

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.

OSHA'S TOP 10 VIOLATIONS FOR 2020

The following is a list of the top 10 most frequently cited standards following inspections of worksites by the federal Occupational Safety and Health Administration (OSHA).

1. Fall Protection
2. Hazard Communication
3. Scaffolding
4. Lockout/ Tag-out
5. Respiratory Protection
6. Ladders
7. Powered Industrial Trucks/ Forklifts
8. Fall Protection - Training Requirements
9. Machine Guarding
10. Eye and Face Protection

EMOTIONAL WELLNESS PROGRAM

The District's confidential Emotional Wellness Program is a benefit available to you and your family members during difficult times. The program provides an array of support services that could help a family member. [Click here](#) for more information.

BUILDING/ FACILITY MODIFICATIONS

Building modifications are defined as a change in use, configuration, appearance or capability of a facility. If you make a request to ADD or MOVE or CHANGE, it is a Building Modification commonly referred to as Facility Modification. Section 4.2 BUILDING MODIFICATIONS in the Facility Manager's Handbook discusses Facility Modifications. Modifications to any facility, no matter how small, must be approved by the Executive Director of Facilities Management. This can be accomplished by submitting a Facility Modification work order request.

2020 FLEXIBLE SPENDING ACCOUNT

All employees must incur medical expenses for their 2020 Flexible Spending Accounts (FSA) by December 31, 2020. The deadline to submit 2020 expenses for reimbursement is March 31, 2021. Up to \$550 remaining in your medical FSA **will automatically be rolled to 2021**. Any unclaimed balance exceeding \$550 in your FSA will be forfeited. If you have questions about your 2020 FSA, please contact Allegiance Benefit Plan Management, Flex Department at 877-424-3570.



REMINDERS

WINTER BREAK

Employees on a 250 day calendar will NOT work on December 28th, 29th, 30th, and 31st per the work calendar. These are paid non-work days. No leave will be deducted.

COVID-19 INFORMATION

Please see i-Brief #12503 for UPDATED COVID-19 information.

WORK ORDER VERIFICATION

Please verify work order requests that are submitted to ensure it's a valid request.

APPLIANCE WORK ORDERS

The make, model, serial number, and property record number shall be listed on all appliance work order requests. We record how many times and what is spent on appliances and this information helps us track those expenditures.

