



POWAY UNIFIED SCHOOL DISTRICT

**A Principal's guide to:
Custodial Services, Facilities Use and
Maintenance and Operations
Business Support Services**

**Prepared by: Facilities, Maintenance and
Operations**

All about custodial services....

The custodian is a key member of your school staff. People initially judge your school, in part, by the way it looks. Certain standards of cleanliness and order are required for an environment where optimum learning can take place. Your custodian is the person charged with keeping your site looking neat, clean and up to acceptable standards.

If you have an outstanding custodian at your school, you have a tremendous asset, you will know what is meant when it is said “the custodian is an important member of your team.”

There are a lot of issues related to custodian and custodial service that even veteran managers are confused about. This paper was prepared to help clarify some of those issues.

Here are some typical questions related to custodian and custodial issues:

Q. Who does the custodian work for?

A. The day/night custodian is part of the school staff. He/she works for you, the principal/site manager. You are the supervisor and it is the custodian’s job to meet the site’s work responsibilities.

Q. When the school is not in operation, who directs the custodian?

A. During all recesses, as well as during the school year this task is handled by you. The Facilities, Maintenance and Operations Department will be available to assist your custodian with any problem that may occur.

Q. Who supervises the evening custodian as he or she works?

A. The principal/site manager is responsible for the supervision of all custodians working at the school site. You, with the assistance of your custodian lead/supervisor should develop a route or routine for him/her to follow to achieve the cleaning tasks.

Q. Does the custodian do only what I tell him/her to do?

A. No. There may be times when the Facilities, Maintenance and Operations Department would direct their activities. If this was to happen, the Facilities, Maintenance and Operations Department would notify you as soon as possible.

Q. How do I handle custodial problems?

A. You have a vital interest in your custodian's work. If you are not pleased with their work and informal or formal directions do not get the results you want, or if the custodian tells you he/she can't meet your requirements because of other work assignments (and this may be true), discuss your problem with the Personnel Department.

Q. Who pays for custodial salaries?

A. The salaries are funded through a central district account.

Q. Who pays for custodial supplies?

A. The overall custodial budget for supplies is managed by the Director of Facilities, Maintenance and Operations. At the beginning of the fiscal year, the Director of Facilities, Maintenance and Operations establishes a working budget for each school site. The criteria used consider such things as ADA, square footage and special facilities (e.g. Gymnasiums). The budgets that are created are dispersed into Purchase Orders (PO) for the custodial to use to purchase their supplies. These budgets/PO's are for you to monitor and can be done by the following:

Go into FIS online and on the Purchasing tab select ENCACC and then put in the code string 030-0526-800-0000-8100-4300-030- sch-619. Place the school number where school is. It will then display all available PO's and the balance but may not include any pending invoices.

Q. Where does the substitute custodian come from when my regular custodian is absent?

A. The Custodial Sub-Desk (748-0010 x2152) needs to be notified as soon as possible to provide a substitute custodian, if available. Calls must be received no later than 9:00 am of the day the regular night custodian's absence. It is the custodian responsibility to notify the Custodial Sub-Desk of their absence. If the morning custodian will be absent they must call the Sub-Desk no later than 9:00 am prior to the day they will be absent. Although the Custodial Sub-Desk will do their best to supply a substitute custodian, the district is not required to supply a sub custodian.

Q. Do custodians get vacation?

A. Yes, custodians should be encouraged to take vacation when school is not in session. The custodian taking vacation must notify the Custodial Sub-Desk as soon as possible. The principal at the school site is responsible for making sure all custodial staff submits a form P-9 when requesting any time off. When vacation is granted a substitute may be provide, based on substitute availability.

All about custodial services

The Safety & Environmental Technician provides an annual training program for the custodial supervisor/lead during the summer break. This training covers Right-to-Know, Pest Control, Air Quality, Heat Awareness, and Injury Prevention.

Custodial Standards

Base on 100% Staffing

CLASSROOMS/OFFICES

Floor Coverings

1. Carpeted floors will be vacuumed every other day. Carpet cleaning performed via outside contract. Contact Maintenance and Operations for carpet cleaning schedule.
2. Vinyl, ceramic and terrazzo floors will be dust mopped daily.
3. Vinyl, ceramic and terrazzo floors will be we mopped every other day.
4. Walk off mats will be vacuumed every other day.

Walls/Wall Coverings

1. Dust and remove smudges and fingerprints monthly.

Ceilings

1. Cobwebs shall be removed weekly/
2. Replace burned out light bulbs as needed but no later than three working days.
3. Return and discharge vents shall be dusted weekly.

Window Sills

1. Remove cobwebs weekly.
2. Window cleaning is performed via outside contract. Contact Maintenance and Operations for window cleaning schedule.

Furniture

1. All flat surfaces will be dusted bi-weekly.

Trash Receptacles

1. Trash shall be emptied daily
2. Clean trash receptacle weekly

RESTROOMS/LOCKER ROOMS

Floor Coverings

1. Floors will be mopped daily. Regardless of staffing percentage.

Ceilings

1. Cobwebs shall be removed weekly.
2. Replace burned out light bulbs as needed but no later than three working days.
3. Return and discharge vents shall be dusted weekly.

Window Sills

1. Remove cobwebs weekly.
2. Window cleaning is performed via outside contract. Contact Maintenance and Operations for window cleaning schedule.

Lavatories

1. Fixtures (sinks) will be cleaned daily.
2. Entire lavatory will be wiped down daily with disinfectant.
3. Plumbing fixtures will be cleaned daily with a disinfectant.
4. Ceramic, laminated counter tops will be cleaned daily with disinfectant.

Urinals

1. Plumbing fixtures will be cleaned daily with disinfectant.
2. Entire urinal will be wiped down with disinfectant.

Toilets

1. Entire toilet including base and both sides of the seat will be wiped down daily with disinfectant.

Walls/Accessories

1. Soap, toilet paper and paper towel dispensers should be filled at all times.
2. Mirrors shall be cleaned daily.
3. Partitions will be wiped down daily.

Ceilings

1. Cobwebs shall be removed weekly.
2. Replace burned out light bulbs as needed but no later than three working days.
3. Return and discharge vents shall be dusted weekly.

Sanitary Receptacles

1. Will be emptied and liners replaced daily.
2. Receptacle will be sanitized daily.

Trash Receptacles

1. Trash shall be emptied daily.
2. Clean receptacle weekly.

Restroom procedures are as stated and are not dependent on staffing percentage

GYMNASIUMS/MULTI-PURPOSE ROOMS

Walls/Wall Coverings

1. Dust and remove smudges and fingerprints monthly.

Ceilings

1. Cobwebs shall be removed weekly.
2. Replace burned out light bulbs as needed but no later than three working days.
3. Return and discharge vents shall be dusted weekly.

Window Sills

1. Remove cobwebs weekly.
2. Window cleaning is performed via outside contract. Contact Maintenance and Operations for window cleaning schedule.

Trash Receptacles

1. Trash shall be emptied daily.
2. Clean receptacle weekly.

Gymnasium Bleachers

1. Checked for safe operation weekly.

Floor Coverings

1. Hardwood floor dust mopped daily.
2. Hardwood floor refinishing performed via outside contract. Contact Maintenance and Operations for schedule.
3. Carpeted floors will be vacuumed every other day. Carpet cleaning performed via outside contract. Contact Maintenance and Operations for schedule.

TYPICAL SCHOOL EXAMPLE

Type of Room	Minutes @ 100%	Number of Rooms	Total Time
Classroom	20	20	400
KG Classroom	30	2	60
Small Conf/Classroom	10	6	60
Student RR	20	4	80
Staff RR	10	4	40
Admin Office	50	1	50
LRC	45	1	45
Lunch Area-Kitchen	90	1	90
MPR/Stage	45	1	45
ESS	60	1	60
Related Activities			
Activities	15	1	15
Sweeping	20	1	20
Trash Disposal	15	1	15
Security Check	15	1	15
Contingency Time	10	1	10
Temporary Buildings			
Classroom 24' x 40'	20	2	40
Total			1,045

Based on:

- 460 minutes cleaning per custodian.
- High School Supervisors do no cleaning
- High School Crew Chiefs/Leads clean 4hr/230 minutes
- Middle School Supervisors clean 2hr/115 minutes
- Middle School Crew Chief/Lead clean 6hr/345 minutes
- Lead Custodians clean 4hr/230 minutes
- Breaks and lunch are figured into the 460 minutes

Information is from CASBO. PUSD only uses the time provided for determining custodial staffing levels.

The above numbers are what is used to determine site custodial staffing and do not reflect how you utilize your custodial staff.

Fiscal year 2011-12 staffing is at approximately 66%

PUSD Facility Use

Internal/External Definitions

Internal

Any school site or PUSD department representatives that are employed by PUSD during their contract and the event is a PUSD event.

What does this mean?

1. Any school site or department must submit an online Facility Use Agreement.
www.powayusd.com/requests
2. Internal groups have priority over any external user.
3. Internal group do not need to provide insurance as they are covered under the District insurance.
4. These groups have “Bumping rights” over external users.

Examples of Internal Users:

All school events (athletics, plays, recognized school clubs)
LSS, PSS, BSS, ESS, Adult Ed, ASB

External

Any group or individual who is not employed by PUSD or is covered under PUSD insurance.

What does this mean?

1. Any external user must fill submit an online facility use request via the online system
(www.PowayUSD.com/requests)
2. External groups are required to submit a certificate of liability insurance (with PUSD limits satisfied) and a separate attached endorsement. If any an external group is bringing on outside vendors, adequate insurance must be submitted to the district office and the vendors must comply with PUSD rules and regulations for facility use. Subletting is not permitted.
3. All PUSD employees who are in an unpaid status are considered external users. An example would be a coach offering a camp during the summer months.
4. These groups have no “Bumping rights.”

Examples of Internal Users:

City events, youth and adult sports, enrichment programs, churches...

External Users with Internal Privileges

Any group that the District recognizes as an integral part of the education of children, i.e. PTA, Foundations, and Science Olympiad.

Examples of External Users with Internal Privileges:

1. PTA, Foundations, Science Olympiad

What does that mean?

1. All external users are required to complete an online facility use request (www.PowayUSD.com/Requests) at all times
2. These group have priority as it pertains to reservations over any other external user.
3. These groups must submit an insurance certificate (with PUSD limits satisfied) and a separate attached endorsement as they are not covered under PUSD insurance. If these groups are having outside vendors, the vendors must provide the district with adequate insurance.
4. These groups have “bumping rights” over other external users.

For more information on facility use, please visit www.PowayUSD.com/Requests

Facilities, Maintenance and Operations

Q. What does Facilities, Maintenance and Operations take care of?

A. It is easiest to break out by division; Facilities provides services for modernization, new construction projects, installation of portable buildings, manages the data base for plans and specifications for all schools, developing specifications for capital projects and project management.

Maintenance provides for the repairs of the schools and includes all trades (plumbers, electricians, etc.). This division is for repairs only, however, this group will perform work on capital projects that are site or Districted funded. An example would be the installation of a new computer lab.

Operations provide for the care of landscaped areas at the schools which includes, mowing, irrigation scheduling and repair, fertilization etc. Included in Operations is what the Director of Facilities, Maintenance and Operations managers for the custodial division.

Q. What if there is an emergency situation during normal operating hours?

A. The Facilities, Maintenance and Operations staff work 6 AM – 2:30 PM, office staff is available 7 AM – 4 PM. There is an emergency number (858-679-2567) during normal operating hours Monday through Friday 7 AM – 4 PM. This number should be used to in emergency situations (plumbing leak, no electrical power, gas odors etc.). While this line is not always answered by staff it is always monitored, leave a message and Facilities, Maintenance and Operations will dispatch the appropriate trade immediately.

Q. What if there is an emergency after normal operating hours?

A. All school Principals are given an after- hours call list with telephone numbers of who they should call depending on the emergency. **If this is a life or death situation please call 911.** Remember these are after hour phone numbers and it does not mean you will get a response as none of those listed are “on call” for these types of situations, however, Facilities, Maintenance and Operations has a very good track record of responding regardless of the time of day.

Q. Who do I call for alarm, bell, phone or computer problems?

A. Alarms, bells, phone and computer problems are taken care of by the IT Department. The IT Department should be contacted for these types of problems. Please note that the IT Department and the Facilities, Maintenance and Operations Department do not share the same work order system. The It Department uses a program called Track It and Facilities, Maintenance and Operations uses a system called Micro Main both are available through Novell

Facilities, Maintenance, and Operations Q&A section

Q. What if there is an environmental issue at my site?

A. For situations involving pest control, air quality, hazardous materials, etc. submit a work order and the Safety & Environmental Technician will evaluate the situation and provide the proper method to handle the circumstance.

In this guide, we have tried to answer the questions which most often arise. Many principal/site managers would like greater service in the Facilities, Maintenance and Operations field and we would like to provide that; however we are limited by the funding and work hours available. Our goal is to provide a safe, orderly and attractive environment. Administrators, teachers, staff members and students working together will help realize this goal. If you feel there are questions which should be added to this guide, or you need further assistance, please contact the Director of Facilities, Maintenance and Operations.

It is our pleasure to serve you