

# 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.*

#### SCHOOL INTERCOM SYSTEM - DISTRICT SECURITY

Occasionally schools will request that maintenance shut down the intercom announcements in certain specific areas of the school. This request is made because of special programs and testing that may be occurring in the area with the intent not to disturb the activity. Please be advised that because of district security, maintenance will no longer shut down intercom systems during testing. Our current emergency procedures call for the use of the intercom systems and therefore they must remain on and active at all times. Please speak with your Principal if you require clarification regarding this directive.

#### FIRE DEPARTMENT ACCESS KEY BOX

Security and Environmental Management is replacing the Super Box which houses the fire department access key for your campus. The Super Box has a serial number that is needed to have the box replaced. Please e-mail Scott Shore, District Fire, Health and Safety Inspector with the following information:

1. Your school name.
2. Your school address.
3. Location of the current access box at your school.
4. The Super Box ID number for the box.
5. A legible photo of the style of box on your building.

Please provide this information prior to the Winter break and contact Mr. Shore with any questions.

#### CONTROLLING STRESS

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, anxious or happy. You can cause stress through your thoughts, feelings and expectations. Look at the list below. Which cause you stress? Can you think of other stressors?

- Not enough time
- Unexpected change
- Family problems
- Extra responsibility
- Personality clashes
- Money difficulties
- Work related issues

Think about the situations in your life that cause you stress. Are they important or unimportant? Are they controllable or uncontrollable? If they are controllable events, you can take action to change the situation; if they are uncontrollable, you can use your skills in acceptance, attitude and perspective to reduce the stress. 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.

### REMINDERS

#### FACILITY MODIFICATIONS

When submitting a Facility Modification, please ensure your Principal is aware and supportive of the Facility Modification.

#### HURRICANE MAKE-UP DAY

A reminder that December 7, 2018 is a hurricane make-up day and schools will be closed. ABM staff will work this day.

#### HOLIDAY DECORATIONS

Please review i-Briefing #11335 for the guidelines of appropriate holiday decorations in schools.

#### GENERATORS

Please check your generator, water & propane tanks for rust and corrosion. Submit a work order if you find any. It is easy to clean up some surface rust but expensive to replace a tank.

### TIPS OF THE MONTH

- A reminder to contact Collier County Public Utilities at 252-8484 to pickup used batteries for recycling.
- Ensure that you have upgraded your software for your Thor Guard Lightning Protection System.
- [Click here](#) to view the November edition of the CCPS Insider video.
- Please make sure work orders are entered timely for SREF violations. The work order should state its an SREF violation.