

# 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.*

### SAFE SCHOOLS TRAINING MODULE

Safe Schools Training hosts a variety of safety training modules located on the District's website for access by school employees. The training covers an array of subjects that include: electrical safety, playground maintenance & inspection, blood borne pathogens, and other interesting subjects. A certificate is issued upon completion of each training to document your successful completion of each course. Your employee ID and network login allows immediate access to view the subject you desire. Go visit the training and see what interests you.

### BACK CARE, YOU CAN MAKE A DIFFERENCE

The cause of most back problems is poor posture, loss of flexibility, stressful living/working habits and above all, general decline in physical fitness. When you "let yourself go", (and most of us do with age) the *first* thing to go can be back strength. Along with correct lifting techniques, we should also work on our overall physical condition. Poor body mechanics and bad lifting habits usually "trigger" a back injury and more likely to do so if overall physical condition is poor. It's up to you—take good care of your body and save your back.

### SAFETY CULTURE IMPROVEMENT

People often think safety is "common sense"; after all, no one wants to get hurt. But safety is manageable, and must be managed. Recognizing this and understanding how to instill a positive safety culture can be a very powerful tool in the prevention of workplace injuries. Sometimes "the way we do things" is wrought with hazards or unsafe behaviors, and it takes courage to change these. Seven Steps to Stagnation:

1. We've never done it that way.
2. We're not ready for that.
3. We're doing all right without it.
4. We tried that once before.
5. It costs too much.
6. That's not our responsibility.
7. It just won't work.

Creating a positive safety culture takes a combination of efforts by everyone within the organization. Buy-in from top to bottom are all parts of a successful program.

### 2016 FLEXIBLE SPENDING ACCOUNT- REMINDER!!

The deadline to submit 2016 Flexible Spending Account (FSA) claims is March 31, 2017. An unclaimed balance remaining in your 2016 FSA account will be forfeited. If you have questions about your 2016 FSA, please call Allegiance Benefit Plan Management Flex Department at 877-424-3570.

## REMINDERS

### ATLAS WORK ORDERS

When submitting work orders, reference the classroom number requiring the service and NOT your office number. Referencing and incorrect classroom leads to confusion.

### VENDOR ASSIGNMENT

Never assign a work order to a vendor for required work. The maintenance Supervisors are responsible for that.

### BATTERIES

Do not discard your used batteries in the trash. Please keep them in a pail or bucket and they will be collected by MWASTE and/or other contractor for recycling.

### PLAYGROUNDS

Inspect your playground equipment monthly and continue using the General Checklist to document your findings.

## TIPS OF THE MONTH

- Keep electrical panel boxes closed and locked in corridors.
- Check play area gates and fences for damage or sharp edges.
- Ensure that all exits are free from impediments.
- Check awnings and walkway covers for rust, loose roof covers, etc.
- Check the grease trap levels.
- Ensure that fire sprinkler heads have a minimum of 18-inch clearance from storage/cabinets.