

DECEMBER NEWSLETTER

DSD Custodial

Learning First!

THANK YOU!

At this festive time of year, we want to take a moment to thank you for all the way you make this department what it is. The holiday season brings thoughts of joy and gratitude, and there is no better time to express our thanks and sincere appreciation for your amazing hard work and dedication. May your holidays be filled with cheer, warm memories, and happiness. Thank you for serving the students and staff of the Davis School District so well.

All of the following information needs to be read prior to leaving for Winter Break and followed carefully!

TO PREVENT FROZEN PIPES

- Open all sink cabinets, leaving them open in portables and buildings. We advise you to send an e-mail notifying the staff that the cabinets will be open, why they are open, and requesting that they are left this way until Jan 3.
- Leave sink water running at a small but steady stream in portables and in any other rooms of freezing potential (rooms lining the outside perimeter of the building, etc.)

BOILERS, FANS, AND BUILDING CHECKS

- The building security schedule will remain unchanged during the holiday break.
- All boilers must be checked every day during the break. Always check the temperature. If you are assigning this task to someone else, be sure they are fully trained on what to do.
- Boilers will remain operating during the break. The heat will be put on “setback” for the building. This will not allow the building’s temperature to drop below 58 degrees.
- If during your building check, you find that any part of the building has dropped below 58 degrees, call it in immediately to Security (801-402-7680 or if phone lines are down at 801-628-8875).
- At the end of the break, heating systems will be put back to fully functioning. When you do your building check on Sunday, January 2 your building should be back to full operating temperatures.
- Fans and boilers may or may not be running depending on the temperature inside the building.
- If a fan is not running and temperatures have hit the “setback” temperature of 58 degrees, press the “freeze stat reset” button. If it cannot be reset, please call 801-402-7680.
- Identify what is going on in your facility (pump tripped, freeze stat tripped, a fan motor’s off, boiler not working, etc.) and if you are unable to repair the issue, please call it in immediately.

UPCOMING EVENTS

DECEMBER 20-JANUARY 2

Winter Recess

JANUARY 3, 2022

All employees return to work

CONTACT INFORMATION

Security 801-402-7680

Security Cell (if phone lines are down) 801-628-8875

Kevin Walter (Central) 801-381-7045

Ryan Kay (North) 801-529-7057

Todd Summers (South) 801-381-7425

Weston Weekes 801-628-8927

Please notify your coordinator immediately if there is **ANY** damage to your facility. We will do our best to provide additional support if it is needed

OUTSIDE HOSES

All outside hoses should be disconnected and stored by the end of October. Please verify that this is done

THERMOSTATS

Energy Management has control of all portable classroom thermostats. They will manage these thermostats. Please do not change the thermostats or put them in “Unoccupied Mode” as this will prevent Energy Management from being able to control the temperature.

SAFETY

Please stay safe and warm this holiday season.

CONGRATULATIONS

We would like to congratulate **Rick Walker** on becoming the Head Facilities Manager at the Catalyst Center.

We would like to congratulate **Britni Henri** on becoming the Head Facilities Manager at Sunburst Elementary.

- Check your facility's generator.
- Check the temperature for walk-in refrigerators, freezers, milk coolers, etc. daily.
- The fans and heat will come on and run just like a normal school day from 7 am-5pm on the following days:
Monday, December 20th
Thursday, December 23rd
Monday, December 27th
Thursday, December 30th
- Checking your facility during these run times is suggested to make sure there aren't any issues with the equipment.
- Additional days may be added if there is unusual weather.

SNOW REMOVAL

- Removal of snow needs to be done promptly (**within 24 hours**). ADA ramps, parking stalls, fire hydrants, and dumpster areas need to be clear of snow and ice. Annette Tyler's shop will be available for emergency repairs only. Call security for assistance.
- Be sure snow is removed in a 3-foot radius around each fire hydrant

ATV/RTV

- If your facility's ATV is having problems, please contact the Maintenance Department.
- If the ATV has a dead battery, use "Pull Start". If you are using "Pull Start", do not use the headlights as the alternator will not be able to handle a dead battery and headlights at the same time.
- Before, during, and after using the ATV check the front end checking all the brackets for any bending. If you see bending, stop using the ATV immediately and call in a job sheet for a repair.
- Do not use the ATV to remove snow from playgrounds or parking lots.
- If the snow is wet and heavy use your snowblower and not your ATV.

FUEL FOR THE WINTER BREAK

Please verify you have enough fuel to get you through the winter break. If you need more put in a work order now.

PAYROLL

This month is a very short month for payroll. Make sure all employees approve their timesheets after they clock out on December 15th. Payroll must have all approvals done employees and supervisors by **Dec 16th** so they can get everything done by Friday, December 17th.