

## **A. CUSTODIAL EQUIPMENT:**

It is the responsibility of the custodian to make sure their equipment is well maintained by making sure the equipment is cleaned after each use and checked for worn parts. Make sure that all filters are cleaned, belts are checked for wear, and batteries fluid checked for proper levels.

Major repairs and costs for repairs can sometimes be eliminated by carrying out minor maintenance on a regular basis. Proper care of preventative maintenance will extend the life of the equipment; make an employee's job easier and less frustrating; and provide a measure of safety for the equipment operators. If the equipment needs repair it must be reported to their supervisor and a work order request submitted.

It is recommended that all operating manuals and replacement parts catalogs be kept in the main custodial office for quick and easy reference. Allow only capable and knowledgeable operators access to the equipment. Remember, you are in a school environment- always remove keys and unplug machines when they are left unattended; even for a few moments. Always store equipment securely after use and do not attempt repairs that are beyond your capabilities. Always ask for advice when needed.

### **1. CUSTODIAL CART:**

Inspect screws as well as nuts and bolts for tightness. Check castors for ease of rolling and replace wheels if cracking appears. Keep the unit organized, and clean.

### **2. LADDERS:**

Fully extend an extension ladder before using, to check the condition of the rope. Check all ladders rungs before each use for any damaged rungs. Make sure that ladder anchors are operational and the rubber anti-slip pads are affixed. Make sure all rivets are properly secured and never store ladders where heavy objects may fall on them.

### **3. FLOOR MACHINES:**

Review the manufacture's handbook before using the machine. Make sure the rubber grips are secured to the handle. Check the electrical cords for loose connections as well as for cuts and twists. The cords must be knot-free. It should be wrapped in loose loops and not twisted around the handle. Make sure the rubber bumper pads are in good repair. Use only proper-fitting floor pads. Remove the block or lay the machine down after use to keep the weight off the brushes and pads. Do not bypass any safety interlocks.

### **4. MOP BUCKETS AND WRINGERS:**

Check the casters for ease of rolling and make sure the wringer spring is tight. Clean thoroughly after each use to prevent wax build up. Make sure the rubber grips are secured to the handle and lubricate the wheels periodically.

#### **5. HAND TRUCK/FURNITURE DOLLYS:**

Maintain tire pressure and replace the wheel assembly if the slid wheels are cracked or out of balance. Keep the wheels lubricated and inspect the nuts and bolts for tightness. Make sure that the rubber grips are secured to the handle.

#### **6. BLOWERS:**

Review the manufacturer's handbook before using. In the fall, before using, check the spark plug that it is in good condition. Idle the engine for 3 minutes before shutting down. Check all the bolts for tightness after each use.

#### **7. VACUUM CLEANERS (WET/DRY):**

Check the electrical cords for loose connections as well as for cuts, twists, and missing grounds. Make sure the rubber grips are secured to the handle. Replace the wheel assembly if there is "play" in the hub of the wheels. Check the castors for ease of rolling. Check hoses for wear and replace if holes are detected. Make sure all the clamps fit properly. Take care in replacing the head, if the head is out of round they will not seal properly. Empty the bag after each use. Check and make sure the necessary repairs to the float assembly and bag filter each time the vacuum is emptied. Clean and replace the Squeegee in the head as needed. Store the vacuum with the head off the canister after a wet pick up.

#### **8. VACUUM CLEANERS (UPRIGHT/BACK PAC):**

The bags should be cleaned out each night unless it is disposable. Back-Pac vacuums perform better if the bag is not allowed to get over 1/2 full. Brushes, beaters bar, belts, cords, vacuum heads, shoulder straps and hoses should be inspected weekly. Filters should be inspected weekly and cleaned as needed or replaced if necessary. Back-Pac vacuum canisters should be cleaned as needed. Never use these vacuums to pick up liquids.

#### **9. AUTOMATIC FLOOR SCRUBBERS:**

After each use the recovery tank should be flushed clean and fresh water tanks should be drained. Floor pad assembly should be in the up position and cords inspected. The machine outer shell should be wiped down and check batteries for proper fluid levels. Check filters and clean or replace as needed. Inspect squeegee for wear and replace as needed. Make sure the squeegee is cleaned and dried after each use to prevent any mildew build up and extend the life of the squeegee. The floor pad should be removed and cleaned after every days use. For any other repairs such as drive lines, pumps, electrical problems etc.; report them to the Operations Supervisor and submit a work order request for the repairs.

#### **10. CARPET EXTRACTORS:**

Clean hoses, tanks, filters, and brushes prior to storage. Check all hoses, belts, hoses and cords for wear. Repair or replace as needed. When stored raise brushes and leave the lid off to prevent mildew. For any other repairs such as drive lines, pumps, electrical problems etc. report them to the supervisor and submit a work order request for the repairs. Care must be taken when cleaning jets. Clean over the sink and do not use hard objects to clear jets, as they may damage the unit.

**11. RESTROOM MACHINES:**

Clean hoses, tanks, and filters after each use. Check pumps, cords, hoses, nozzles, tires, filters, etc. for wear. Report any needed repairs to the Operations Supervisor and submit a work order request. Make sure tire pressure is at proper air pressure to assure ease roll.

**12. DUST MOPS:**

Keep the mop heads clean by washing them in the automatic washing machines and dryers. Never use fabric softeners when washing or drying the mops.

**13. WET MOPS:**

Wet mops should be cleaned after each use with a neutral cleaner and hung up to dry. Wet mops can be soaked in a bleach solution for whitening. This is the only approved use of bleach district wide.

**14. GAS CANS/PROPANE TANKS:**

Gas cans and propane tanks must be stored in an approved ventilated area and not around gas fired equipment.

**15. HAND TOOLS AND EQUIPMENT REPLACEMENT:**

It is the responsibility of each custodian to maintain their tools and equipment in working order and to secure these items from theft.

- Keep all tools and equipment in a secure area.
- Keep an inventory of all of your equipment and tools.
- Label all equipment and hand tools with your site name and site ID number.
- To replace a broken or worn tool you must send that tool into the warehouse for an exchange.
- To replace a lost tool you must first submit a report explaining the circumstances surrounding the loss to the Operations Department.
- To replace a stolen tool you must first fill out a security report before ordering a replacement tool. Include the security report number when you place your order.
- Use care when loaning your tools to teachers or other staff members.
- (It is your responsibility to ensure they are returned)

Following these procedures will insure that your tools & equipment will be available in order for you to properly perform your custodial duties.