

**OFFICE OF MAINTENANCE, OPERATIONS & SAFETY**  
**Auburn School District No. 408**

TO: Olympic Middle School Head Custodian

FROM: Ron Fricks

DATE: November 30, 2015

SUBJECT: Freeze Prevention

I would like to remind you that freezing conditions will soon be with us again. It is your responsibility as head custodian to ensure that proper steps are taken at your building to prevent pipes from freezing. If you are an elementary head custodian, you must notify your night person that he/she will be required to perform the freeze protection tasks. You are ultimately responsible for the condition of the building so be sure your people have the information they need.

Listed below are precautions to be observed in your facility. Phase one task should be completed when appropriate for your site, or when directed. Phase two task should only be completed when specifically instructed to do so. Please contact the SSC dispatcher, or email me if you have any questions about completing phase two task.

Phase One

1. Shut down and drain can wash.
2. Remove several ceiling tiles in 200 building.
3. Open all under sink cabinets located on exterior walls.
4. Verify water is shut off to the 800 building.

Phase Two

1. Run water in kitchen sink west wall.
2. Open Faucets in shop to help drain any residual water.
3. Run water in sinks located on exterior walls, 200, 300, 400 & 500 units.