April 8, 2024

TO: Building Supervisors

FROM: Shaun Powell, Manager, Custodial Services

RE: **Primary Election Day – Tuesday, May 14, 2024**

In preparing for this Primary Election Day, we need name(s) and telephone number(s) of the individual(s) working that day (see below)**.**

The following procedures will apply:

* The 1st shift person will report to the facility **by 5:45 a.m.** for the Election Officers.

The 2nd shift will stay until the Election Officers have departed the building. All time worked should be **Community** overtime.

* A/C will be provided for this activity.
* Staff covering this activity will provide the user of the facility with information as to how they

can be contacted in the event of an emergency.

* Outside lighting is to be provided for early morning hours and evening hours (turn lights off

at daybreak and turn lights on at dusk).

* Make sure all lights are off when leaving the building.
* Hours worked are reported as Community Overtime in Work Day.
* Any additional hours must be reported with an explanation.
* If any campaign signs remain after 8:00am, the next day, please remove them from school grounds. Place paper in recycle and all other in general waste.

Please provide this information as soon as possible, but no later than **Friday, April 19, 2024.** The information can be emailed, put in the pony, or faxed (ext. 2598) to our office. Thank you for your attention to the above.

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**PRIMARY ELECTION DAY – May 14, 2024**

SCHOOL NAME:

**Opening Shift @ 5:45 a.m**.**:** Phone Number:

**Second Shift:** Phone Number:

**Other (third shift or alternate):** Phone Number:

**THIS INFORMATION IS NEEDED BY CUSTODIAL SEVICES NO LATER THAN April 19, 2024**