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# THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

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MAINTENANCE SERVICES DEPARTMENT  
30 EAST TEXAR DRIVE  
PENSACOLA, FL 32503  
PH.850/469-5586, FAX 850/469-5548  
<http://www.escambia.k12.fl.us>

MALCOLM THOMAS, SUPERINTENDENT

## MEMORANDUM

TO: All District Employees

FROM: Charles M. Peterson, Director – Maintenance Services

In anticipation of any cold weather forecast to be in our area this weekend, we ask that you assist in protecting our schools and facilities from damages that could be caused by freezing conditions. Please pay attention to developing severe weather and be prepared to follow the precautions set forth in the Maintenance Department Cold Weather Plan:

### **Precautions from Freeze Damage**

When the temperature is predicted to be below 32 degrees, all outside faucets should be left dripping. Several inside faucets should also be left dripping at various locations throughout the building, especially in the can wash areas of the kitchens. The heat should remain on in all buildings, including portable classrooms. Restroom and mechanical room interior doors should remain open to allow heat into these areas. Curtains and drapes should be drawn shut. Please remind your trailer resident of the need to inspect the buildings periodically to ensure there are no problems. If there are problems that have occurred, they should be reported quickly to prevent additional damage. If there are problems after hours, please call the Maintenance Department emergency number – 438-0701.

For additional information, you may also access our website at  
<http://escambiaschools.net/file/1383983226715/1383982273882/8057617680644986177.pdf>.

Thank you.

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