

CUSTODIAL SERVICES

The following list of custodial duties is intended as a guide in the day-to-day performance of work. The cleanliness and general appearance of school buildings reflects to the credit or discredit of the school department and its personnel. Minor repairs properly attended to often will prevent larger expenditures of taxpayers' money to remedy neglected situations. Proper heating and sanitation of school building are important factors in maintaining the health of the children in our schools. Courtesy and cooperation between administrators, teachers, and custodians; and, when buildings are used for community purposes, between custodians and the public, establish good morale and pleasant working conditions. Custodians should maintain a presentable appearance at all times with due consideration for the nature of work involved.

1. Upon entering the building in the morning, the custodian will inspect each room for evidence of any damage, forcible entry, or other condition which should be given prompt attention.
2. Upon leaving the building in the afternoon, the custodian will inspect each room to see that all windows are closed, ground floor windows locked, and all window shades drawn halfway on the sash. They will shut off lights that may be burning unless the teacher is present, whereupon they will reminder the teacher concerning leaving the room in proper order.
3. Entrances, corridors, and stairways will be swept daily.
4. Schoolrooms and cloakrooms will be swept at least three times each week.
5. All furniture, ledges, shelves, etc. will be dusted after sweeping.
6. Chalk ledges will be cleaned Wednesdays and Saturdays.
7. Sidewalks will be swept at least twice each week.
8. Windows will be washed inside at least five times per year.
9. Windows will be washed outside at about the same times.
10. Toilets and urinals will be thoroughly cleaned each day.
11. Wastebaskets will be emptied each day.
12. Building temperatures will be kept at designated levels.
13. The custodian will remain on duty throughout daily sessions.

All duties listed in current job descriptions and negotiated agreement will apply.

Adopted: January 24, 1994

CONTRACT REF.: Council 94 agreement, Art.

Note: Refer to appropriate job descriptions in the school system's job description manual.