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# January Newsletter

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## DSD Custodial

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Learning First!

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### Guide to Writing Letters of Warning

You can now find the guide to writing a letter of warning on the Custodial Services website. You can find the guide on the Custodial Resources page under the Personnel tab. In the file, you can find a step by step guide on how to write the letter as well as a few sample letters. If you have any questions please contact your coordinator.

### IPM Books

As a reminder, the district's Integrated Pest Management (IPM) policy is now in full effect. Make sure that you have placed your monitors and have done your initial inspections. Your IPM books will be monitored by your coordinators and the Health Department.

### Drivers Training

Any district employee who drives a district vehicle such as an ATV, truck, golf cart, side by side, or any other motorized vehicle is required to take the Risk Utah Drivers Training. The certification is required every two years. If you have not already had your employees take the training have them do so immediately. You can find the training at [www.risk.utah.gov/risk-training](http://www.risk.utah.gov/risk-training). If you have hired an intern in the past year they have taken the training. Please print off all the certificates after employees have completed the course and email them to [dscustodial@dmail.net](mailto:dscustodial@dmail.net).

### Summer Equipment

Please go out and start all of your school's outside summer equipment (including, but not limited to: hedge trimmers, leaf blowers, weed eaters, mowers, etc.) within the next two weeks. Please call in a work order for any needed repairs as soon as possible. It is critical that we do this right now so that when the equipment is needed, it is operational.

## Upcoming Events

### January 11

This is a work day for all Custodial employees. There will be no students in the buildings.

### January 21

Martin Luther King Day- All Custodians Off

### February 18

President's Day- All Custodians Off

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### Save the Date

Our Summer Professional Development Day will be June 6, 2019. More information will follow as we get closer.

### Congratulations

We would like to congratulate **Isaiah DeAnda** on becoming the Assistant Head Custodian at Central Davis Junior High.

We would like to congratulate **Jeff Love** on becoming the Head Custodian at Shoreline Junior High.

### Evaluate Davis

Please make sure you are having your employees do their self-evaluations and set their goals in the evaluation system. Please make sure you evaluate all of your employees at least annually.

### Furlough Day

Remember to use your furlough day before July 1, 2019. There is no carryover for this day.

### Facility Assessments

Spring facility assessments begin February.