



Memo

To All District Head Custodial Staff

From Roy Paul, Manager of Custodial Services / Health & Safety

RE **REPLACEMENT OF INCANDESCENT AND FLORESCENT LIGHTING**

Date October 1, 2009

It has come to my attention that some Head Custodians are not changing nor investigating florescent fixture problems prior to putting in a work order.

Work orders are coming in stating "replace ballast" when in fact all the fixture needs is a couple of new tubes.

Please ensure we have done our part before putting in work orders as it is our responsibility to ensure that new tubes have been installed.

It is also our responsibility to refasten loose or hanging light shields.

Thank you for your continued cooperation and assistance.