

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

TO: West Auburn High 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

None

Phase Two

None