

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.

2016 HURRICANE SEASON ENDS

November 30, 2016 marks the end of the Atlantic hurricane season, and 2016 was a busy year for the tropics. The season brought 15 named storms and 7 hurricanes, 3 of which were classified as major storms.

For the first time in more than a decade, a storm made landfall in Florida when Hurricane Hermine slammed into Florida's panhandle near the town of St. Marks in September. A month later, Hurricane Matthew came within 25 miles of Cape Canaveral and then hugged the Central Florida coastline as it moved north, leaving behind significant damage. The last storm this season was Hurricane Otto. Emergency officials were able to dust off response plans for the 1st time in a decade.

BOARD POLICY 3214 - ACCEPTANCE OF GIFTS

With the Holiday Season upon us, we remind you of board policy 3214 — Solicitation or Acceptance of Gifts or Unauthorized Compensation. Board policy 3214 provides direction with respect to receipt of such items. Please do not put yourself in a position where you are perceived as being influenced by a vendor or contractor as a result of a gift.

RECLASSIFICATION FROM EXEMPT TO NON-EXEMPT ON HOLD

As you may know, a federal judge issued a preliminary injunction to halt the new federal overtime rule. This means Facility Manager's will remain in EXEMPT status until the court resolves the matter. The discussion of Flex Time or Compensatory time is not applicable at this time and you remain salaried employees. The District will monitor this issue and will update you on any changes to the law.

SAFETY AWARENESS

Safety awareness is like almost everything we do.. it is learned, not instinctive. We aren't born with awareness for safety concern, we learn it through various means.

Some learn by doing, others by watching, some by reading. Others learn by their mistakes or the mistakes of others. So how do you know you've developed good safety awareness? Here are some good examples of behaviors that suggest you have a good safety awareness:

1. Before you begin a job, you consider how to do it more safely.
2. You make sure you know how and when to use personal protective equipment.
3. As you work, you check your position to reduce strain on your body.
4. While you are working, you become aware of any changes in the area - people coming or going, jobs beginning or ending.
5. You start talking with others about safety.

REMINDERS

SUB FACILITY MANAGERS

Please be reminded to contact Melissa Perez in the maintenance office if you need a sub Facility Manager. Do NOT contact them direct to make arrangements.

NO MEETING IN DECEMBER

A reminder there will be no Facility Manager meeting during the month of December. Our next meeting will be January 27, 2017.

WARRANTY ISSUES

Report issues on new equipment and construction projects when they are NEW. Don't wait for 1 or 2 years to report a problem or say "it has never worked". Tough to get warranty repairs after so much time as elapsed. Not as difficult if reported within a month or two.

TIPS OF THE MONTH

- Verify the completion of work orders by visiting the job. Go and Check!
- As we enter the Holiday season, please remember to communicate to maintenance if you are out on leave.
- Inspect your grounds for washout's and holes to prevent trip and fall injuries.
- Be sure your electric panels are not blocked with random materials.