sheet for all pest related concerns. Please be very detailed about the location of the problem.

ANY CHANGES TO INDEX HOURS

If there has been an increase or a decrease in your custodial index hours please make sure that you adjust the employee's hours and complete the PA's in Encore.

UPCOMING EVENTS

SEPTEMBER 17

Mandatory Fall Training for Head Custodians at Davis High. High School and Junior High 7:00 am-8:30 am. All Elementary 9:00 am-10:30 am.

SEPTEMBER 17

Students will not be in schools, but it is a workday for all custodial employees who have not made previous arraignments.

CONGRATULATIONS

We would like to congratulate **Alicia Cook** on becoming the Assistant Head Custodian at Northridge High.

We would like to congratulate **Adam Faulkner** on becoming the Assistant Head Custodian at Millcreek Junior High.

We would like to congratulate **Doris Teasdale** on becoming the Assistant Head Custodian at Syracuse Junior High.

SUBLIST

You will have a better response in finding a substitute custodian if you text rather than call.

ICE MACHINE CLEANING

Ice machines need to be serviced annually. It is the responsibility of the school to arrange and pay for this service (NOT out of the Custodial budget). There is a contract in place for this service.

NO MORE BOXES

Custodial Services Administration will no longer supply moving boxes. If you need boxes please make other arrangements.