

# 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.*

### SREF - ZERO VIOLATIONS

The following schools had ZERO violations on their State Requirement of Educational Facilities (SREF) building inspection for fire, safety and casualty compliance.

**High Schools:** Lorenzo Walker High; Naples High; **Middle Schools:** Cypress Palm Middle; East Naples Middle; Golden Gate Middle; Marco Island Charter Middle; North Naples Middle; Oakridge Middle; Pine Ridge Middle; **Elementary Schools:** Avalon Elementary; Eden Park Elementary; Estates Elementary; Golden Gate Elementary - South; Golden Terrace Elementary - North and South; Lake Park Elementary; Laurel Oak Elementary; Lely Elementary; Manatee Elementary; Mike Davis Elementary; Osceola Elementary; Palmetto Elementary; Pelican Marsh Elementary; Pinecrest Elementary; Poinciana Elementary; Sabal Palm Elementary; Shadowlawn Elementary; Tommie Barfield Elementary; Veterans Memorial Elementary; Vineyards Elementary; Village Oaks Elementary; **Other:** Alternative Schools; Immokalee Technical Center; Phoenix-Naples; Professional Development Center.

### FIRE ALARM SERVICE DURING STUDENT TESTING

There will be lots of student testing the next few weeks. We have had issues in the past when the fire alarm techs show up to repair fire alarms and it conflicts with scheduled testing. It would be extremely helpful if you include within the body of your work order request known testing dates and/or days that will be acceptable for the fire alarm technicians to arrive. Otherwise, for the next 2 months Commercial Electric will call you prior to visiting to verify if they will be allowed to service the fire alarm. If you do not talk to them or return their call they will not send a tech. We know this is going to slow down the response to fire alarm work orders but it is the only way to ensure we do not disrupt testing.

### BAT EXCLUSION MORATORIUM

It is illegal to evict or exclude bats during the maternity season (April 16 – August 14), and attempts to harm or harass bats with lights, sounds, or toxic substances are not allowed. The capture and relocation of bats is also prohibited and ineffective as bats have incredible homing capabilities and will return to the roost site after being relocated. During the maternity season, female bats are congregating and raising baby bats, known as pups. Pups are born hairless and require high temperatures to stay warm, especially when their mother is out finding food. Pups aren't able to fly for a few weeks after they are born, so any form of eviction during this time period will result in baby bats being trapped, along with adult bats that may not have emerged. If you should have issues with bats, please contact the Maintenance department.

## REMINDERS

### FIRE ALARM LOG BOOKS

Keep a minimum of 2 years of data in the fire alarm log books. Keep 7 years of history on file for future reference.

### TOOLS FOR SCHOOLS KITS

Please reference the Tools for Schools kit including the informative wheel as you address indoor air quality issues at your school.

### SUMMER HOURS

Summer hours - a four-day work week - begin on Monday, June 13th through Thursday, July 28th. Facility Managers assigned to schools with summer programs will work a 5-day schedule.

### SAFETY RESPONSIBILITY

Safety is everyone's responsibility. Learn to work safely and take all rules seriously. Recognize hazards and avoid them. Report all accidents and injuries and illness to your supervisor. Inspect tools before use to avoid injury.

## TIPS OF THE MONTH

- Plan the project before starting. Think about the tools, equipment, and supplies needed to complete the work.
- Store ladders where they are protected from the weather and other damage.
- If you are working in an area with loud noise, use ear protection.
- Safe lifting means keeps the back aligned and balanced when lifting. Most standard loads fewer than 25 pounds can be lifted and carried safely.