

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.

BIOHAZARDOUS WASTES

The State of Florida defines "Biohazardous Wastes" as any solid or waste which may present a threat or infection to humans, including non-liquid tissue, body parts, blood, blood products, and body fluids from humans and other primates; laboratory and veterinary wastes which contain human disease causing agent; and discarded sharps. However, body excretions, nasal discharges, saliva, sweat, tears, and urine shall not be considered biomedical waste unless visibly contaminated with blood. Use caution as you dispose of hazardous wastes in red bags.

IAQ ISSUES - FACILITY MANAGER ACTIONS

Effective communication is essential when dealing with indoor air quality (IAQ) concerns. Sound communication principles are listed below:

1. Respect the staff and their concerns.
2. Be honest and open about IAQ.
3. Tell people what you can and can't do.
4. Emphasize actions; be responsive.
5. Keep staff informed of your actions until the problem is resolved.

HAZARDOUS WASTE DISPOSAL

Facility Managers should remove all abandoned containers and drums located at their school. We recently discovered a container at a school labeled "DIESEL" (see image) that was in a storage room at the school. It was obvious the container had been there for a while. It contained an unknown liquid substance that was not fuel. MWaste removed it.



FACILITIES FACTS AND FIGURES

Did you know any of the following?

1. The average student population for elementary schools is 700.
2. Naples High School opened in 1959.
3. The largest F.I.S.H. capacity at a middle school is MMS.
4. The average staff size in high schools is 140.
5. The total **Permanent Square Footage per F.I.S.H.** is approximately **7,950,856.**

Please visit the Facilities Management webpage for more interesting Facts and Figures.

REMINDERS

POLITICAL REVIEW

Please review Board Policies 3232 & 3231 and Administrative Procedure 3231 as we approach the election season. Do not engage in activities that violate these rules.

TIME CHANGE

Don't forget to adjust your clocks as time SPRINGS ahead this weekend. Ensure that your bells and alarms are operating correctly.

EMERGENCY LIGHT TESTING

With school being out for Spring Break next week, it would be good opportunity to conduct an emergency light inspection submitting work orders for those that do not work.

PESTICIDE APPLICATIONS

Always remember to post yard signs whenever any pest control product is applied outdoors at schools. This will help prevent exposure to chemicals.

TIPS OF THE MONTH

- Test Fire Department elevator recall
- Check awnings and walkway covers for rust, loose roof covers, etc.
- Conduct monthly Playground Inspection and process the report
- Inspect grease trap levels
- Inspect your fire extinguishers ensuring they are in good standing and operable
- Follow-up on work orders to completion. Review work orders to be sure they are still open or closed