

SEPTEMBER NEWSLETTER

DSD Custodial

Learning First.

CUSTODIAL SERVICES LOANER EQUIPMENT.

If you have borrowed equipment from Custodial Services and it breaks while at your facility DO NOT call in a work order, call Custodial Services, or your coordinator. Custodial Services will call in a work order for the equipment and make arrangements to get a new piece out to you as soon as we can.

IPM JOB SHEETS

It is imperative that you call in a job sheet for all pest related concerns. Be very detailed about the location of the problem so that your coordinators can easily find the trouble area and take care of it when they visit your facility.

WINTER EQUIPMENT

During the next few weeks, be sure to start up all of your school's winter equipment including but not limited to snowblowers, ATVs/RTVs, etc. Allow the equipment to run a minimum of 5 minutes. If any repairs are needed call in a work order as soon as possible to 801-402-5600.

PRESSURE WASHERS

Pressure washers need to be run every 2 weeks for at least 5 minutes. This is to ensure that seals do not dry out. Also, pressure washers must be stored in a heated location so that they do not freeze.

FACILITY ASSESSMENTS

We will be starting the 2020-2021 facility assessments this month. Your coordinators will be checking for labels on your chemicals. If you need labels, the order form can be found on the custodial website under Custodial Resources. You can fax the form into Custodial Services at 801-402-7881 or email them to dscustodial@dsdmail.net.

PROGRAM NUMBERS

Program numbers for ordering through requisitions are the same numbers no matter who your coordinator is. If you have any questions about that, please contact your coordinator.

Equipment-9696

Supplies-2836 or 2837

Building Checks- 2819 or 2817

DRIVERS TRAINING

You are required by Risk Management to take drivers training every two years in order to operate any vehicles owned by the District. This includes ATV's and

UPCOMING DATES

SEPTEMBER 7

Labor Day- All Facility Managers and Custodians Off. No one is to be working in the building that day unless doing building checks.

OCTOBER 15

Fall Break-Non-Contract day. No one is to be working in the building that day unless doing building checks.

OCTOBER 16

Fall Break- Non-Contract day. No one is to be working in the building unless doing building checks.

CONGRATULATIONS

We would like to congratulate **Jo Randall** on becoming the Assistant Facility Manager at Farmington Junior High.

ICE MELT AND SHOVELS

It is the time of year once again to make sure that you have adequate Ice Melt and snow shovels. Doing so will help ensure the safety of our students and staff.

ID BADGES

Badges must be worn at all times on school property. Employees who do not have a badge must wear a temporary visitor badge from the office.

SCHOOL OWNED LIFTS

School owned lifts need to be certified annually by a certified company. It is the responsibility of the school to arrange and pay for this service. If it is a shared lift someone needs make arrangements for certification, and the cost needs to be split among co-owners.

ICE MACHINE CLEANING

Ice machines need to be serviced annually. It is the responsibility of the school to arrange and pay for this service (NOT out of the Custodial budget). There is a contract in place for this service.

RETIREMENT

If you are planning to retire within the next 5 years, we would strongly recommend that you contact URS at 801-366-7770 to arrange for a free retirement planning meeting. Sometimes a one-day difference in your retirement date can result in a difference of several hundred dollars every month for the rest of your life. We want you to receive the best possible benefit for your time and dedication to Davis School District.

RTV's. If you have not completed the training contact Custodial Services Administration for information on how to complete the training.