

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.

FACILITY MANAGER SPOTLIGHT



Name: Steve Mendez
School: Barron Collier High (BCH)
No. Years: 16
Hobbies: Kayaking, Family, Church
Personal Belief: "Treat others as you would like to be treated"
Best Part of Job: To experience the joy of watching seniors crossing this important milestone in their lives on graduation day. It is truly a reward.

KEEP COLLIER SAFE!

SEE IT? • SAY IT!

KEEPCOLLIERSAFE

DON'T SPREAD IT • REPORT IT

Click for CCPS Safety Updates

CAMPUS SECURITY

Campus security procedures are located in the following School Board Policies and Administrative Procedures:

Policies

- 7440 - Plant Security
- 7440.01 - Protection of Personnel and Property
- 7440.02 - Vandalism, Damage, Loss, and Malicious Mischief
- 9150 - School Visitors
- 9160 - Public Attendance of Schools Events

Administrative Procedures

- 7440 - Schools and Facilities: Security Cameras
- 7510 - Use of District Facilities
- 8420B - Lockdown
- 9150 - School Sign-in By Visitors

VISITORS

Collier County Public Schools is committed to maintaining a safe environment for all students and staff. All visitors must have a valid purpose to access a campus. Visitors that have a valid purpose are required to enter the campus through the main office. Anyone, including Facility Managers, can challenge a visitor to ensure they have obtained approval to access the campus.

REMINDERS

WORK ORDERS

Facility Managers should never assign a work order to a vendor for service. The maintenance department is responsible for assigning work to vendors.

EPA IAQ TRAINING

Register for "From Roof to Curb" IAQ Training with the EPA. Click [here](#) to register.

SCHOOL SAFETY PLAN

The Facility Manager shall know the school's Safety Plan and their role in the plan. See your Principal if you have questions.

2018 PATHWAYS PROGRAM

Saturday, March 31st is the final deadline to complete blood work and biometric screenings for those born in an EVEN year. Appointments are filling up quickly so schedule yours today.

TIPS OF THE MONTH

- Facility Managers shall assist the fire extinguisher contractor to ensure all fire extinguishers and hood suppression systems are working properly.
- The Facility Manager shall become familiar with their schools Evacuation Plan.
- Be familiar with your schools lockdown procedure.
- Inspect borders and physical barriers, such as fencing, for damage. Ensure they are functional.