

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.

GENERAL SAFETY - WHO IS RESPONSIBLE FOR SAFETY?

When we hurry on the job, we accomplish little more than to increase our chances of an unsafe act happening. Let's look at some hurry up acts. Which ones have you caught yourself doing?

- ◆ Didn't wear safety glasses because the job would only take a few minutes.
- ◆ Used the wrong ladder because the proper one was too far away.
- ◆ Used a wrench instead of a hammer because your hammer was in your toolbox on the other side of the room.
- ◆ Cut the grounding prong off a three-way ground wire plug because you didn't have an adapter.
- ◆ Removed a guard to repair your machine, or for a special run, but haven't got around to putting it back yet.
- ◆ Reached "just-a-little-bit-further" on the ladder so you didn't have to get down and move it.
- ◆ Didn't unplug a power tool before making adjustments because you would only have to plug it in again.
- ◆ Used a dull saw blade for just one more cut.
- ◆ Climbed up the side of a bin instead of getting a ladder.
- ◆ Didn't slow down this time at a blind corner because you never saw anyone there before.

The list is endless. Do they sound familiar? Too familiar? Sometimes when you hurry, nothing bad happens. Other times there may be "near misses", but eventually a serious injury will occur. It is only a matter of time. Is it really worth your eyesight, your limbs or even your life to save those few minutes? When hurrying up, you just speed up the chances of an injury.

ELEVATORS - EMERGENCY CALL BUTTON

If you have an elevator you should be going in and pressing the emergency call button every once in a while and verifying it calls out. All you have to do is tell the monitoring company that answers you are testing the system. Our maintenance technician is going through the school district checking emergency phone lines (including elevators) and he is finding a LOT of elevators that do not have working emergency call buttons. Do you want to be stuck in an elevator all night because the emergency system does not work?

CCPS INSIDER - AUGUST 2017

Please click the following link to view the August edition of the CCPS Insider —>

<http://www.collierschools.com/staff>

REMINDERS

GENERATORS INSPECTION

Deliver your generator inspection reports to Eli Mobley.

WASTE MANAGEMENT

Contact Melissa Perez with issues regarding Waste Management.

THORGUARD

Contact Ed Gilman in Security & Environmental Management with concerns regarding your lightning protection equipment.

ELEVATOR CERTIFICATES

Elevator certificates have arrived and schools with elevators must have their certificates in place prior to the 2017 SREF inspection. Contact the maintenance department if you do not have your certificate.

TIPS OF THE MONTH

- Schools are responsible for purchasing their recycling totes from Grainger.
- Web based Playground inspection report submittal will be available soon from Security and Environmental Management.
- Staff should avoid conflicts of interest when purchasing goods and service for the district. Click here —> <http://ibriefings.collierschools.com/uploads/HhazF9OwEEOzff3-N42IDA/Conflict%20of%20Interest%202017.pdf>