

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 3 weeks or still looks bad after being swept, contact your coordinator. Gutters are not included in the lot sweeping.

Use or Lose Vacation

If you have vacation time that is use-or-lose, use it as soon as possible. You can carry over 400 hours. 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 subsystem 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 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 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 services 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 will be June 10, 2022. It will be held in the large training F-2 training room here in the Freeport Center.

May 6

Direct to the Director 8:00-9:00 am. Contact Raini to be put on the schedule.

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 30th.

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.

Summer Positions

You may begin advertising and hiring for your summer positions starting May 17th. You **MAY NOT** begin working subs or hired employees in this position until **May 31**. If you are hiring someone for your summer positions make sure they are aware that this position is seasonal and will end Friday, August 19.