

IT'S YOUR CAMPUS!

FACILITY MANAGEMENT NEWSLETTER

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The Moment You Commit Yourself is the Moment Your Goal is Assured

The primary role of the facility manager is to keep the school campus safe and secure during school hours while performing daily operational and maintenance routines.

NATIONAL PLAYGROUND SAFETY WEEK 2018

National Playground Safety Week (NPSW) is the week of April 23, 2018 through April 27, 2018. Now that we are well into Spring and warmer days are upon us, more kids will be playing outdoors. Since this week is NPSW, now is a good time to focus on safety by inspecting playground equipment for any required repairs. A recent study by the Centers for Disease Control (CDC) found that emergency departments still see more than 20,000 children ages 14 and younger for playground-related traumatic brain injuries each year. Maintaining your play system is important as it may contribute to safer play for children, it will help reduce the number of injuries and prolong the life of the playground equipment. Keeping ground surfaces raked and evenly distributed is also beneficial.

FASTENAL

Fastenal has replaced Grainger in providing the maintenance department with parts, tools and other supplies required to maintain our schools. This change is immediate for maintenance but schools will continue to procure supplies from Grainger using existing purchase orders that are in place through the end of the school year. Afterwards, renewal purchase orders for 2018-19 will be issued to Fastenal. Schools may purchase from Fastenal now if they use their P-Card. Compare pricing and purchase from the supplier with the best price.

SOME OF THE DIRTIEST THINGS YOU TOUCH EVERY DAY!

Although you can't see them, they're everywhere. What are they? They're bacteria, and without them we would all die. In many cases bacteria is bad but that doesn't mean they are all inherently bad. The ones that reach your bloodstream are dangerous. So, take a look at the below list of things you touch every day that is loaded with bacteria:

1. Self-check out machines and ATM's. Lots of people use them.
2. Money. The smaller the denomination the dirtier you can expect it to be.
3. Gas pump handles. How often do you fill up and get some food?
4. Shopping carts. Especially those that transport occupants with runny noses.
5. Computer keyboards. Studies have shown bacteria like E. Coli on them.
6. Drinking fountains. Some house millions of bacteria on the surface.

Keep your hands washed.

PURGING 2016 EZ STUBS

The Payroll department will delete all 2016 EZ Stubs from the EZ Stub system on May 1, 2018. All EZ paystubs dated January 1, 2016 through December 31, 2016, will be deleted. If you wish to retain a copy of your 2016 EZ Stubs, please print them prior to May 1, 2018.

REMINDERS

WATER SHUT-OFF VALVES

Facility Managers are expected to know where their emergency shut off valves are located. Take the time to identify them at your school.

BANNERS ON POLES

Banners cannot be fastened to our light or utility poles. The poles are not designed to support the wind load created by the sign.

RED CLINIC BOOKS

A reminder to insert all bio-hazard training records in your red book in the clinic. The county health department will inspect the manual to ensure training records are up to date. Speak with your school nurse if you have any questions concerning your red book.

TIPS OF THE MONTH

- Facility Managers will ensure the US Flag is displayed in accordance with Board Policy 8810.
- Display flags from sunrise to sunset. However, flags may be displayed 24 hrs. a day if illuminated during darkness.
- Flag should never touch anything beneath it, such as the ground, floor or water.
- Half staff means the position of the flag when it is one-half the distance between the top and bottom of the staff.