

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

TO: Pioneer 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 protections 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. Keep kitchen restroom door open.
2. Shut off and drain hose bibb (outside boiler room).

Phase Two

1. Run water in kitchen sinks located on exterior wall (Hot & Cold).