

Business and Non-instructional Operations

Custodial Staffing Standards

Custodial staffing standards are determined by allotting average cleaning times to various types of spaces; e.g., 20 minutes for a classroom with 30 students, one teacher's desk, one sink, two chalkboards, and windows on one side of the room; 30 minutes for a kindergarten classroom with two small toilet rooms; 90 minutes is allotted for cleaning elementary school lunch areas and kitchens. (Cleaning includes washing all tabletops, sweeping, disposing of trash, and wet mopping lunch areas and kitchen.) The number of cleaning minutes required by each school will be totaled. From this total the "standard" for the school will be determined. This will be the number of custodial work years required for full staffing. Actual billets available for each school will be a percentage of full staffing as close as reasonable to the Districtwide staffing level for custodians.

As mobile classrooms are placed at a facility, additional staffing may be allocated according to the total classrooms being added, billets available, and Districtwide staffing level.

Custodial Substitutes

Custodial substitutes shall be hired from a list provided by the Personnel Commission and shall be paid on the first step of the Custodial Salary Range. Substitutes may be assigned to work 8-, 6-, or 4-hour shifts.

Daily Time Sheets are to be maintained by the substitutes, and submitted to the Maintenance and Operations Office by the date designated each month for processing, and must be signed by the supervisor.

Schools requiring substitutes shall ensure the request is submitted through the absence management request system, currently Frontline and formally known as Aesop.

All substitutes shall be given five days training upon being hired. Training shall consist of on-the-job training, involving routine cleaning procedures.

When, in the opinion of the Principal, Custodial Supervisor, or Lead Custodian, a substitute is performing sub-standard work, a report shall be made to the Director of Facilities, Maintenance, and Operations in writing immediately. The report shall be clear and specific as to deficiencies.

Custodial Budgets, Supplies, and Equipment

It is the responsibility of the Director of Facilities, Maintenance, and Operations, with input from Custodial Supervisors and Lead Custodians, to assess the custodial supply and equipment needs

Custodial Staffing Standards (Continued)

of the District. Annual budget request will reviewed by the Director of Facilities, Maintenance, and Operations in conjunction with the Director / Assistant Director of Finance.

Custodial supplies and equipment are those consumable products and equipment used by custodians in cleaning, sanitizing, and maintaining District facilities. It shall be the responsibility of the Director of Facilities, Maintenance and Operations, with input from Custodial Supervisors and Lead Custodians, to test and evaluate all custodial supplies and equipment and provide specifications to the Purchasing department. All requests for custodial supplies and equipment shall be reviewed by the Director of Facilities, Maintenance, and Operations.

It shall be the responsibility of the Custodial Supervisors and Lead Custodians to requisition custodial supplies and equipment for their respective sites. Requisitions shall be submitted to the Director of Facilities, Maintenance, and Operations. Requisitions for custodial supplies shall be submitted through PeopleSoft for items stocked or not stocked in the Warehouse. It shall be the responsibility of the Custodial Supervisors and Lead Custodians to ensure that custodial supplies and equipment are stored in a secure location and used prudently.

Regulation
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POWAY UNIFIED SCHOOL DISTRICT
San Diego, California