



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

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May 12, 2014

Bulletin #P-14854-COO/DSO/MPO

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Action:
Information Only

TO: All Principals

FROM: Michael J. Burke, Chief Operating Officer *MJB*

SUBJECT: ANNUAL CUSTODIAL TRAINING/PROVIDING A SAFE ENVIRONMENT

Maintenance and Plant Operations will hold the annual Summer Custodial Training Classes for your Custodial Foreperson and Custodial Lead Person on Monday, June 9, 2014. Classes will start promptly at 7:00 AM and run through 5:30 PM, a full ten-hour class. Please adjust the reporting times of your Custodial Foreperson and Custodial Lead Person, so they may attend the entire day's class.

SUMMER CUSTODIAL TRAINING CLASS SCHEDULE:		
DATE	LOCATION	TIME
Monday, June 9, 2014	John I. Leonard Community High School 4701 10 th Avenue North, Greenacres, FL	7:00 AM – 5:30 PM

This year's curriculum will focus on safety and will include:

1. How to safely operate a golf cart on campus, presented by Annabelle Wright from the Florida Department of Education.
2. Hands-on demonstrations on proper and safe floor cleaning procedures.
3. Reducing workers compensation injuries through knowledge, presented by Risk Management.
4. Safety management responsibilities for the Custodial Foreperson.

We have made every effort to provide a day of learning mixed with team building activities to enhance the learning experience. Please encourage your Custodial Foreperson and Custodial Lead Person to attend. The important new information provided will help promote a healthy safe environment.

EWG/MJB/SGB/SEB/JLP:kw

Approved: 

E. Wayne Gent, Superintendent