

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.

IPM PEST CONTROL PROCEDURES

If you have an issue with ants, roaches, spiders, rats or other insects do the following:

1. Send an e-mail to ccps@gregorypestsolutions.com.
2. Include your school name and address in the e-mail.
3. Indicate the pest(s) you are having a problem with at your school.
4. Identify the classroom number and the specific location within the room.
5. Bibi Mendez-Barrett will be notified of all service requests received.

HOLIDAY WORK SCHEDULE

Employees working during the holiday period will work the following schedule:

Work: Monday, December 19th, 20th, & 21st - Off the rest of week.
Work: Monday, December 26th thru Thursday, December 29th. Off Friday the 30th and Monday, January 2, 2017. Return to work Tuesday January 3rd.

OSHA'S TOP 10 VIOLATIONS FOR 2016

OSHA unveiled its preliminary Top 10 list of most cited violations for fiscal year 2016 at the National Safety Council (NSC) Congress and Expo. Fall Protection topped the list again this year. Here are the others:

1. Fall Protection
2. Hazard Communication
3. Scaffolding
4. Respiratory Communication
5. Lockout/ Tag-out
6. Powered Industrial Trucks/ Forklift
7. Ladders
8. Electrical Wiring Methods
9. Machine Guarding
10. General Electrical Requirements

2016 FLEXIBLE SPENDING ACCOUNT

Please remember employees need to incur medical expenses for their 2016 Flexible Spending Account (FSA) by no later than December 31, 2016. The deadline to **submit** 2016 claims for reimbursement is March 31, 2017. Any unclaimed balance remaining in your 2016 FSA account will be forfeited. If you have questions about your 2016 FSA, please contact Allegiance Benefit Plan Management, Flex Department at 877- 424-3570.

REMINDERS

ENERGY

Facility Managers should monitor their air conditioning schedules and conserve energy wherever possible during the winter break.

CONTRACTORS ON CAMPUS

Even though school will be closed for Winter break, maintenance and contractors may be on your campus. Please leave a contact (yours or head custodian) phone number on your rear door should building access be required. As always, all contractors shall have their staff badged and/or escorted while on campus.

EMERGENCY LIGHT CHECK

With your school being empty for winter break, now would be a good time to check your emergency lights and their operation.

TRASH SERVICE

Waste Management trash pickup will be reduced during the break.

