

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.

BOARD POLICIES

Please click and review the following board policies:

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| 1. Drug Free Workplace | Policy 3124 |
| 2. Employee Assistance Program | Policy 3170.01 |
| 3. Zero Tolerance for Discriminatory and Harassing Misconduct of Staff | Policy 3362 |
| 4. Gifts, Grants, Bequests | Policy 7230 |
| 5. Staff Dress and Grooming | Policy 3216 |
| 6. Leaves and Absence | Policy 3430 |
| 7. Conflicting Employment or Contractual Relationship | Policy 3113 |
| 8. Purchasing | Policy 6320 |
| 9. Vendor Relations | Policy 6460 |
| 10. Tobacco Free Environment | Policy 7434 |
| 11. Electronic Mail | Policy 7540.05 |
| 12. Confidentiality | Policy 8350 |
| 13. Religious/ Patriot Ceremonies and Observations | Policy 8800 |
| 14. Political Activities | Policy 3232 |
| 15. Communicable Diseases | Policy 8453 |

HURRICANE SEASON - June 1st through November 30th

The Atlantic hurricane season officially begins June 1st, but activity is typically slow through July. Most systems form in the western Atlantic or Gulf of Mexico. Early in the season we typically do not look at the main development region of the central and eastern Atlantic for tropical storms or hurricanes. We actually look closer to home.

The southeastern U.S. coast, the Gulf of Mexico and the western Caribbean Sea are the breeding grounds for tropical cyclones during June. July is when we start to look a bit farther east since the region of the Atlantic near the Lesser Antilles can also become more ripe for development. The Cape Verde season, when tropical storms and hurricanes tend to form more often in the central or eastern Atlantic Ocean from disturbances moving off the northwestern coast of Africa, generally doesn't begin until early August.

Please [click here](#) and review the district's emergency management plan.

SUMMER HOURS - 2019

The District has determined that it is in its best interest to continue with summer hours (four-day work week) from **Monday, June 3, 2019 to Thursday, July 25, 2019**. [Click here](#) to view the official memorandum from Human Resources.

REMINDERS

ENERGY

Facility Managers should monitor their air conditioning schedules and conserve energy wherever possible during the summer.

GENERATOR FUEL

Budgets are tight this time of the year. Unless you have a dire need or there is a severe weather threat, let's hold off re-ordering generator fuel until after July 1st.

TAKE PICTURES!!

Please take pictures of your trees, plants, marquees, and other areas of your campus. These photos will be needed should your school sustain damage during the storm season.

TRASH SERVICE

Trash service will be reduced during the summer at all schools with the exception of those with daycare and other student related programs.

TIPS OF THE MONTH

- Schools with waste water treatment plants should have their totes emptied and available for use.
- The Collier County Sheriff's office may conduct training exercises in schools this summer.
- Please notify Sonia Torres and Janie Adame when you will be off campus this summer. They will share this with our maintenance Supervisors.
- **ENJOY YOUR SUMMER!!**