

# 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.*

### WILDLIFE CONTACTS

Maintenance keeps open purchase orders for animal removal such as skunks, raccoons, armadillos, and opossums. Bees and bats are also covered. You must enter work orders to the Maintenance grounds supervisor, and call the supervisor or the main office if the situation is an emergency.

Here are other government contact numbers for OTHER wildlife you can call:

- ⇒ Domestic Animal Services 239-252-PETS (252-7387)
- ⇒ Florida Fish & Wildlife Commission 1-888-404-FWCC (1-888-404-3922) - Bears
- ⇒ Conservancy of SW Florida 239-262-0304 will sometimes accept small animals
- ⇒ Mosquito Control - Naples: 239-436-1000

### COMPLACENCY

The term complacency has several definitions; perhaps the one most suitable (in regards to safety) is as follows, "a feeling of quiet pleasure or security, often while unaware of some potential danger, defect, or the like". Ironically, this feeling can develop from a perception that you live and work in a safe environment. The message here is, never let your guard down. We maintain our safety by doing just that, maintaining it. The ways we maintain our safety:

- ◆ We maintain a safe workplace by following established protocols and procedures.
- ◆ We have safety meetings to discuss changes and potential hazards that develop from day to day.
- ◆ We wear the appropriate PPE for the task at hand.
- ◆ We take a "Four Second Reset" to stop and think about the safety side of the task we're about to start.
- ◆ We manage our "Zone of Control" on the worksite. Hazards identified, eliminated or controlled. Maintaining housekeeping and organization. We manage workers and/or mobile equipment coming into our schools.
- ◆ We report any and all perceived or potential hazards.
- ◆ We report all near misses.
- ◆ We coach, mentor and watch out for each other throughout the day.
- ◆ We maintain safety and avoid being complacent.

### JULY 14, 2017 PAY DATE - 3 WEEK GAP

There will be a three week gap in pay between the June 23rd pay date and the July 14th pay date. This occurs every few years when there are 53 Friday's in the fiscal year. Since we divide annual pay by 26 pay checks, when there are more than 52 Friday's in a fiscal year, we have to skip one Friday. Please plan accordingly.

## REMINDERS

### ASBESTOS PLAN

Please check your school administration area for the location of your asbestos management plan. Be familiar with the location of this manual.

### HAND SANITIZER

Grainger is the supplier of hand sanitizer (Purell) used in our schools. Simply select the appropriate product size and submit your order.

### ID BADGES

All contractors are required to be badged when visiting schools. If a contractor does not have a badge they are not allowed to perform any work on campus.

### CHEMICAL BOTTLES

Do not put diluted chemicals in an unmarked bottle. The next person won't know what is in it.

## TIPS OF THE MONTH

- All elevators shall be subject to monthly Phase I recall. A written report shall be kept documenting the event.
- Know the location of your main disconnect and the procedure to turn it off and on.
- Inspect your security devices to ensure that building and facilities remain secure.
- Alterations may not be made to a school building structure without approval of the Exe. Dir. of Facilities Mgmt.