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# February Newsletter

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## DSD Custodial

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### Thank you!!

*You play a critical role in the education process and make indispensable contributions that impact every school, facility, staff member, and student. We know all of you work tirelessly to create a safe and healthy learning environment for our students. We would like to take this opportunity to let you know how much we appreciate and value you!*

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### New Warehouse Item For IPM

Dawn Dish Soap is now in the warehouse and ready to order for IPM use. The information is as follows:

SKU # 04001209

Description: Dish Soap, Original Scent 75 oz. 1/ea.

Cost: \$9.35

Chemical Labels for this are now available through Custodial Services Administration. Please submit an order for labels by filling out the chemical label order form found on the Custodial Services webpage.

### Batteries

You need to be checking the water level in the batteries on your equipment on a weekly basis. If the water levels are low fill the battery using Distilled water ONLY. We do carry distilled water in the warehouse (SKU #10067806) If the batteries on your equipment are sealed, DO NOT attempt to open them to check water levels.

### Summer Equipment

Within the next two weeks start all of your facility's outside summer equipment (including, but not limited to: hedge trimmers, leaf blowers, weed eaters, mowers, etc.).

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.

### Custodial Services Loaner Equipment

Summer is a busy time for everyone, including our loaner equipment. Our equipment is loaned on a first come first serve basis so keep this in mind as you plan your summer cleaning. The last two weeks of the summer we are reserving the Square Scrubs only for those facilities with the summer lunch program.

## Upcoming Events

### February 18

President's Day- All district employees are off.

### March 10

Daylight Savings- Please remember to set your clocks forward one hour

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### Facility Assessments

Congratulations to **Eric Thorup** and the **Custodial Team** at **Knowlton Elementary** for having a fantastically clean school!! Great Job!

### Reminders

Remember to refer to our website for helpful information such as intern request forms, updated building inspection reports, and IPM information.

Part-time employees who resign their position are also removed from the substitute custodian list. If you have an employee that is leaving but is interested in being on the sub list they will need to reapply as a substitute custodian.

### Part-Time Orientation

Just a reminder that each new part-time custodian needs to go through the orientation slide show on the Custodial Services website. It is 10 minutes long and goes through the basic requirements of the job. After the employee has viewed the PowerPoint there is a signature sheet they need to fill out. Send that signature sheet into Custodial Services.