

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 arraignments to get a new piece out to you as soon as we can. **As a reminder you are required to clean and empty all equipment prior to returning it back to CSA.**

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/maintenance 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 for 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 2021-2022 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 to Custodial Services at 801-402-7881 or email them to dsdcustodial@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

UPCOMING DATES

OCTOBER 14

Fall Break-Non-Contract Day. 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 unless doing building checks.

CONGRATULATIONS

We would like to congratulate **Melissa Parks** on becoming the Assistant Facility Manager at Legacy Junior High.

We would like to congratulate **Derek Blamires** on becoming the Assistant Facility Manager at Layton High.

We would like to congratulate on **Mike Alverson** becoming the Facility Manager at Adelaide Elementary.

We would like to congratulate **Sam Harris** on becoming the Assistant Facility Manager at Farmington High.

We would like to congratulate **Britni Henri** on becoming the Assistant Facility Manager at Fairfield Junior High.

We would like to congratulate on **Alicia Cook** on becoming the Assistant Facility Manager at Syracuse 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.

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 to 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.