

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.

OSHA'S TOP 10 MOST FREQUENT CITATIONS

OSHA's Top 10 citations address hazards that commonly result in serious occupational injury, fatality, or illness. This mix of general industry & construction standards is considered critical for organizational compliance and injury prevention.

- Fall Protection
- Hazard Communication (HAZCOM)
- Scaffolds
- Respiratory Protection
- Lock-Out/Tag-Out (LOTO)
- Powered Industrial Trucks (Forklift)
- Ladders
- Machine Guarding
- Electrical Wiring
- Electrical Safety (General Requirements)

EMERGENCY WORK ORDER REQUESTS

When you make an emergency work order request via the telephone to the maintenance department, please process your work order in advance so that you have the number when placing the call. Technicians will need to reference this number should parts and other services be required to process your request. Any delay in providing the work order number may cause a delay in the required service.

BACK INJURY AND STRAINS

Back strain and back injury cause serious pain and disability. The back supports the body. One wrong move or repeated stress on weak back muscles can cause pain and injury. Lifting safely is one of the most important things you can do to protect your back throughout your lifetime. Please be aware of the following:

- Back injuries are one of the most common causes of work-related disability.
- Back pain is the second leading cause of lost work days, after the common cold.
- Once back strain occurs, it often returns.
- Back injury often requires extended bed rest and, in some cases, surgery.

You're more likely to have a back injury if you're in poor physical condition, overweight, under stress, have poor posture, or overexert yourself.

- Regular exercise can strengthen back and stomach muscles.
- Always consult your doctor before starting an exercise program.
- Sit and stand straight; poor posture strains the back.
- Be realistic about what you can carry and what you can do. Overdoing can cause lasting damage.

REMINDERS

OPEN ENROLLMENT

Benefit Open Enrollment began October 8th and ends November 2nd. Don't forget to enroll!

SECURITY & SAFETY

If you are having security system or camera issues, e-mail your concerns to Security@collierschools.com.

KEYS

Only worn or damaged keys will be replaced by the Maintenance department. New keys will be cut and the damaged or worn key must be surrendered at the time of replacement. All requests for cylinders to be re-keyed needs to be approved by Mr. Rouleau. If work orders requesting this are submitted, they will be returned with that note.

TIPS OF THE MONTH

- Occasionally you may receive a meeting invite from a Supervisor in Microsoft Outlook. Please accept these meeting invites to confirm your availability.
- Fire extinguisher renewals will now have a label affixed to the unit and will no longer will be "tagged".
- Please share the schedule of our Facility Manager meetings with your Principal and Office Manager.
- [Click here](#) to view the October CCPS Insider video.