

IT'S YOUR CAMPUS!

FACILITY MANAGEMENT NEWSLETTER

VOLUME 11 - JULY 2016



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.

SCHOOL SAFETY VIDEO

Collier County Public Schools is fortunate to have a good partnership with the Collier County Sheriff's Office. For over 35 years the Sheriff's office has provided Youth Relations Bureau Deputies to help secure our schools. In 2013 the District prepared the below Critical Response Training Procedure to assist in responding to a school incident. We're sharing this again for our new Facility Managers and as a reminder for those who have seen it before.

[https://kaltura.collierschools.com/index.php/extwidget/preview/partner_id/101/uiconf_id/23449210/entry_id/0_lInly6zj/embed/auto?&flashvars\[streamerType\]=auto](https://kaltura.collierschools.com/index.php/extwidget/preview/partner_id/101/uiconf_id/23449210/entry_id/0_lInly6zj/embed/auto?&flashvars[streamerType]=auto)



HEAT STRESS

Some employees may be required to work in hot environments for long periods of time. When the human body is unable to maintain a normal temperature, heat-related illnesses can occur. The following are factors that may cause heat-related illness:

- High temperature and humidity
- Low fluid consumption
- Direct sun exposure (with no shade) or extreme heat
- Limited air movement (no breeze or wind)
- Physical exertion
- Use of bulky protective clothing
- Poor physical condition or ongoing health problems
- Some medications
- Previous heat-related issues

Heat stroke is the most serious heat-related health problem. Heat stroke occurs when the body's temperature regulating system fails and body temperature rises to critical levels. This is a medical emergency that may result in death. The signs of heat stroke are confusion, loss of consciousness and seizures. Get medical treatment immediately!

FACILITY MANAGER MEETING DATES 2016-17

- | | |
|-----------------------|--------------------|
| 1. July 21, 2016 | 14. March 24, 2017 |
| 2. August 26, 2016 | 15. April 28, 2017 |
| 3. September 23, 2016 | 16. May 26, 2017 |
| 4. October 28, 2016 | 17. June 22, 2017 |
| 5. December 2, 2016 | |
| 6. January 27, 2017 | |
| 7. February 24, 2017 | |

REMINDERS

SUMMER HOURS

Summer hours end on Thursday, July 28th. You will resume your regular work hours beginning Monday, August 1st.

FAN BELTS

Check your air conditioning fan belts to ensure they are in good condition. Make sure you have replacements available should one fail.

LIGHTS AND BALLASTS

Submit work orders for any ballasts that may need replacing prior to students returning. Access will be limited to classrooms when school resumes.

PORTABLES

Continue inspecting portables to ensure the space is clean and the environment comfortable.

TIPS OF THE MONTH

- Inspect radios to ensure they are functioning properly.
- SREF inspections will commence AFTER September 1, 2016.
- Schools with elevators must have their renewed elevator certificates displayed by no later than August 1, 2016.
- Changes to bell schedules should be made via ATLAS and submitted to A/V.
- Submit clear and precise work orders in Atlas.