

P4545 CUSTODIAL SERVICE

BOARD POLICY:

Principals are responsible, in general, for directing the custodial and maintenance work in their respective schools.

Administrative Implemental Procedures:

1. Custodian

The head custodian in each building is directly responsible to the principal for the cleaning and general care of the building as outlined in detail by the Superintendent's designee or the Custodial Manager. Each principal has a copy of these duties to assist in directing the custodian. Unsatisfactory custodial services are to be reported to the Custodial Manager, who will assist in working out a solution. All other custodians are responsible to the head custodian and the principal.

2. Maintenance

Most requests for repairs are handled by submitting a work order using the FacilityMax System (Web FM) and should be authorized by the building principal. Daytime maintenance workers should report to a member of the building staff before beginning building maintenance. All maintenance employees are required to wear a Unified School District 259 identification badge.

3. Absence from building

The building custodian should not leave the premises during scheduled work hours without permission of the principal. The custodian is given proper instructions by his/her supervisor to use the substitute placement and absence management program. If the custodian is absent from the job, he/she is required to submit a request for *Anticipated Absence*.

4. Overtime

Overtime shall be entered on a separate line of the timecard, and any timecard containing overtime must have the approval of the appropriate assistant superintendent or the Custodial Services Office. Overtime work must be authorized in advance.

5. Timecards

All hours worked by custodial personnel are to be reported on timecards in accordance with established procedures.

Administrative Responsibility: Facilities Division – Custodial Services

Latest Revision Date: October 2008

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