



A GUIDE TO **BUILDING CARE**

**HOW BUILDING STAFF CAN WORK
TOGETHER TO CREATE A CLEAN, SAFE AND
HEALTHY LEARNING AND WORKING
ENVIRONMENT**

**Created by the Peninsula School District Facilities
& Risk Management Department
(2022-2023)**

This Guide contains information about the ways in which building staff and all building occupants can assist the District in maintaining a clean, safe, and healthy learning and working environment.

***Thank you for your assistance.
The PSD Facilities Department***

Parent/PTA/Staff Projects

Volunteer school improvement projects such as painting, landscaping, etc. need to be approved through the Facilities/Maintenance Department and Union prior to starting. Please submit the [Application for Approval of Volunteer Facility and Grounds Improvement Projects](#) (Volunteer Form) and have the approved form in hand prior to starting any project.

Maintenance Items

Building issues, such as a leaking faucet, door and lock problems, broken furniture, outdoor lighting, or other types of maintenance concerns need to be referred to your building's head custodian, who will send a work order to Maintenance.

Timeliness is a key factor with work orders. Delay in turning in a work order for a known problem may result in further or continuing damage to a building, a continued dangerous situation, or a space or system not being available for a scheduled event. Please immediately report any issues that may be a health or safety concern.

Grounds/Parking Lots

Please park in designated areas only. No parking on sidewalks, grass, bus loading/unloading zones or in fire lanes (red curbing). Cars parked in marked fire lanes may be subject to towing.

Concerns about the condition of grounds, playgrounds or athletic fields should be reported to your building principal or custodian. Either of them can initiate a work order.

Alterations

While we understand everyone wants their *space* to reflect their needs and tastes, teachers often change classrooms or schools each year. Alteration requests, that suit only a specific teacher's needs, may be denied by the Facilities Director.

Security

Due to safety and theft concerns teachers need to be responsible for unlocking and locking their own classrooms. Office Managers have keys available for substitute teachers: Custodians do not unlock interior doors, and do not manage the issuing of keys for their building.

Propping open exterior doors is often convenient or provides fresh air, but also undermines building security! Never prop doors open, for your safety and the safety of our students.

Custodians will close and lock parking lot gates at the end of the day to prevent unauthorized access to the site. They will unlock the gates in the morning. Weekend users of fields are responsible for obtaining access through Community Use.

Restricted Spaces

Fire code prohibits the storage or use of items in front of or covering electrical panels or utility shut offs, including empty boxes, carts, posters and magnets, etc. These areas are required to be clear of items at all times.



Storage in Computer/ LAN, electrical or mechanical rooms is also strictly regulated by Fire codes. Please consult with the Maintenance Department before placing items in any of these spaces.

Instructional use of hallways and exit corridors cannot block exit routes with tables or chairs—all pathways to exit doors must be kept clear at all times.

Indoor Air Quality (IAQ)

Scents: Candles, incense, and other plug in or spray type air fresheners are prohibited. Please refrain from wearing perfumes or using scented products that can cause other building occupants and visitors with sensitivities distress. Room air fresheners can be like Kryptonite to people with allergies. Please leave them at home. Consult your building custodian about eliminating any odors.

Pets and other critters can also cause allergy and other health related problems. Only bring animals into the classroom that are for curriculum, and then take them home at the end of the day. The District has a specific policy and forms for bringing any animals into the school environment. See District [policy 2029](#), [procedures](#) and [forms](#) located on the District's [website](#) or the staff intranet under Risk Management

Close the Doors. Leaving doors wide open to a room or building may make it more inviting to come in, but it wastes energy and may be defeating heating/cooling systems or violating security and fire codes. Don't prop doors open but allow them to close after people walk through the doorway. Room heating and cooling will be preset by the maintenance department. Heat will be set to 68 degrees and cooling will be set at 74 degrees.

Close the windows. Air management within your building and classroom has been set to provide optimal air movement; opening windows and doors may prevent this system from operating correctly. The building air handling system is designed to filter out pollutants such as dust, pollen and mold spores—drawing air directly from the outside may result in a lessening of the air quality in your room. If you feel that there is a problem with the air quality in your room, please ask your custodian to submit a work order to the HVAC Department.

Keep it clear. The air grilles and diffusers in your room cannot work correctly if blocked. Please keep all grilles and diffusers unblocked by furniture, books, boxes, decorations or other items.

Furniture Our classrooms are fully furnished and not large enough to accommodate additional furniture, which is difficult to clean around and under. Both the District and the Health Department do not allow non-standard, personally supplied furniture due to allergy issues. Please keep such items as couches, fabric chairs, beanbag chairs, throw rugs or large pillows at home.

Indoor Air Quality (IAQ) Complaints. PSD has a comprehensive IAQ program, with staff trained in investigation and mitigation techniques. The [IAQ Complaint Form](#) should be used if your complaint may be related to indoor air quality. Indoor air quality problems include concerns with temperature control, ventilation, and air pollutants.

Energy Management

Lighting is one of the largest users of energy in the classroom. By turning out the lights when a classroom or office is unoccupied, the district can save money. Please turn off lights at the end of the day, and if you are going to be out of the classroom/office space for more than 10 minutes.

Please turn off computers and monitors before leaving your room (or office) for the day. (The exception to this is the computers in the custodial offices, which interface with the HVAC systems)

Appliances: During Covid, access to staff rooms was restricted and many employees turned to providing their own mini fridges and coffee pots, and microwaves. ***Did you know that these personal-size refrigerators consume more electricity than your full-sized refrigerator at home? Personal appliances are just that: personal appliances. They are also responsible for fires if left on and unattended. Please keep personal microwaves, coffeemakers, refrigerators, and space heaters at home. Please talk to your fellow staff members to create areas of shared appliances if designated staff rooms are too distant or overcrowded.*** Thank you for helping PSD become energy friendly and safe!

Stop the Drips. Hot water is another area that uses a great amount of energy. By fixing dripping faucets, you can save water and energy. If you have a dripping faucet in your room (hot or cold) please report it to your custodian so that it can be repaired.

Christmas lights or other strung decorative lighting is prohibited by both fire codes and our insurer.

Food Sanitation/Food in Classrooms

All food should be stored in sealed Rubbermaid-type containers. These containers prevent food odors from reaching and attracting rodents, as well as preventing access to the food if it is discovered. *If you eat in classrooms, avoid carpeted areas.*

Policies regarding snacks and treats allowed in rooms are up to the building administrator but must comply with [district policy 6700](#) and [procedures 6700p](#).

Food as Rewards *As part of the district's nutrition education policy 6700p, teachers and administrators are discouraged from offering food or candy as a reward for students.*

Reuse and Recycle

Reusing and recycling paper saves money and energy. Recycle aluminum cans and plastic bottles. Please observe the recycling programs in place at your school.

Cleaning Products

For health and safety reasons building staff are not allowed to bring from home or purchase any cleaning products. Your building custodian can provide you with appropriate materials, such as approved soap, towels, etc. If you have any special needs, please speak with your building principal and/or District Risk Manager (#1003).

General Care of The Building

It is recommended that gum not be allowed anywhere in or outside your building. Gum is very hard (and time-consuming) to remove from surfaces. Actual policy can be set by each school.

Please do not use tape, staples, nails or tacks on painted walls or doors. Blue painter's tape may be used to hang items on walls. If there is an area where displays always occur, request through your custodian that a bulletin board or tack strip be installed.

Please no tape on chalk or white boards, trays or painted surfaces. If you need to tape off areas on floors, please consult with your custodian as to the best product to use. Some types of tape will bond with some types of flooring and are nearly impossible to remove.

For student painting projects, use proper protection, please. Sign painting should be done on tarps or drop cloths—please do not allow students to place painting projects directly on tile or carpet.

Please no personal pencil sharpeners or staplers on student desks—these create messes that are hard to vacuum up.

Please keep stickers and tape off student desks except for name tags. Please keep items off and away from grilles of air and heat vents, and electrical panels

Lunch

Custodians are expected to be available to mop up large spills and to wipe tables/remove trash as needed between lunches. This does not require that they remain in the lunchroom throughout the lunch period—only that they be quickly available when and if needed.

Please do not allow students to pour or place partially empty containers of milk or other liquids directly in the trash bags—these will often leak through the bags and create an additional mess for the custodian to clean. Please have your students empty any remaining liquids into a sink or bucket first, and then dispose of the empty container in the trash. Your building custodian will assist you with determining what works best for your lunchroom.

Some sites, particularly elementary schools with a Multi-Purpose Room, have a very short turnaround time between lunch and P.E. classes. Finding ways to assist the custodian with raising and moving the tables would be of great help in expediting this turnaround.

Eating in classrooms should be kept to a minimum, and for most grades, should be allowed only for lunch and even then, only if lunchroom space is not available.

Special Events

Many people enjoy being involved in the planning and set up for fun events such as dances, parties, school fairs and seasonal events such as pumpkin carving. Please remember to include the after-event cleanup in your planning as well. Event participants should take down decorations, put away tables and chairs and pick up ribbon, straw, paper and other "project" debris. This will let your custodian focus on the final cleaning of the event area— taking out the collected trash, sweeping and mopping (or vacuuming) the floors—without taking away from the time needed for cleaning the rest of the school. Including the custodian in your planning can help ensure that event needs are anticipated and met.

End of School Day

For teachers:

Please have students stack chairs each night. This helps expedite vacuuming, sweeping and/or mopping.

Please have students pick up crayons, pencils and large pieces of paper off the floor—these items can't be vacuumed up. Books should also not be left on the floor.

Keep student desks clean and well organized inside. (This prevents the contents from falling out when the desks are jostled or moved during room cleaning) Have students periodically clean desktops with provided soap and water.

For all staff:

Close and lock windows at the end of the day.

Remove dishes, paint containers, brushes, etc. from sinks to expedite cleaning. Custodians may pass over sinks with items in them.

Remember - do not introduce cleaning and other chemical products from home into the school environment.

Move personal/collectable items from areas (shelves, etc.) that you would like dusted, and coordinate with your custodian on a time for these areas to be dusted.

Your building custodians regularly checks your building/classroom's soap, paper towels, etc. If you need extra supplies or services, such as clean up following a special event, please email your building custodian. This way both you and the custodian have a record of your request. If it's an emergency, please call or contact your custodian directly.

If you plan on having extra heavy trash one day, please let your custodian know ahead of time so that they can have an appropriate number of bags/receptacles available for your use. This prevents a single container or bag becoming so packed with garbage that it is ergonomically dangerous to lift.

At the end of the school year, start purging files a month prior to the last day. This will ease stress and strain on dumpsters and the custodial staff.

Custodian Name: _____

Contact Info: _____

NOTES:

Printed Name: _____

Sign: _____ Date: _____

This signature indicates that the employee has seen and had an opportunity to discuss this document and accepts responsibility for knowing the enclosed information. Return copy to your Bldg Office Manager.