

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.

SAFETY AWARENESS

Safety Awareness is like almost everything else we do.. It is learned, not instinctive. We aren't born with awareness for safety, we learn through various means. Some learn by doing, others by watching, and some by reading. Others learn by their mistakes or the mistakes of others.

So how do we know you've developed good safety awareness? Here are some good examples of behaviors that suggest you have good safety awareness:

1. Before you begin a job, you consider how to do it more safely.
2. You make sure you know how and when to use personal protective equipment.
3. As you work, you check your position to reduce the strain on your body.
4. While you are working, you become aware of any changes in the area - people coming or going, jobs beginning or ending.
5. You talk to others regarding safety.
6. You use tools and machines properly.
7. Report unsafe conditions to your Principal.
8. Emergency exits are maintained at your school.
9. Take regular breaks.
10. Make safety recommendations for your school.

Monitor yourself and see if you've got good safety awareness. If you don't, it's never too late to start.



HAND INJURY - HAND TOOLS

Here are some facts about hand injuries and hand tools:

- Some 30,000 persons are injured annually using hammers
- 25,000 are injured using standard blade screwdrivers & crescent wrenches
- Each year, more than 115,000 people end up in the emergency room as a result of hand-tool related injuries.

The improper use of hand tools causes many injuries everyday, People use tools in ways they are not intended, or they use them improperly or they are in poor condition. It is very important to inspect any hand tool prior to its use. Ensure the tool is not worn, broken and is in good working condition.

REMINDERS

FACILITY MANAGERS MANUAL

Make sure you received a copy of the revised Facility Managers manual. We will discuss sections of the manual at our monthly meetings.

HAND SANITIZER

It is CCPS' responsibility to provide hand sanitizer, not GCA. Please ensure it is available for use.

FEMA

As we all know, FEMA representatives are inspecting schools. Please ensure you provide them access to all areas they need to inspect.

SREF INSPECTIONS

We anticipate having a schedule soon for those who have not had their inspection. We will let you know.

TIPS OF THE MONTH

- Always make contact with someone in the maintenance office for emergency service requests. DO NOT leave a message on voicemail.
- Please inspect your elevators prior to submitting service requests. Some problems have been as simple as a pencil being lodged in the door track preventing it from closing.
- Review the January CCPS Insider by clicking the following link <http://www.collierschools.com/staff>