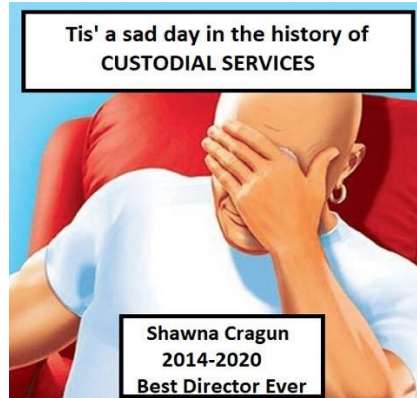

June Newsletter

DSD Custodial

Learning First!



With Great Sadness We Say Goodbye

For the past 6 years, we have been honored to call Shawna Cragun our director, our advocate, our leader, our boss, and our friend. We are thankful for the impact she made not only on our department but on our lives. Thank you for your years of service to the Custodial Services Department. We wish her the best of luck in her new position as the Director of Transportation.

Boiler Reports

Checking your boiler rooms is a critical part of your job. Your facility's boiler report is required every month, including summer months. Send them to us via email at dscustodial@dsdmail.net, fax at 801-402-7881, or through the pony. If any corrections need to be made on your facility's form, please let us know.

IPM

Be sure to walk your grounds and look for wasps and hornets. Remember to check handrails, portables, ramps, eaves, and window ledges. A mixture of 2 oz of Dawn dish soap mixed with water in a 32 oz spray bottle will kill them. This method can take up to 10 minutes to work. If you need to you can call in a work order.

Upcoming Events

July 3

Independence Day-All
Custodians Off

July 24

Pioneer Day- All Custodians
Off

Congratulations

We would like to congratulate **Rick Walker** on becoming the Head Custodian at Sunburst Elementary.

Filters

Filters need to be changed at least once a year, this includes portables, univents, and wherever your facility may have filters. Remember to log the date the filter was changed and write the date on the filter itself. filters DO NOT come out of your custodial budget. If you have questions, contact EMS.

Furlough Day

Just a reminder, your furlough needs to be used before July 1st. If you do not use it before then, you will lose it. This applies to all full-time custodial employees.

Grounds

Walk your grounds daily looking for brown spots and areas that need attention. Grounds are the face of your building, make sure flowerbeds are being weeded often.

Parking Lot Sweeping

If the parking lot at our facility has not been swept yet call your coordinator.

Fire Protection

Remember that all hallways **MUST** have a clear 42-inch path to outside exiting (even during summer months).

If you are missing ceiling tiles in classrooms and/or hallways a job sheet must be called in immediately (don't wait until the end of summer). These are areas of concern and focus for your Custodial Administration Team, Risk Management Department, the Fire Marshall, and our Superintendency.

Custodial Services Loaner Equipment

Make sure you are cleaning **ALL** equipment you borrow from Custodial Services before it is returned. During cleaning look for any damage that the equipment may have and call the office to report it if there is any. If equipment breaks while you are borrowing it, **DO NOT** call in a work order, contact the office and we will call in the work order. Make sure all accessories are returned with the borrowed equipment.

Substitute Custodians

We are still in a hiring freeze for subs. Only use subs that are listed on the current sub list. This list is gone through monthly to remove all inactive subs. If you have any questions about a sub being active call the office.