

# IT'S YOUR CAMPUS!

## FACILITY MANAGEMENT NEWSLETTER

VOLUME 14 - OCTOBER 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.*

### INTEGRATED PEST MANAGEMENT CONTROL (IPM)

Effective November 1, 2016 Terminix Pest Control will no longer provide the District with IPM services. They will be replaced by Gregory Pest Solutions, Inc. who maintains the State awarded contract. More information will be delivered to you with regard to procedures, etc. Until then, continue providing service as you do until we transition to our new contractor.

### BLOODBORNE PATHOGEN/ HAZARD COMMUNICATION

Facility Managers are required to complete Bloodborne Pathogen (BBP) and Hazard Communication training annually. I-Brief #9874 is requesting the training be completed by October 28, 2016. The training is available via the Safe Schools Training modules located on the district's web page. MWaste provided us with Bloodborne Pathogen training during our September meeting but you will need to complete the Hazard Communication training. The training module is accessible at the following location:

<http://collier.fl.safeschools.com/login>

Enter your Employee ID as your Username and the Password is your network login user name. (Example: mogleyel)

### THE 10 COMMANDMENTS OF GOOD SAFETY HABITS

1. *Set Your Own Standards.* Don't be influenced by others around you who are negative.
2. *Operate Equipment Only if Qualified.* Your supervisor may not realize you have never done the job before. You have the responsibility to let your supervisor know.
3. *Respect Machinery.* If you put something in a machine's way, it will crush it, pinch it or cut it. Make sure all guards are in place. Never hurry beyond your ability to act safely.
4. *Use Your Own Initiative for Safety Protection.* You are in the best position to see problems when they arise.
5. *Ask Questions.* If you are uncertain, ask. Do not accept answers that contain, "I think, I assume, I guess." Be sure.
6. *Use Care and Caution When Lifting.* Most muscle and spinal injuries are from overstrain. Know your limits. Do not attempt to exceed them.
7. *Practice Good Housekeeping.* Disorganized work areas are the breeding grounds for accidents. You may not be the only victim. Don't be a cause.
8. *Wear Proper and Sensible Work Clothes.* Wear sturdy and appropriate footwear. These should enclose the foot fully. Avoid loose clothing and dangling jewelry.
9. *Practice Good Personal Cleanliness.* Avoid touching eyes, face, and mouth with gloves or hands that are dirty.
10. *Be a Positive Part of the Safety Team.* Willingly accept and follow safety rules.

## REMINDERS

### VETERAN'S DAY

During the week of November 7, 2016 we work summer hours Monday through Thursday and will be off on Friday November 11, 2016.

### REVISED MEETING DATES

Facility Manager meeting dates have changed during the following months to the dates indicated: November 18th; December 6th; and March 28th.

### BATS AND BEES

Though we are transitioning over to a new contractor for our IPM program, Pro-Tech will continue to provide service for other critters such as bats and bees.

### COMMUNICATING LEAVE

A reminder that you should communicate to Sonia Torres or Janie Adame when you're off.

## TIPS OF THE MONTH

- Do not contact our Substitute Facility Managers directly when needed. Contact Melissa Perez at the Naples Maintenance office who will make arrangements for you.
- Power loss causes momentary power blinks, the fire alarm records these as Power Failures. If you have this error, reset the panel 1 time and see if the problem returns.
- Check your emergency lights to ensure they are operational.