



We help students thrive and dreams come alive

**Facilities Services**

Tim Rybak, Director of Operations  
952-806-8766

Dave Kusisnki, Assistant Director Buildings & Grounds  
952-806-8759

Bill Heger, Coordinator of Buildings & Grounds  
952-806-8768

Michael Oxborough, Health & Safety  
952-806-8764

**District Support Services**

4571 West 102<sup>nd</sup> Street  
Room A202  
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[www.bloomington.k12.mn.us](http://www.bloomington.k12.mn.us)  
Main Number 952-806-8760  
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To: All Custodial Staff and Central Maintenance

From: Tim Rybak, Director of Operations  
Dave Kusisnki, Assistant Director Buildings & Grounds

RE: Away from work

Date: July 13, 2015

Chiefs, Day Leads and Central Maintenance: If you leave your work site or if in a district vehicle and leave the city limits during the day please let Buildings and Grounds know when you leave and come back if more than 30 minutes. Such as hardware store, sick, vacation, doctor's appointment etc. in case we need to get a hold of you. If you are in an elementary school don't forget to let your secretary/principal know also. Remember you are part of the **BERT** team for your building and as such you need to stay in contact. If a chief goes to a sister building you would need to contact your principal and secretary to let them know.

15 minute breaks should be taken in the designated break areas. Use the designated area you are at, if you are working at another building during your break time. For the 30 minute break you can leave the building if choose or use the designated break areas. Remember your 30 minute break includes your travel time. But you must let the chief or lead know that you are leaving the building and when you return.

Remember you are highly visible to anyone who may be using our school sites or sees you in the community working or not. (Dressed in a uniform or not) They do report any concerns, problems, behaviors or district vehicles they may see to our office or other district administration.