

GATEWAY REGIONAL SCHOOL DISTRICT



“The Gateway Regional School District will provide an exemplary education that challenges all students in an instructional setting appropriate to their needs.”

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Welcome to the Custodial Department

This handbook has been designed to help smooth your entrance into the maintenance/custodial department. Please keep it in a readily available place for your reference. It contains pertinent information such as phone numbers, cleaning duties, and other policies and procedures.

It is Facilities Management's mission to provide a clean, comfortable and, most of all, safe environment for its students, faculty and staff. The custodial and maintenance staff are key elements in the condition of the school district assets. Your efforts are what make our department succeed in our goal to provide a setting of well-maintained buildings and grounds and to provide excellent customer service. You also set the environment in which we work. Therefore, the success of our employees is very important to us.

A positive attitude toward the job means looking for ways to get more quality work out of each day. An enthusiastic worker takes pride in his/her work and gets satisfaction out of doing each job

to the best of his/her ability. Enthusiastic employees never have to be reminded there is work to be done. They know the methods and procedures for accomplishing each task. These employees show initiative by looking for ways to improve the quality of their work and ways to get more productivity out of each work hour.

We wish to provide as much information, training, and support as possible to you. This booklet will be a valuable guide. Please use it whenever necessary. Also keep in mind how important your work is to the well being of this school district. An unkempt classroom or a dirty restroom are distractions to both the living and learning environment of this school district. We take your work very seriously and we want you to also. We look forward to a successful working relationship.

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**GATEWAY REGIONAL SCHOOL DISTRICT
CUSTODIAL SERVICES**

EMPLOYEE INFORMATION SHEET- All information will remain confidential

Name: _____

Address: _____

City/Town: _____ Zip Code: _____

Home Telephone # : _____

Date of Birth: _____

In Case of Emergency, Please Notify:

Name: _____

Address: _____

City/Town: _____

Telephone # : _____ Work # : _____

Special Instructions: (OPTIONAL)

Are there any illnesses or medications we should be aware of?

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NOTE: This information is helpful in the event of an emergency or in the event of an employee injury. It speeds notification of proper authorities and aids in quicker medical attention.

Employee Signature Date Filed

**GATEWAY REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: MAINTENANCE/SECOND SHIFT CUSTODIAL SUPERVISOR

QUALIFICATIONS: 1. Licensed by State of Massachusetts as Construction Supervisor.

2. Experience in maintenance and custodial work in schools or public institutions as well as experience in supervision of personnel.
3. Knowledge of heating systems, controls, construction technology and building utility functions.
4. Technical skill in diagnosis, repairs, and routine and emergency maintenance of plumbing and electrical equipment.

5. Ability to read and interpret blueprints, schematic diagrams, technical manuals, and product information sheets.
6. Demonstrated aptitude or competence to perform assigned responsibilities.
7. Possession of a valid driver's license and reliable vehicle.
8. Preference will be given to candidates with post-secondary education.

PHYSICAL

REQUIREMENTS: This position requires frequent physical exertion. Several hours a day will be spent walking, standing, sitting, and climbing whenever necessary. Activities include moderate to frequent physical exertion in body movements such as reaching, bending and twisting. The position also requires moderate to frequent grasping, pushing and pulling of materials. The Maintenance/Second Shift Custodial Supervisor is frequently expected to be able to lift 20-50 pounds and must be able, if necessary, to shovel snow or sand and may be required to use hand and power tools.

This position requires reading and writing skills and may require work with a computer and exposure to ultra violet rays as are found in a computer monitor.

ENVIRONMENT

CONDITIONS: The Maintenance/Second Shift Custodial Supervisor is required to work indoors and outdoors. This may involve extreme weather conditions such as rain, snow, and heat/cold extremes. The Maintenance/Second Shift Custodial Supervisor is also exposed to cleaning chemicals, power tools and equipment, and other substances that he/she may come in contact with during the performance of his/her duties.

REPORTS TO AND

EVALUATED BY: Business Manager

JOB GOAL: The Maintenance/Second Shift Custodial Supervisor is responsible for the management of the custodial/maintenance program for the Gateway Regional School District's facilities and grounds, and for the supervision of the custodial and maintenance staff. The Maintenance/Second Shift Custodial Supervisor is responsible to the Superintendent of Schools, through the Business Manager and directly supervised by the Facilities Director. The Maintenance/Second Shift Custodial Supervisor works collaboratively with the building principals and Facilities Director to ensure the safe, efficient operation of all district facilities.

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. In conjunction with the building principals and the Facilities Director, the Maintenance/Second Shift Custodial Supervisor supervises, evaluates and establishes work schedules for all second shift custodial personnel.
2. Provides advice and information resources to school custodians regarding proper use of cleaning and maintenance materials and equipment.
3. Calls meetings of the custodial staff when it is deemed necessary for purposes of leadership, training or morale.
4. Completes work order requests as assigned by Administrators.

5. Works with head custodians to develop and keep updated a schedule and priority listing of maintenance and repair projects.
6. Interviews, in conjunction with the building principals, and makes recommendations on the hiring of new employees.
7. Responds to, evaluates, and corrects emergency situations twenty four (24) hours a day, seven (7) days a week as required.
8. Maintains work order system.
9. Advises on hiring of contractors or service firms to perform maintenance or repair services.
10. Supervises contractors employed in new construction, repair, or renovation of district buildings and grounds.
11. Advises principals and custodians on matters regarding building security, fire and intrusion alarms, and devices used to monitor building functions and controls.
12. Develops, plans, and supervises summer maintenance and renovation programs.
13. Maintains up-to-date knowledge concerning all Federal, State and local requirements and regulations including, but not limited to building, electrical, and plumbing codes.
14. Implements training, compliance and record keeping for all employees in all health and environmental areas such as asbestos, radon, lead, hazardous waste and right-to-know. Develops training activities, health and safety instruction to improve productivity and the safety and quality of conditions in the workplace.
15. Maintains a constant review of the physical condition and efficient operation of all mechanical systems in all school buildings. Makes plans and recommendations for the overhaul, update or replacement of those systems.
16. Attends School Committee meetings as required by the Superintendent and/or Business Manager and serves as a member of the Capital Improvement Committee.
17. Examines school facility on a regular basis and performs general building maintenance tasks as necessary.
18. Responsible for plowing/sanding Chester Elementary School.
19. Performs other tasks as may be assigned by the Business Manager or Superintendent of Schools

**GATEWAY REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: FACILITIES DIRECTOR

QUALIFICATIONS: 1. Licensed by State of Massachusetts as Construction Supervisor.

2. Experience in maintenance and custodial work in schools or public institutions

as well as experience in supervision of personnel.

3. Knowledge of heating systems, controls, construction technology and building utility functions.
4. Technical skill in diagnosis, repairs, and routine and emergency maintenance of plumbing and electrical equipment.
5. Ability to read and interpret blueprints, schematic diagrams, technical manuals, and product information sheets.
6. Demonstrated aptitude or competence to perform assigned responsibilities as listed.
7. Possession of a valid driver's license and reliable vehicle.
8. Preference will be given to candidates with post-secondary education.

PHYSICAL

REQUIREMENTS: This position requires frequent physical exertion. Several hours a day will be spent walking, standing, sitting, and climbing whenever necessary. Activities include moderate to frequent physical exertion in body movements such as reaching, bending and twisting. The position also requires moderate to frequent grasping, pushing and pulling of materials. The Facilities Director is frequently expected to be able to lift 20-50 pounds and must be able, if necessary, to shovel snow or sand and may be required to use hand and power tools.

This position requires reading and writing skills and may require work with a computer and exposure to ultra violet rays as are found in a computer monitor.

ENVIRONMENT

CONDITIONS: The Facilities Director is required to work indoors and outdoors. This may involve extreme weather conditions such as rain, snow, and heat/cold extremes. The Facilities Director is also exposed to cleaning chemicals, power tools and equipment, and other substances that he/she may come in contact with during the performance of his/her duties.

REPORTS TO AND

EVALUATED BY: Business Manager

JOB GOAL: The Facilities Director is responsible for the management of the custodial/maintenance program for the Gateway Regional School District's facilities and grounds, and for the supervision of the custodial and maintenance staff. The Facilities Director is responsible to the Superintendent of Schools, through the Business Manager and directly supervised by the Business Manager. The Facilities Director works collaboratively with the building principals to ensure the safe, efficient operation of all district facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. In conjunction with the building principals, supervises all custodial and maintenance personnel and establishes work schedules.
2. Provides advice and information resources to school custodians regarding proper use of cleaning and

maintenance materials and equipment.

3. Works with Head Custodians to develop and keep updated a schedule and priority listing of maintenance and repair projects.
4. Interviews, in conjunction with the building principals, and makes recommendations on the hiring of new employees.
5. Responds to, evaluates, and corrects emergency situations twenty four (24) hours a day, seven (7) days a week as required.
6. Maintains work order system.
7. Develops and implements a preventative maintenance program for all facilities and grounds.
8. Prepares and maintains a facilities and grounds long-range capital plan.
9. Works with the Business Manager to develop specifications, bid documents, and advertisements for services or repair work needed on school buildings.
10. Advises on hiring of contractors or service firms to perform maintenance or repair services.
11. Supervises contractors employed in new construction, repair, or renovation of district buildings and grounds.
12. Works with the Business Manager to develop an annual budget and is responsible for the expenditure of that budget.
13. Advises principals and custodians on matters regarding building security, fire and intrusion alarms, and devises used to monitor building functions and controls.
14. Develops, plans, and supervises summer maintenance and renovation programs.
15. Maintains up-to-date knowledge concerning all Federal, State and local requirements and regulations including, but not limited to building, electrical, and plumbing codes.
16. Implements training, compliance and record-keeping for all employees in all health and environmental areas such as asbestos, radon, lead, hazardous waste and right-to-know. Develops training activities, health and safety instruction to improve productivity and the safety and quality of conditions in the workplace.
17. Maintains a constant review of the physical condition and efficient operation of all mechanical systems in all school buildings. Makes plans and recommendations for the overhaul, update or replacement of those systems.
18. Attends School Committee meetings as required by the Superintendent and/or Business Manager and serves as a member of the Capital Improvement Committee.
19. Supervises the maintenance of all grounds and athletic fields, including plowing, sanding and mowing.
20. Performs general building maintenance tasks as necessary.
21. Performs other tasks as may be assigned by the Business Manager or Superintendent of Schools

TITLE: Custodian

QUALIFICATIONS: Demonstrated aptitude for successful fulfillment of assigned performance responsibilities

PHYSICAL

REQUIREMENTS: This position requires frequent physical exertion. Several hours a day will be spent talking, standing, sitting, and climbing whenever necessary. Activities include moderate to frequent physical exertion in body movements such as reaching, bending, and twisting. The position also requires moderate to frequent grasping, pushing and pulling of materials.

The Custodian is frequently expected to lift 20-50 pounds and must be able to push a floor buffing machine and on occasion shovel snow and push a snowblower, and lawn mower.

ENVIRONMENT

CONDITIONS: The Custodian is required to work indoors and occasionally outdoors. This may involve extreme weather conditions such as rain, snow, and heat/cold extremes. The Custodian is also exposed to cleaning chemicals during the execution of his/her duties.

REPORTS TO: Building Principal & Maintenance/Second Shift Supervisor

EVALUATED BY: Building Principal, Facilities Director, Maintenance/Second Shift Supervisor, Business Manager & Superintendent

JOB GOAL: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Keeps assigned area neat and clean at all times.
2. Shoveling or plowing of snow from sidewalks, driveways, and play areas is the responsibility of the Groundskeeper, Facilities Director, and Maintenance/Second Shift Supervisor. However, due to extreme weather conditions or timing of storms, the custodian may on occasion be assigned to help keep these areas clear of snow.
3. Sweeps classrooms daily and dusts furniture.
4. Cleans corridors each school day. (Including mopping, buffing, etc.).
5. Keeps all floors in a clean and attractive condition and in a good state of preservation. 6. Scrubs and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.

CUSTODIAN JOB DESCRIPTION - (Continued)

7. Washes all outside windows on the inside at least once each year (usually during summer routine), and more frequently if necessary.
8. Cleans all whiteboards during summer cleaning routine.
9. Reports immediately to the principal any damage to school property.
10. Alerts Principal and Facilities Director and/or Maintenance/Second Shift Supervisor of any other major repairs that are necessary. Non-emergency items should be entered on the preventive maintenance sheets submitted by the custodian.
11. Remains on the school premises during work shift times with the exception of designated clocked in and clocked out lunch/dinner period and during non-school hours when the use of the building has been authorized and attendance is required.
12. Assumes responsibility for his/her area for the opening and closing of rooms and for determining before leaving that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.
13. Moves furniture or equipment within buildings as required for various activities and as directed by Principal/Supervisor.
14. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
15. Communicates to Facilities Director and or Maintenance/Second Shift Supervisor of the inventory of supplies and equipment on hand and requisitions to the Facilities Director and or Maintenance/Second Shift Supervisor far enough in advance so that all materials may be requisitioned so as not to hinder his/her duties.
16. Develops an ongoing program of general upkeep and cleanliness for his/her area of responsibility. This includes the proper use and care of equipment such as emptying vacuum cleaner bags, cleaning floor buffers, etc. This also includes the replacement of univent filters.
17. When asked assists the maintenance technician and/or the Supervisor/Head of Plant with repairs and maintenance and performs preventative maintenance tasks as required.
18. Performs such additional duties as may be required by the exigencies of the position.

1/10/08

**GATEWAY REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: GROUNDS MAINTENANCE SUPERVISOR

QUALIFICATIONS: Associate's degree in turf management/landscaping or related area required; Bachelor's degree preferred. MA Dept. of Agriculture pesticide and herbicide applicators license and MA Dept. of Public Safety Class 2C Hoisting Engineer's license preferred.

JOB GOAL: To supervise and/or perform routine and specialized maintenance and landscaping of the grounds of the Gateway Regional School District.

PHYSICAL

REQUIREMENTS: The position will require the operation of heavy equipment and machinery. The position requires frequent physical exertion. Several hours each day will be spent lifting heavy objects, the performance of physical duties such as shoveling dirt and snow, and the use of power tools and machinery.

ENVIRONMENTAL

CONDITIONS: The Grounds Maintenance Supervisor will be required to work extensively outdoors in potentially extreme conditions of heat and cold. The Grounds Maintenance Supervisor may also be exposed to chemical fertilizers and herbicides in the performance of the duties of this position.

REPORTS TO AND

EVALUATED BY: Facilities Director and Business & Finance Officer

DUTIES AND

RESPONSIBILITIES:

1. Supervise and/or perform specialized and routine maintenance of the grounds of the Gateway complex
2. Mow, trim, and fertilize all grass areas, including athletic fields
3. Maintain all landscaped areas on the grounds of the complex
4. Develop and implement a district-wide, long-range grounds maintenance plan
5. Develop and maintain an inventory listing of all grounds maintenance equipment.
6. Develop and implement a plan for routine maintenance of tools and equipment

related to grounds maintenance

7. Perform maintenance duties inside the school complex as assigned by Facilities Director
8. Submit annual budget for grounds maintenance and landscaping
9. Supervise temporary grounds maintenance personnel or volunteers assigned to seasonal tasks
10. Snow removal and sanding/salting as directed by facilities director

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GATEWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

TITLE: ELEMENTARY HEAD OF PLANT

QUALIFICATIONS: Demonstrated aptitude for successful fulfillment of assigned performance responsibilities

PHYSICAL

REQUIREMENTS: This position requires frequent physical exertion. Several hours a day will be spent talking, standing, sitting, and climbing whenever necessary. Activities include moderate to frequent physical exertion in body movements such as reaching, bending, and twisting. The position also requires moderate to frequent grasping, pushing and pulling of materials.

The Head of Plant is frequently expected to be able to lift 20-50 pounds and must be able to shovel snow, push a floor buffing machine, push a snowblower, and lawn mower.

ENVIRONMENT

CONDITIONS: The Head of Plant is required to work outdoors, whenever necessary, to fulfill the requirements of the position. This may involve extreme weather conditions such as rain, snow, and heat/cold extremes. The Elementary Head of Plant is also exposed to cleaning chemicals during the execution of his/her duties.

REPORTS TO: Building Principal

EVALUATED BY: Building Principal, Facilities Director, Business Manager and Superintendent

JOB GOAL: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop.

WORK DAY/

WORK YEAR: Eight (8) hours per day; fifty-two weeks per year.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.

2. Shovels, plows, and/or sands walks, driveways, parking areas, and steps, as appropriate to his/her area of responsibility.
3. Checks daily to ensure that all exit doors and all panic bars are working properly during the hours of building occupancy.
4. Sweeps classrooms daily and dusts furniture.
5. Cleans corridors each school day, and during the day when their condition requires it. (Including mopping, buffing, etc.)
6. Keeps all floors in a clean and attractive condition and in a good state of preservation. 7. Scrubs, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.

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ELEMENTARY HEAD OF PLANT - (Continued)

8. Washes all outside windows on both the inside and outside during summer cleaning routine, and more frequently, if necessary.
9. Keeps the grounds free from rubbish/trash.
10. Performs such yardkeeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
11. Reports major repairs needed promptly to the Principal/Secretary for entry on Help Desk.
12. Reports immediately to the Principal any damage to school property.
13. Remains on the school premises during school hours.
14. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
15. Moves furniture or equipment within buildings as required for various activities and as directed by the Principal.
16. Regulates pneumatic heat and ventilating systems to provide temperatures appropriate to the season and to ensure economical usage of fuel and utility services.
17. Maintains all motors (lubrication, belts, etc.) on a regular schedule and any other mechanical equipment requiring scheduled servicing (univents, changing filters, dampers, exhaust systems, floor buffers, vacuums, snow blower, lawn mower, etc.) Alerts building principal and maintenance technician when major malfunctions occur which require the attention of maintenance.
18. Makes plumbing, electrical, carpentry, painting, and general repairs and other tasks required. Responsible for low-level maintenance to the school as well as daily cleaning. Responsible for changing light bulbs, adjusting night lights, adjusting pneumatic thermostats and grounds work as assigned. He/she is also responsible for replacing or tightening loose screws, tightening door lock plates, adjusting drinking fountains, replacing light switch plates and electrical outlet cover plates, replacing door bumpers, replacing glass, repairing a dripping faucet by replacing a rubber washer, painting areas defaced by words or symbols, and other simple repairs which can be done with a

wrench, screwdriver, drill, hammer, etc.

- 19. Keeps and inventory of supplies, equipment and fuel on hand, and requisitions needed replacements far enough in advance so that all material including fuel oil may be requisitioned so as not to hinder his/her duties/responsibilities.
- 20. Develops an in-house and on-going program of general upkeep and repair for which major responsibility is that of the Head of Plant including the efficient and proper care and use ~~of~~ all custodial supplies and equipment.
- 21. Assists the Facilities Director with repairs and maintenance and performs preventive maintenance tasks as directed; maintains preventive maintenance logs and other records as required by the Principal.
- 22. Performs such additional duties as may be required by the exigencies of the position.

1/10/08

Helpful and Important Phone Numbers

State Police862-4511

Huntington Police.....667-8868

Ed Quinn685-1006 (w)
527-9408 (h)

Bret Hartley685-1008 (w)

CONTRACTOR LIST

The following list of contractors are to be used when emergencies arise in your designated building while Bret or Ed are on vacation or unable to contact. In all other cases, Brett or Ed should be notified prior to you contacting any of these contractors in order to verify that they are necessary and the problem cannot be taken care of by either Brett or Ed.

Heating and Air Conditioning Wait N'Save, Jeff Keeney
(413) 667-3605

Boilers B-G Mechanical Service, Inc.
Phone: (800)-992-7386
George – Service Manager

Bernie – Dispatch

Plumbing B-G Mechanical Service, Inc.

Phone: (800)-992-7386
George – Service Manager
Bernie – Dispatch

Glass/Windows Westfield Glass, Dave Jarret

Phone: (413) 562-2505

Electrical Kingsley Electric

(413) 626-4120

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SHIFT TIMES

1) Day Shifts : (Elementary Custodians)

Monday thru Friday 6:30 a.m. – 3 p.m.

6:30 a.m. – 3 p.m. (summer hours)

2) Afternoon/Evening Shifts : (Gateway Complex Custodians)

Monday thru Friday 12:30 p.m. to 9 p.m. (school year)

6:30 a.m. to 3 p.m. (summer hours)

SPECIAL HOUR CHANGES FOR GATEWAY COMPLEX (2nd Shift Custodians)

Day before Thanksgiving – 11:30 a.m. – 8 p.m.

Holiday Break – 6:30 a.m. to 3 p.m.

Winter Break – 6:30 a.m. to 3 p.m.

Spring Break – 6:30 a.m. to 3 p.m.

Break and Lunch Time Information

You are not required to sign in and out at your designated lunch/dinner time if you remain on school grounds. If you are leaving school grounds for the half-hour lunch period, you are required to clock out and back in.

In accordance with the practice of the State of Massachusetts to allow a 15-minute break both morning and afternoon.

(NOTE: Breaks may be taken at a district location determined by the employee. If an employee

takes their break off school grounds, they must clock in and out using the thumbprint machine. However, the 15 minutes includes any travel to and from the work site, so employees are encouraged to take breaks in their own buildings. 50% employees are allowed only one break per shift.)

Should time prevent that a job cannot be started late in the day, the remaining time should be spent on preventative maintenance programs such as custodial closet clean-up, supply inventory and organization, and checking of custodial equipment to ensure it is in good operable condition.

Please ensure that your equipment (burnisher, scrubbing machine, cart, etc.) is cleaned and maintained after each use.

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Paycheck Information

Pay information can be viewed online via the employee portal.

Time Sheets

Your time sheet is a very important record since it is a legal document. Since time sheets are subject to review by the auditor, competent attention is necessary to avoid errors in the preparation of this document. Please review your time sheet every biweekly pay period with your supervisor to ensure that it is accurate and complete.

The following are some common errors, which can easily be eliminated with your cooperation:

- **Time off must be shown each day that it occurs.** Mark under the appropriate column (Holiday, Personal Leave, Sick Leave, and Vacation) what your absence is to be charged to.

- **Sheets must be filled out each day.** This is important! When the time is left blank, we do not know if you were here and forgot, or if someone else filled in your sheet by mistake and you were not here. The payroll office can authorize pay only for time worked and properly reported.
- **Time sheets must show the written signature of the employee.** Your signature indicates that this is a completed time sheet.
- **Supervisors' Signatures.** A supervisor's signature verifies you did work the above indicated hours.

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Gateway ID Badge

All personnel will be issued a Gateway ID card upon employment. This card acts as a form of identification and allows you entrance to designated buildings that have swiping devices. Your card contains a special number, issued only to you. This number is programmed into a computer and allows you access to buildings that management designates. Since this, in effect, acts as a key, if this card is lost, destroyed, or no longer works for whatever reason, your supervisor should be notified immediately. We will then replace your card and you will be assigned a new number. Cost to you for us to replace the card is \$20. Your old number will be deactivated. Please keep this card with you at all times and secure it as you would your keys.

Key Issue

Key Issue Conditions:

- Keys issued are the property of the Gateway Regional School District and must be returned to the Business Manager or his/her designee upon request or upon termination of employment.
- While carrying Gateway Regional School District keys, it is the responsibility of the employee to provide maximum security of these keys.
- Loaning of Gateway keys to other persons, such as non-employees, is prohibited. • Gateway keys may NOT be duplicated.
- Gateway keys that are lost, damaged, or stolen must be reported immediately to Ed Quinn or Brett Hartley.
- By accepting the issuance of Gateway keys you acknowledge the above listed conditions.

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Employee Parking

Gateway Complex - A hanging parking tag must be displayed on the rearview mirror of your vehicle. If your parking tag is lost or stolen, please notify Stacy in the central office immediately. There is a \$5 replacement cost for lost or stolen parking tags.

An employee is required to clock in and out, so it makes sense to have your vehicle near where you arrive and depart.

Use of Telephones & Internet

Please do not use school district telephones and/or computers/Internet for personal reasons. These should be used in case of emergency only.

Snow Removal Procedures Elementary Custodians

Elementary custodians should report to work one hour early on snow days when school is not

delayed or cancelled, and snow has accumulated and must be shoveled. This hour worked would be paid as overtime. The elementary custodian would then work their regular 8-hour shift for that day.

If there is a delay or cancellation due to weather, the elementary custodian should report to work as regularly scheduled. There should be no overtime required for the days when school is delayed or cancelled, as the delay will provide ample time for snow removal and sanding prior to student arrival.

Use of State Property

Any supplies or equipment removed from Gateway property for personal use without proper authorization is considered theft of state property. This could result in termination of employment.

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Disposal of Papers, Material, etc. in Offices & Classrooms

More and more faculty members, department heads and secretaries are leaving important papers in cardboard boxes and leaving them on the floor or on top of wastepaper baskets. If you question whether or not the material should be thrown away, you should call your supervisor and/or attach a note to the box asking if the contents are trash and should be thrown away. I would rather we do this than throw away needed correspondence or paperwork that someone has neglected to properly store before leaving their office for the day.

In the event that you put a note on a box of paperwork, LEAVE that box alone until you receive a reply.

Lost and Found Items

During the course of your regular work day or extra duty coverage of a building use function, any

items that you believe may be a “lost and found” item, should immediately be turned in to the principal’s/secretary’s office of your respective building with a note indicating where the item was found.

Under no circumstances should any item that is found be kept in any room other than the principal’s/secretary’s office.

Maintenance Repairs

A work order system is in place for reporting problems

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Do’s and Don’ts On the Job

- 1) **Do Not** change furniture unless you need to move for cleaning purposes. When you are finished cleaning, **Do** return it to its original location.
- 2) **DO NOT MIX CHEMICALS!** **Do** use the correct chemical for the surface you are cleaning. 3) **DO NOT BRING CHEMICALS FROM HOME TO WORK!** Regulations state all chemicals used in the work place must have an MSDS sheet.
- 4) **Do Not** use profanity. **Do** respect all coworkers and other people in the environment. 5) **Do Not** speak impolitely to students, faculty, staff, or coworkers. **Do** treat others as you would like to be treated.
- 6) **Do Not** smoke while working. Smoking is allowed only during your lunch/dinner and break times, and must be done off of school grounds.
- 7) **Do Not** allow unauthorized persons into the building.
- 8) **Do Not** “loan out” work keys unless authorized to do so.
- 9) **Do Not** leave your assigned work keys lying on your cart. **Do** keep them with you at all times during the day.
- 10) **Do Not** call in and say, “ put me down for a vacation day or a personal day.” Days off must be pre approved except in emergency situations.

- 11) **Do Not** drink or use any illegal drugs while at work. The use of illegal drugs and alcohol will result in disciplinary action.
- 12) **Do Not** leave equipment or supply carts unattended in public areas. **Do** keep carts clean, organized, and in proper closet when not in use.
- 13) **Do Not** leave your assigned work area without permission.
- 14) **Do Not** clean or touch objects of art or personal belongings in offices. **Do** clean all other areas such as desks, tables, file cabinets, etc.
- 15) **Do Not** move or clean computers or other electrical equipment.
- 16) **Do Not** utilize office computers for your private use.

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Although we have no specific uniform, there are some basic guidelines that apply to dress while in the work place setting.

The following is a list of clothing that is acceptable for the work place.

- Short sleeve, long sleeve T-shirts (with **NO** offensive writing or pictures) • Button-style work shirts, smocks, blouses, or sweaters
- Slacks, denim jeans, walking length shorts or cut-offs, coveralls, jumpsuits • Enclosed shoes such as gym shoes, leather oxfords, loafers, work boots (steel-toe is optional)

All articles should be clean, intact, and non-offensive to others who share the workplace. Have safety in mind. Most of our duties include walking and running, moving equipment such as floor scrubbers, furniture, etc., and climbing stairs. It is extremely important we do not wear clothing that is a tripping hazard or has loose material that could get caught in any machinery we may be required to use. It is also very important to protect your feet from falling objects or moving machinery.

Please **do not** wear the following.

- Tube tops
- Shirts with offensive slogans or pictures
- Short shorts
- Long, full skirts
- Sandals

Also unacceptable –

- Having no shirt on
- Bare feet

Also, latex gloves for cleaning of large body fluid spills such as blood, urine, or vomit are **absolutely mandatory** to wear.

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GATEWAY REGIONAL SCHOOL DISTRICT JOB DUTIES FOR CUSTODIANS

Daily Duties

- ✓ Check in with building principal or secretary to see if there are any outstanding issues/concerns.
 - ✓ Check schedule for community/school functions.
 - ✓ Dry mop and wet mop all restroom and locker room floors in assigned area.
 - ✓ Wash and sanitize shower and locker room floors daily.
 - ✓ Sanitize all toilets and sinks in assigned area.
 - ✓ Fill soap and paper dispensers.
 - ✓ Dry mop all classroom floors in assigned area.
 - ✓ Vacuum carpets in all classrooms and offices.
 - ✓ Empty all trash containers in assigned area.
 - ✓ Make sure that classroom desks and chairs are neatly arranged.
 - ✓ Remove all scuffmarks from floors and walls.
 - ✓ Dry mop all corridor floors and stairwells in assigned area. Wet mop where needed.
 - ✓ Dry mop gym floors. Remove all trash on and beneath bleachers.
 - ✓ Removal all trash outside immediate area of exit doors and sidewalks in assigned area.
 - ✓ Clean/sanitize all water fountains.
 - ✓ Raise and lower American flag.
 - ✓ Remove any graffiti with inappropriate language on a daily basis.
 - ✓ Minor repairs or replacements (i.e. light bulbs) should be made on a timely basis
 - ✓ Ensure that all window shades are halfway up on all windows every day. ✓
- Ensure that your designated area is always clean in presentable in all aspects.

Weekly Duties

- ✓ Wash & burnish all corridor floors at least twice times weekly.
- ✓ Clean mirrors, door glass, display case glass and tops of lockers twice weekly. ✓ Clean all classroom and corridor windowsills, heat registers, file cabinets once weekly. ✓ Check

and remove graffiti weekly as needed.

- ✓ Sweep concrete pads and sidewalks in immediate area around exit doors.
- ✓ Clean all stainless steel in assigned area at least once weekly.
- ✓ Damp wipe restroom partitions at least twice weekly.

Monthly Duties/Student Vacations

- ✓ Scrub corridor floors with an abrasive pad and apply an additional coat of floor finish.
- ✓ Change all classroom unit vent filters and vacuum inside of unit.
- ✓ Change all filters in AC and air-handling units.
- ✓ Shampoo carpets in offices and libraries.

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What do supervisors look for when they inspect a building?

A supervisor is not looking for just the “shiny floors,” but is looking for the things that distract from those “shiny floors.”

In offices, lounges, hallways and classrooms, they are looking for:

1. Corners that have dirt built up in them
2. Dust on furniture- legs of desks, chairs, etc., backs of chairs, tops and sides of file cabinets, sides of desks, the top or bottom edges of bulletin boards
3. Dirty window sills (i.e. dust and water marks)
4. Built up black marks on floors
5. Dusty venetian blinds
6. Messy, dirty wastebaskets (i.e. food spills on swinging tops, trash leakage through plastic bags that has dried into the waste basket containers)
7. Cobwebs in corners of walls and at ceilings
8. Dirty walls
9. Dirty doors, especially push/pull plates and door knob areas
10. Dust around door casings
11. Dirt and dust build up on edges of carpeting

In restrooms, they are looking for:

1. Dust on top of stall dividers, louvres in doors, hinges of doors, on top edge of mirrors, and on light fixtures
2. Buildup around the faucet fixtures on sinks and the underside of the sink itself and flush fixtures on toilets
3. Dirty mirrors
4. Dirt buildup in grouting around the edge of floors
5. Dirty stall dividers and walls behind toilets and urinals
6. Dirty toilet bowls and urinals, inside and outside of both

7. Dirt buildup under and around toilets
8. Dirty pipes and tile under sinks
9. Dirty walls (i.e. handprints, make-up splashes, soap and toothpaste buildup)
10. Messy push/ pull plates on doors
11. Dirty waste receptacles
12. Soap scum buildup on shower and tub walls

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I, _____ hereby acknowledge the receipt of one Custodial Information Booklet for my use while employed here at Gateway Regional School District. I have read and understand and agree to follow the instructions in this handbook.

SIGNED _____

DATE _____

