

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.

PROPER LIFTING TECHNIQUES - 6 steps to safely lift materials

1. Size up the load
2. Position your feet
3. Keep your back straight
4. Secure grip
5. Position head and arm
6. Use the muscles in your legs to lift, not your back muscles



POST STORM ASSESSMENT

Section 5.15 Hurricane/ Storm Preparation of the Facility Manager's Handbook requires Facility Manager's to visit their school post storm to conduct damage assessment. If assistance is needed, the Facility Manager should contact the maintenance department. Communication between maintenance and facility managers shall ensure that repairs and clean-up are done in an orderly fashion. Do not leave wet ceiling tiles or insulation in the building.

LOONEY LAWS THAT REALLY EXIST

1. In Quitman, GA, it's illegal for a chicken to cross a road.
2. It is illegal to sing while wearing a bathing suit in Sarasota, FL.
3. It is illegal to play dominoes on Sunday in Alabama.
4. In Seattle it's illegal to carry a concealed weapon that exceeds six feet in length.
5. It is illegal to own a mongoose without a permit in Hawaii.
6. In Danbury, Connecticut, you can be arrested for riding your bicycle faster than 65 miles an hour.
7. In Providence, Rhode Island, it is illegal to sell toothpaste and a toothbrush to the same customer on a Sunday.
8. It is illegal to flip a coin in any eating establishment to determine who buys a cup of coffee in Richmond, Virginia.
9. In Florida, if an elephant is left tied to a parking meter, the parking fee has to be paid just as it would for a vehicle.

PUSH OR PULL

Pushing is better for the back than pulling. Two hands shall always be used for pushing to lessen the chance of twisting.

- Push, don't pull
- Move, don't reach
- Squat, don't bend
- Turn, don't twist

REMINDERS

RADIO WORKORDERS

All work orders for radio service shall reference the units serial number and be assigned to A/V in Atlas.

HEALTH & ENVIRONMENTAL AUDIT

A reminder that several of the Head Start programs at elementary schools will be audited the first week of February. The auditors will inspect school facilities and playgrounds.

2016 BENEFIT DEDUCTIONS

Benefit deductions for 2016 insurance coverage will begin with the January 22, 2016 payroll. Please review your check for accuracy.

SUNSHINE LAWS/ ATLAS

All communications within the district is subject to the State Sunshine Laws. This includes comments made within Atlas when submitting work orders. Use caution when writing work orders as your words can be misconstrued.

TIPS OF THE MONTH

- All emergency work orders should be called in and discussed with someone in the office. Assign the emergency code on the work after doing so
- The cause of mold and mildew is moisture
- Safe lifting means keeping the back aligned and balanced when lifting. Most standard loads fewer than 25 pounds can be lifted and carried safely.
- Eliminate hazards before starting work that have the potential for eye injury.