

# Attachment B

## Gallup McKinley County Schools

### Custodial Handbook



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**GALLUP-McKINLEY**  
**COUNTY SCHOOLS**

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EMPOWERING OUR FUTURE

## Preface

This Handbook contains information, which will help the custodian understand the job and its relationship to the school and the community

When Members of the community walk into a school, they can tell a number of things and form lasting impressions concerning the school. If the school is neat and clean they know that, someone cares and there is pride in the school. If the school is not neat and clean, they form the opposite impression.

We want members of the community who raise the money through taxes to build and maintain our schools to feel that we care about their investment in the facilities and educational programs, which are carried out in them.

The custodian is an important member of the educational team of the school and a vital link to the community in which they live.

# CUSTODIAN CHARACTERISTICS

- C** - Courteous, consistent, **collaborative worker**
- U** - understanding, **unyielding in standards**
- S** - **Self-reliant**, self-confident, **self-motivated**, service before self
- T** - Trustworthy, timely, **takes ownership**
- O** - **Orderly**, outstanding, optimistic, **observant**
- D** - **Dedicated**, determined, **dependable**
- I** - Idealist, innovative, **impartial**
- A** - Assured, attentive, admirable, **ambitious**
- N** - Nice, nurturing, neighborly, noble

## **I. Principals Responsibilities**

- The principal is responsible for the cleanliness, neatness, orderliness and appearance of the building and grounds which they have been assigned to.
- The **principal should direct the custodial work force**, not the teachers or any other faculty or staff members.
- If a maintenance problem exists that the custodian cannot correct, the Principal should submit a work order to Maintenance and Operations; but minor repairs should first be attempted by the custodian. If a school is assigned an Area Maintenance Technician, this person should attempt the task with a work order assigned to them.
- The principal is responsible for completing the custodial evaluation form and submitting them to personnel department.
- The principal is to recommend employment, dismissal and termination of custodians to the Director of Personnel.
- The principal is responsible for maintaining leave cards for each custodian. Days off the job must be accounted for as per Board policy.
- The principal is responsible for requisitioning custodial supplies on the Custodial Supply Requisition List. When requesting, allow ample time so that supplies can be delivered.
- The principal is responsible for reporting damage, due to vandalism, that has occurred to the building or grounds to the proper authorities.
- The principal is responsible for setting each custodian's work schedule using a 40 hour work week for full-time custodians. The principal can change a custodian's work schedule without prior consent.
- The principal is responsible for arranging the custodians' vacations in their building.

## II. Custodians responsibilities

- a. Keep the building clean, sanitary, neat and orderly at all times
- b. Assure the building and grounds are protected from fire, theft, and vandalism.
- c. Make minor repairs, paint and clean sufficiently to prevent rapid deterioration of the building.
- d. Have the building open, clean at least 45 minutes before faculty arrives
- e. Be on duty according to the time specified by the principal
- f. Properly store, maintain, care for and clean tools, supplies and equipment.
- g. To follow instructions from the principal and or the plant supervisor.
- h. To be loyal to the principal and the school staff.
- i. To be professional in dealing with faculty, staff members, students and the public.
- j. To have the foresight to do necessary jobs without being told.
- k. To perform the job to the best of your ability.
- l. To take interest in the job and strive to learn new methods and ideas so as to become a better custodian.
- m. To take pride in the job. You are an integral part of the total environment.
- n. To requisition supplies and material through the principal.
- o. Give a full day's work.
- p. To be resourceful with supplies and tools.
- q. Ensure that the fire extinguishers are inspected monthly and are in good working order.
- r. Ensure all windows and doors are locked when school is not in session
- s. Report any misuse of the facilities to the principal
- t. Positively impress upon the students, when the situation dictates, that their cooperation is needed in keeping the building and grounds neat, clean and attractive.

## **PROCEDURES - GENERAL MAINTENANCE –**

### **DAILY**

1. Raise flag when you arrive at work.
2. Remove snow and ice accumulations from sidewalks and entry areas as needed.
3. Sweep sidewalks and entryways.
4. Remove trash from lawn, shrubs, bushes, sidewalks, stairway & parking lots.
5. Replace damaged and soiled ceiling tiles as needed.
6. Replace electrical lamps as needed.
7. Check boiler, mechanical, electrical and telephone rooms; listen for unusual noises; check for excessive heat and equipment vibrations.
8. Ensure doors, windows and roof accesses are secured nightly.
9. Test lighting fixtures.
10. Empty trash receptacles.
11. Sweep entrances, lobbies and corridors.
12. Spot sweep floors and spot vacuum carpets.
13. Clean drinking fountains.
14. Sweep and damp mop or scrub toilet rooms.
15. Clean all toilet fixtures and replenish toilet supplies.
16. Replenish restroom supplies.
17. Deposit of all trash and garbage generated in or about the building.
18. Wash inside and out or steam clean cans used for collection of food remnants from snack bars and vending machines.
19. Dust horizontal surfaces that are readily available and visibly require dusting.
20. Spray buff resilient floors in main corridors, entrances and lobbies.
21. Clean elevators.
22. Remove carpet stains.
23. Police sidewalks, parking areas and driveways.
24. Sweep loading dock areas and platforms.
25. Verify that there is adequate janitorial supply on hand.

### **THREE TIMES A WEEK:**

1. Sweep or vacuum stairs.

### **WEEKLY**

1. Re-lamp exterior building and site lighting as needed.
2. Remove rubbish from property.
3. Trim lawn edges and mow professionally to 2” during growing season.
4. Remove lawn trimmings
5. Remove visible weeds
6. Sweep walks & gutters
7. Rake and clean gravel and mulch areas
8. Test and adjust irrigation system as needed
9. Damp mop and spray buff all resilient floors in toilets and health units.
10. Sweep sidewalks, parking areas and driveways (weather permitting).

### **EVERY TWO WEEKS:**

1. Spray buff resilient floors in secondary corridors, entrances and lobbies.
2. Dust mop and spray buff hard and resilient floors in office space.

### **MONTHLY/QUARTERLY/SEMI-ANNUAL/ANNUAL**

1. Reset time clocks. (Daylight Saving Time)
2. Verify proper cycling of sewage pumps.
3. Restore cracks and blemishes on building exterior.
4. Verify that there is adequate supply of filters, lamps, etc.
5. Activate lawn sprinkler irrigation system. Test, inspect and repair as needed.
6. Apply pre-emergent weed control.
7. Apply broad leaf weed control in lawns.
8. Aerate lawns.
9. Fertilize lawns.
10. Fertilize trees and shrubs.
11. Prune trees and shrubs.
12. Winterize irrigation sprinkler system.
13. Sweep Parking lots.
14. Supervise elevator maintenance service.
15. Check all door operations and adjust hardware including overhead doors and operators.
16. Replace burned out and flickering lamps (light bulbs)
17. Check for tripped circuit breakers.
18. Check elevators and dock levelers for proper operations.
19. Supervise annual fire protection test.
20. Supervise annual fire sprinkler system test.
21. Supervise annual backflow protection valve test.
22. Rotate all plumbing fixture shut off valves.
23. Rotate all water valves serving floor drains.
24. Rotate all hose bib valves.

### **MONTHLY:**

1. Thoroughly dust furniture.
2. Completely sweep and / or vacuum carpets.
3. Sweep storage space.
4. Spot clean all wall surfaces within 70” of the floor.
5. Perform a Facility Assessment Report. (*Form available at the back of this handbook*)
6. Perform preventative maintenance on all playground equipment.
7. Perform Preventative maintenance on all fire extinguishers.

### **EVERY TWO MONTHS:**

1. Damp wipe toilet waste paper receptacles.
2. Damp wipe stall partitions.
3. Damp wipe doors.
4. Damp wipe windowsills & frames.
5. Shampoo entrance & elevator carpets.



**THREE TIMES A YEAR:**

1. Dust wall surfaces within 70" of the floor.
2. Dust vertical surfaces & under surfaces.
3. Clean metal & marble surfaces in lobbies.
4. Wet mop or scrub garages.

**TWO TIMES A YEAR:**

1. Wash all interior and exterior windows and other glass surfaces.
2. Strip and apply four coats of finish to resilient floors in toilets.
3. Strip and refinish main corridors and other heavy traffic areas.
4. Shampoo carpets in corridors and lobbies.

**ONCE A YEAR:**

1. Wash all Venetian blinds and dust six months from washing.
2. Vacuum or dust all surfaces in the building above 70" from the floor including light fixtures.
3. Vacuum all drapes in place.
4. Strip and refinish floors in offices and secondary lobbies and corridors.
5. Clean balconies, ledges, courts, areaways and flat roofs.
6. Shampoo carpets throughout the building.

**ONCE EVERY TWO YEARS:**

1. Dry-clean or wash (as appropriate) all drapes.

**ONCE EVERY THREE YEARS:**

1. Repaint classrooms and corridors. **At least 1/3 of building to be painted annually**

## SAFETY ON THE JOB

### A. SAFETY RULES

- Any accident requiring more than minor first aid or any accident resulting in damage of equipment or property will be immediately reported to the employee's Supervisor, Principal or Director. The injured employee will fill out the GMCS Accident Report. Employees shall use proper lifting techniques at all times and ask for assistance when needed.
- Employees are to use caution when working around any bodily fluids and are to take universal precautions against contact with any Blood borne Pathogen.
- All chemicals shall be properly labeled. Employees will use all chemicals according to label instructions. If there is a question about its safety, they will consult the Material Safety Data Sheet.
- OSHA standards must be followed in disposal of hazardous waste such as chemicals, oil and paint.
- Rubber gloves shall be worn when there is a danger of contact with chemicals or bodily fluids.
- Approved safety glasses or full face shield will be worn when working in a situation where there is a reasonable probability of any foreign object, or liquid, coming in contact with the eyes.
- Employees will use only ladders and scaffolding, for climbing, that meet OSHA standards. They shall visibly inspect any ladder before using it. If it is deemed unsafe for any reason it will be immediately taken out of service and reported to the Maintenance Department.
- Employees are not to store any item within three (3) feet of any electrical panel. Electrical Rooms and Boiler Rooms must not be used as storage rooms.
- Only trained, authorized personnel will operate any equipment such as electric drills, scrubbers, electric buffers, carpet extractors, and lawn equipment such as push/riding mowers, weed eaters, pressure washers, hedge clippers, etc. Those personnel will follow all safety guidelines regarding any equipment they are operating.
- Employees will abide by all D.O.T. safety regulations when operating any vehicle.
- Footwear must completely cover foot. Open toed/open heeled footwear is unacceptable.

***These safety rules may not incorporate all aspects of safety as they may relate to each employee's specific job requirements. All employees will use common sense and good judgment as to the safe performance of their duties. If potential or questionable safety hazards exist or are observed, they should be corrected where possible or otherwise reported to the supervisor. No task is so urgent that safe procedures cannot be used.***