

# 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.*

### MARCH IS EYE WELLNESS MONTH

Prevent Blindness has declared March as Workplace Eye Wellness Month to provide employers and employees with information on best ways to keep vision healthy on the job. Around 2,000 Americans suffer eye injuries every single day, especially in the construction industry. Many eye injuries result from dust and other small particles entering the eye, but others occur when splinters of metal or wood fly up. Even minor injuries can leave you with pain, vision problems and unable to work. Protect your eyes!

### CONTROLLING STRESS

**Stress.** Many of us are faced with it everyday, but we might not know how to deal with it. It is important to learn how to handle stress because it can affect our performance and relationships in our work and home. At work, stress can lead to distraction and cause an unfortunate accident. At home, stress can put a strain on family relationships.

Stress usually occurs when there are changes in our lives and we feel that we don't have enough resources to deal with those changes and demands. Stress can occur not only from negative life experiences, but also from positive ones. People react and deal with stress differently, but common stress symptoms include upset stomach, fatigue, tight neck muscles, and headaches.

The first step to managing stress is to identify your "stressors"; those things that are making you react. Stressors may not only be events that cause you to feel sad, frightened, or happy. You can cause stress through your thoughts, feelings and expectations. Everyone has to deal with life's problems. A key to dealing with the big and little everyday stressors is coping with stress in a positive way.

### FLORIDA WILDFIRES

Florida is home to millions of residents who enjoy the states beautiful scenery and climate. But few people realize that these qualities also create severe wildfire conditions. Each year, thousands of acres of wildlife and many homes are destroyed by fires that can erupt at any time of the year from a variety of causes, including arson, lightning and debris burning. Adding to the fire hazard is the growing number of people living in new communities built in areas that were once wildland. This growth places even greater pressure on the state's wildland firefighters. As a result of this growth, fire protection becomes everyone's responsibility.



## REMINDERS

### APPLIANCE WORK ORDERS

Work orders for service on appliances must have the make, model, serial number and property record number.

### WORK ORDERS

Provide detailed description of work: repair leaking toilet, restore power, repaint walls, install ballast.

### COVID-19 RESOURCES

Please [click here](#) for more information.

### MENTAL HEALTH AWARENESS

Please [click here](#) to see video regarding mental health.

### SHUT-OFF VALVES

Facility Managers are expected to know where their shut off valves are located. Please familiarize yourself with where these units are located.

## TIPS OF THE MONTH

- Recognize hazards and avoid them.
- Inspect all tools prior to use to avoid injury.
- Maintain good housekeeping to prevent slips, trips and falls.
- Report all accidents, injuries, and illness to your Principal.
- Continue to learn to work safely and take all rules seriously.
- Understand alarms and evacuation routes.
- Safety benefits everyone.