

OCTOBER NEWSLETTER

DSD Custodial

Learning First!

GENERATORS

Be sure to check the fuel in your generators weekly. If they are running low on fuel, please call in a work order at 801-402-5600.

TRIM ORNAMENTAL GRASSES

Now is the time to be trimming the ornamental grasses! Bundle the grass, tape it, and measure at least 9 inches from the ground before cutting with hedge trimmers. The grass cannot be cut shorter than 9 inches or it will not make it through the winter.

ROOF DRAINS

With winter approaching, please walk your roof and check your roof drains. Make sure there are no foreign objects or debris. Verify the covers are in place if they are damaged or missing call in a work order immediately to 801-402-5600.

WINTER IS COMING

Please check your snow shovels and salt supply NOW. Winter is fast approaching so please plan accordingly.

During the next week, be sure to start all your school's gasoline-powered winter equipment including, but not limited to snowblowers, ATVs/RTVs, etc.

Allow the equipment to run for a minimum of 5 minutes. If any repairs are needed, please call in a work order as soon as possible.

SNOW REMOVAL

Please make note of the requirements concerning snow removal:

- Snow needs to be removed within 24 hours, no matter the day.
- We must remove snow from ADA ramps, parking stalls, dumpster areas, critical walking areas, and 3 feet around each fire hydrant.
- Do NOT use an ATV/RTV to remove snow from playgrounds and/or parking lots.

If your principal would like the playground cleared of snow, they will need to hire a contractor and pay from their school budget.

UPCOMING EVENTS

OCTOBER 15

FALL BREAK

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

OCTOBER 16

FALL BREAK

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

NOVEMBER 1

DAYLIGHT SAVINGS ENDS.

Please remember to set your clocks back one hour.

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

OIL IN EQUIPMENT

When using any gas-powered equipment please make sure to check the oil levels in the machine regularly.

EMPLOYEE EXIT PROCESS

You can find step by step instructions for the new Employee Exit Process on our website under "Personnel" in the Custodial Resources Tab. This process must be completed by both the employee and the Head Facility Manager.