

# April Newsletter

## DSD Custodial

### Learning First!

#### Parking Lot Sweeping

We are in the process of sweeping parking lots and are almost finished. If your facility has not been completed in the next 2 weeks, or still looks bad after being swept, contact your coordinator.

#### Use or Lose Vacation

If you have vacation time that is use-or-lose, use it as soon as possible. Do not wait until the last minute to take time off. We are limited on interns to cover facilities. We receive the most requests to substitute in September and October so plan early and try to utilize the new sub system to get coverage.

#### Grounds/Sprinklers

Remember that your grounds are the community's first impression of your school/location. It is critical that the outside grounds are maintained properly. Make sure that weeds are pulled or sprayed, shrubs are trimmed, and litter is picked up.

When the sprinklers are turned on and with summer approaching, keep a close eye on your grounds. Look for dry spots, puddles, or anything that seems out of the ordinary. If you find anything of concern, follow up as soon as possible. Keep in mind that being proactive is key to keeping grounds healthy and green.

If you notice sprinklers are running and not turning off go to the valve box, turn off the valve for 1 minute, then turn it back on. If the sprinklers are still running, then call in an emergency job sheet.

#### Loaner Equipment

If equipment that is loaned to you is damaged while at your facility call the office ASAP. DO NOT call in a work order yourself. We track all service done on CSA equipment. Please clean all borrowed equipment before returning. If equipment that is loaned to you is not clean when you receive it, notify your coordinator.

#### Summer Equipment

Everyone has been directed to start up all their indoor and outdoor summer equipment and verify that it is in good, working order. If you have not done this yet, do it now.

### Upcoming Events

#### Professional Development day

Professional Development Day. Has been rescheduled. The new date is August 6, 2021.

#### Congratulations

We would like to congratulate **Alanna Ricketts** on becoming the Head Facility Manager at Bountiful Jr. High.

We would like to congratulate **Dave Benson** on becoming the Head Facility Manager South Davis Jr. High.

We would like to congratulate **Caleb Barker** on becoming the Assistant Manager Woods Cross High.

We would like to congratulate **Carin Nobriga** on becoming the Assistant Facility Manager South Davis Jr. High.

#### IPM

It is now hornet season. You can spray nests you find yourself with 2 tbs. of Dawn Dish soap in a 32 oz bottle of water. Spraying now will kill the queens and make for an easier summer.

#### Furlough Day

Remember that your Furlough Day must be taken no later than June 30<sup>th</sup>.

#### Boilers

Boilers are now off for the year. If you have any questions, contact your coordinator.

#### Job sheets

If you are having an issue at your location call in a job sheet. DO NOT call the foreman of the department directly.