

IT'S YOUR CAMPUS!

FACILITY MANAGEMENT NEWSLETTER

VOLUME 17 - JANUARY 2017



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.

FACILITY MANAGER SPOTLIGHT



Name: Elizabeth Mosquera
School: Mike Davis Elementary
Years: 15 years
Best Part of job: Understanding that all we do is for our students.
A Personal Motto or Belief: That all jobs big or small can be done.
Anything to add: Enjoy each second in your life, do everything with love and SMILE!!

CONTACTING MAINTENANCE STAFF VIA CELL PHONE

Facility Manager's shall not contact maintenance technicians with requests for work at their school via cell phone. Often times technicians have been assigned work based on priority by their Supervisor. When the schedule is interrupted by calls from Facility Manager's it interrupts commitments made by the Supervisor which may cause work to not be completed. Please refrain from calling the technicians.

COMMON SENSE

Most accidents are caused by the failure to use common sense. Here are some common sense safety rules:

- Treat safety as an important part of your job
- Keep your full attention on what you are doing
- Know and follow the company safety rules
- Use the required protective equipment
- Remind your coworkers about safety procedures and equipment
- Pay attention during safety training programs and meetings
- Know what to do in case of an emergency
- Ask questions when you don't understand
- Don't fool around or show off on the job
- Don't let anger, frustration or personal problems interfere with your work

TRAINING

During the month of February a training session will be held to assist you with the removal and reinstallation of your umbrella sunshades. This training will help during severe weather when you've been directed to remove them. Further information will be provided.



REMINDERS

CUSTODIAL CONTRACT

The School Board will make a decision in February as to who will provide janitorial service to the District. The contract can be renewed twice if service provided is acceptable.

NEW GOLF CARTS

GCA will place new golf carts at all high schools for their staff to use. GCA will be responsible for all service related issues for the golf carts.

SECURITY TRAILER PADS

Schools with onsite deputies should work with them on security monitoring and general safety on campus. All deputies residing on trailer pads are listed as an emergency contact at your school.

NO SPRAYING AT SCHOOLS

Facility Managers shall not apply pesticides. Gregory Pest Control will provide this service for now.

TIPS OF THE MONTH

- Check to ensure interior and exterior lighting is working properly.
- Check all play structures to ensure that they have not bent.
- Pour water down floor drains to block sewer odors.
- Check roof and remove leaves and debris from gutters.
- Blow dust and dirt out of coils on air compressors and condensing units.
- Check belts on air compressors for wear and operation.