

JULY NEWSLETTER

DSD Custodial

Learning First!

HELLO

I am excited to be a part of this group! I have been in Facilities here at Davis School District for many years and have met many of you and look forward to our work together in a different capacity. You are all doing great things! I learn every day about how each of you has a part in making school better.

I plan on getting out to see how you are preparing for the upcoming school year. It is going to be a challenge with what is going on in the world. There will be a lot of added pressure to keep things as sanitary as possible. We will get information to you as we receive it. We are working to provide you with the tools and resources you will need. I know we are up to the task as we work along-side our school staff and students. Let us know if you have any questions or concerns. Thank you again for all that you do. I hope you enjoy the rest of the summer!

Weston Weekes
Director of Custodial Services

SUMMER CLEANING

If you are a traditional school, over 50% of the summer cleaning should be completed. We have 24 workdays until our students return to school. It is very important that summer cleaning is completed before this time. If you are having difficulty completing the school on time, please contact your coordinator as soon as possible so we can help you create a game plan to successfully complete summer cleaning.

MASKS AND PH7Q

Effective **IMMEDIATELY** all employees are required to wear a mask while in your facility. Please notify all your staff asap. Continue to disinfect all touchpoints. As a reminder wipe all surfaces listed with a rag and PH7Q and then mist the area thoroughly and let it air dry. This will ensure that the dwell time is met. Be cautious not to get the computer keyboards too damp.

The dilution for PH7Q in a 32 oz spray bottle is 1/2 ounce of PH7Q per 32 ounces of water. The dilution for PH7Q in a mop bucket is 2 ounces of

UPCOMING EVENTS

JULY 3

4th of July- All Custodians Off

JULY 24

Pioneer Day- All Custodians Off

AUGUST 25

School Starts

CONGRATULATIONS

We would like to congratulate **Jason Wade** on becoming the Assistant Head Custodian at West Point Junior High.

We would like to congratulate **Howard Pate** on becoming the Head Custodian at Centerville Junior High.

TIME OUT ROOMS

If your school has a time out room, that room cannot be moved without the express approval of Robin Driggs. A job sheet will only come from her.

IPM

Make sure you are walking the grounds of your facilities and looking for wasps and hornet nests. 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.

PH7Q per gallon of water. Mixing at a heavier concentration does NOT make the product more effective. Mixing it correctly is very important.

DRESS CODE

All employees must dress in accordance with the requirements stated in the code of ethics and the information listed below:

- Hair should be styled in a clean and well-groomed manner
- No startling or disruptive hairdos or colors
- Shoes must be worn at all times (Closed-toe shoes are required for custodial employees)
- Clothing must be of modest design. All shirts must have sleeves! No tank tops, bare midriffs, bare stomach, off-the-shoulder blouses, backless or sheer fabrics. Visible undergarments including bra straps are NOT allowed. Entire torso must be covered at all times
- Pants that expose buttocks, visible undergarments, or sag below the hip bone will not be allowed
- No deep scooped necklines or exposed cleavage allowed
- Short shirts, short skirts, short shorts, and short dresses will not be accepted. They must be no shorter than 3 inches above the knee.
- Clothing that promotes or displays illegal items such as tobacco, alcohol, obscene, or inappropriate material will not be permitted
- Shirts must be worn at all times while at our schools

HAND SANITIZER AND OTHER ORDERING RESTRICTIONS

Some questions have been raised about hand sanitizers & sanitizer stations.

1. The MDC has purchased 2,400 gals of liquid hand sanitizer in 1-gal bottles with a pump sprayer for every secondary classroom, every elementary classroom without sinks and all portables district-wide. You may submit your order up to the quantities listed for your school per the attached distribution list. Use SKU #04001418. When these bottles are empty, mark your location and return them to the MDC for refills. Bottles must be capped. Use SKU #04001419. We have 6,400 gals of this product available for refills.
2. If you order #01001417, you may also return these empty bottles for refill. Note that this product does not have a sprayer and is a thicker liquid, so we are offering one (1) 32 oz. spray bottle for every two gallons ordered (not ideal, but it works). We have a limited supply of this product.
3. Hand sanitizer stations have been ordered for those who need them. The stations come with a floor stand SKU #04001452, dispenser #04001451 & sanitizer #04001450. You must order each item separately. Up to 5 stations per elementary and 7 stations for secondary have been ordered. Originally, the vendor committed to an August delivery date. However, we recently learned that all three items will not be available until early 2021. We also ordered enough wall-mounted dispensers #04001451 and product #04001450 for every portable, secondary classroom and elementary classrooms without sinks. These items have also been delay until 2021. Line items #1 & #2 above have been purchased to bridge this gap. If you want the stations in your schools, please place your orders and they will be delivered when we receive them. Some schools have asked for pictures and measurements. We will provide that info in a separate email. As a side note, Purchasing is searching for an alternate station that we can get before school starts. We will advise you if these become available.
4. Because of the delay of hand sanitizer stations & associated items, we are providing up to 5 additional gallons per elementary and 7 for secondary schools as an offset. The portable stations were intended to be used in cafeterias, auditoriums, media centers, or where ever mobility is needed. The attached distribution list includes this extra product.
5. Some schools may already have sanitizer stations that accommodate the dispenser #04001412, floor stand #04001413, and sanitizer #01001411. Unfortunately, the manufacturer will not provide any of these items to us at this time. They are only providing them to medical facilities. Hence, our reasoning to purchase line item #4 above. Eventually, we hope to have access to these items again.

Please note that our immediate goal is to ensure secondary classrooms, all portables and elementary classrooms without sinks have product. Handwashing with soap & water remains the preferred method when practical. We anticipate being able to provide additional gallons as needed once the immediate goal is accomplished.

Our rationale for providing gallon-size product is because empty bottles, sprayers, and hand pumps are difficult to find. You can place these gallons in the classrooms or use them to refill smaller bottles you may already have on hand. Plus, it is much more economical than purchasing in smaller sizes. You will have to follow your protocols for labeling if you refill smaller bottles.

Spray Bottles

As you probably know, we have been unable to obtain the 32 oz empty bottle w/adjustable sprayer #04027201. This item is on order, but the ETA is unknown. We do, however, have a limited supply of these bottles without sprayers (#04027311) and a limited amount of pistol adjustable sprayers on-hand #04027202. You must order these individually. You will likely be pleased to know that we have ordered and expect to receive soon a 25 oz bottle & sprayer as a substitute. All backorders for the 32 oz. bottle will be substituted with the 25 oz. bottle. If you do not want the 25 oz. bottle, you will need to cancel your requisition in the system.

We also have a limited supply of 8 oz plastic squeeze bottles w/yorker spouts #01010800, if desired.

Summer Orders

We have lifted the quantity restrictions on hand soap #04001409 and toilet paper #04027901 so you can obtain sufficient quantities to meet your needs. Brown paper towels #04028203 and facial tissue #04028206 are also available without restrictions. We have an adequate supply of these items on-hand and do not foresee any shortages.

For the time being, most of the above items are restricted in quantity to ensure all schools have equal access and to avoid stockpiling.