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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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### Square Buffers

If your facility has a buffer call in a work order at 801-402-5600 to have it serviced before the summer cleaning season begins. Buffers should be service a minimum of once a year. If you have any questions call your coordinator for more information.

### 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 17

President's Day- All district employees are off.

#### March 18

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

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### Congratulations

We would like to congratulate **Kylei King** on becoming the Head Custodian at Vae View Elementary.

We would like to congratulate **Jacob Roth** on becoming the Assistant Head Custodian at Legacy Park Junior High.

### Retirement

We would like to congratulate **Joe Samarrae** on his retirement after 28 years of service to Davis School District. Please join us in wishing Joe well in all his future endeavors.

### 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 new part-time custodians needs to go through the orientation 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.