

JULY NEWSLETTER

DSD Custodial

Learning First!

SUMMER CLEANING

Over 50% of your summer cleaning should be completed. We have 26 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.

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 hairdo's 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. The 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

SQUARE BUFFER AND RED PAD REPLACEMENT

As you use your square buffers and the loaner buffers, you must replace the red pad. The manufacture recommends that the pads be replaces about every 4 rooms. This will keep the teeth on the buffer from being ground down and needing to be replaced. If you have any questions, contact your coordinator.

VACATION CARRYOVER

You can now carry over 400 hours or 50 days. Also starting July 1, the new timecard system will alert you if you are in danger of use or lose.

UPCOMING EVENTS

JULY 23

Pioneer Day- All Custodians Off

JULY 24

Pioneer Day- All Custodians Off

AUGUST 6

PDD- Syracuse High from 11:00-1:00

AUGUST 13

Zoom Facility Teams Meeting- 9:00 am. "Introduction to the Catalyst Center"

CONGRATULATIONS

We would like to congratulate **Tyson Bingham** on becoming the Assistant Head Facility Manager at North Layton Jr. High

We would like to congratulate **Anna Zimmer** on being the 2020-2021 Custodian of the Year.

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.

FILTERS

It's that time of year to make sure all your filters have been changed before Building Controls turns on your systems for the year.