

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.

4.17 PLAYGROUND EQUIPMENT—FACILITY MGRS. MANUAL

Playground equipment shall be inspected once per month. The results shall be documented on the form referenced below and delivered to the Security and Environmental Management Department. All areas and equipment shall be inspected for excessive wear, deterioration, and potential hazards. Areas under swings and at slide exits shall be included in the inspection. The Facility Manager shall sign and date the form prior to submittal.

<http://www.collierschools.com/cms/lib/FL01903251/Centricity/Domain/111/Forms/>

SREF VIOLATIONS - ATLAS

Facility Managers shall only submit work orders referencing SREF violation when it appears on their SREF inspection report as a violation. If the school is able to negotiate the removal of a violation with the inspector but must submit a work order for a deficiency, simply submit the work order referencing the deficiency but do not reference SREF violation and/or assign it Priority 07 in Atlas.

PROPERTY RECORDS/ ASSET MANAGEMENT

When submitting work orders to Audio Visual (A/V) for repairs, please reference the equipment's property record number and serial number. It's been the experience of the Maintenance department that confusion occurs at inventory time as to who is in possession of the equipment. School staff says the SST's or the Maintenance department. When questioned the SST's believe the Maintenance department has it and Maintenance says the SST's. In an effort to avoid all of this in the future, and more importantly account for District property, the equipment's property record and serial number is required to be entered. There are fields on the right of the assignment screen where this information can be entered.

SERIAL NO. _____

PROPERTY RECORD _____

BACK BELTS MAY NOT PREVENT INJURIES

A back belt is a device that some people believe supports the spine and reduces loads during lifting. Although back belts are sold under the premise they reduce back injuries, there is insufficient evidence that they actually deliver what they promise. Long-term use of belts may cause stomach muscles to lose strength, which may increase the risk of injury when the belt isn't being worn. There is no proof that back belts alone reduce back injuries so use caution if you wear one.

REMINDERS

INCIDENT ASSIGNMENT

Do not assign a work order to a vendor and/or contractor. Maintenance Supervisors are responsible for doing this.

DRAIN PLUGS

Pour approximately a quart of water down floor drains to block sewer smells.

BATS

Effective April 15th the Bat Exclusion Moratorium will be in effect. If you currently have bat issues, now is the time to say so as we will be unable to address them until August 15, 2016.

MAINTENANCE POLO SHIRTS

Maintenance department polo shirts are available for purchase by Facility Managers who desire them. Contact the maintenance department for ordering information.

EXHAUST BELTS

Check exhaust fan belt tension.

TIPS OF THE MONTH

- Check stairs for loose anchors, worn stair tread, risers, and loose hand rails
- Visually check elevator pits for water collection
- Check roof and remove leaves and debris from gutters
- Check drive belts for wear tension on belts
- Test emergency lights for proper execution
- Check for moldy odors and determine source including any water intrusion