

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.

PLAYGROUND EQUIPMENT CLEANING

Facility Managers shall conduct random, unannounced inspections of ABM cleaning the school's playground equipment. ABM should be using Oxivir or an all-purpose cleaner to clean all high contact areas of the playground equipment. High contact means a place on the playground equipment where a child is likely to make contact with a hand. This includes but is not limited to rails, tops of panels, hand-holds, and top of slide sidewall.

BENEFITS ENROLLMENT - i-Briefing #12332

The 2021 Benefits Open Enrollment is scheduled to begin on Monday, October 5th. There are two enrollment options to choose from this year, self-enrollment and enroller assisted (telephonic). Enrollers will NOT be available on-site for face-to-face appointments this year. [Click here](#) to view the 2020-21 Employee Benefits and

2020 FLU AND PNEUMONIA VACCINE PROGRAM

The 2020 CCPS flu and pneumonia vaccine program for employees and their dependents began on September 19, 2020. For everyone's safety, this year's program will be held at Millennium Physicians Group office locations. The vaccines are FREE for all eligible CCPS employees and dependents enrolled in the CCPS medical Plan. [Click here](#) for more information.

FACILITY MANAGER SPOTLIGHT



Name: Eddie Burgos
School: Sabal Palm Elementary
No. Years: 20
Hobbies: Fishing, Kayaking, Church
Personal: Married 35 years, 3 children, 4 grand, NYC native
Best Part of Job: "My interaction with teachers and students, especially at the elementary level. I am also thankful to be working here with a great bunch of nice people."

ELEMENTARY SCHOOL DEDICATIONS

CCPS officially dedicated Laverne Gaynor Elementary (LGE) and Herbert Cambridge Elementary at the September 8th regular school board meeting. Click below to watch each school's video dedication:

Laverne Gaynor Elementary: [Click here](#)

Herbert Cambridge Elementary: [Click here](#)



REMINDERS

SREF

Annual State Requirement for Education Facilities (SREF) inspections have begun. Please prepare your school for compliance.

BENEFITS & WELLNESS FAIR

Please [click here](#) for information regarding the virtual fair.

KITCHEN EQUIPMENT REPAIR

Make sure property record numbers are referenced for all work orders submitted for equipment repair.

WATER GLASS FILLERS

Please make sure you have identified the locations to convert water fountains to water glass filler stations. Maintenance Department plumbers are currently retrofitting these units.

TIPS OF THE MONTH

- Make sure there are sufficient fire extinguishers in your cafeteria.
- Verify work order requests prior to submitting them to maintenance.
- Assign Fire Alarm work orders to the Electrical Supervisor.
- The new contact at Collier County Pollution Control for disposal of batteries is Chris Alcorn. His number is 239-778-4504.
- Turn equipment and lights off in schools when not in use.