

*Orting School District #344*

# **CUSTODIAL SERVICE'S HANDBOOK**



**Revised January 2018**

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## **INTRODUCTION**

This custodial manual was designed to serve as a resource guide for all custodial staff. It is Orting School District's philosophy and intent to clearly communicate work related expectations. We also want all staff to feel valued in their unique roles in meeting the needs of our students, staff, and community.

The guidelines included in this manual should, as a general rule, be followed. From time to time, however, circumstances may make it impossible for all instructions to be followed exactly. When confronted with extenuating circumstances which may cause you to deviate from the guidelines, consult the Maintenance Supervisor as soon as possible for direction.

Maintaining our facilities at high levels of cleanliness is a very important part of the educational process. We hope that you find this manual helpful and your position a worthy, as well as, rewarding challenge.

# ORTING SCHOOL DISTRICT

## MISSION

### STUDENT ACHIEVEMENT GOALS

The Orting School District is committed to achieving the highest standards of excellence in education in a safe, positive environment in partnership with families and the community we will challenge students to maximize their potential in preparation for a rapidly changing world.

- GOAL 1     ***READ*** with comprehension- ***write*** with skill, ***listen***, ***observe***, and ***interpret*** information and ***communicate*** clearly and effectively.
- GOAL 2     ***Know*** and ***apply*** the core concepts and principles of mathematics- social, physical, and life sciences; civics and history; geography; arts; and health and fitness.
- GOAL 3     ***Think*** analytically, logically, and creatively, and integrate experience and knowledge to form reasoned judgments and solve problems.
- GOAL 4     ***Understand*** the importance of work and how performance, effort and decisions directly affect career and educational opportunities.
- GOAL 5     ***Take responsibility*** for one's own behavior and learning.
- GOAL 6     ***Show respect***, treat one another with dignity and appreciate diversity.
- GOAL 7     ***Adapt to chance***; learn to be flexible.
- GOAL 8     ***Contribute*** positively as a member of the community
- GOAL 9     ***Utilize*** technology as a tool for thinking and learning.

### SAFE AND APPROPRIATE PERSONAL APPEARANCE

As a custodian for Orting School District, you are a representative of the district and **a role model for our students**. It is important that you report to work with a clean and groomed appearance. Your personal safety

is also an important factor necessitating appropriate clothing. Custodians will report to work wearing appropriate work attire for their respective jobs. A full-toed shoe is necessary for the safety and protection of your feet. Open shoes such as sandals or slippers are not safe or appropriate custodial footwear.

## **WORK SHIFT**

All custodians are assigned a regular work shift that includes a start time, lunch time, break times, and ending time. It is expected that you follow the schedule assigned by your supervisor. **Lunches are to be taken no later than the fifth hour worked, and two fifteen minute breaks should be taken daily.** Should an emergency arise that would necessitate you leaving work prior to the completion of your shift, you must contact the Maintenance Supervisor or Lead Custodian (if applicable) immediately by radio, or by phone. If you are unable to reach the Maintenance Supervisor, then you must leave a voice mail and follow-up with an explanation when you return.

## **WORK YEAR**

All 260 day custodians will work the day shift during student breaks unless otherwise approved by supervisor.

## **CLEANING SCHEDULES**

All custodians are assigned a specific area of a building to work in. Each area has a corresponding cleaning schedule that specifically outlines all tasks and how often they are to be performed. It is your responsibility to adhere to the schedule. In the event that you cannot complete a task due to emergency situations (i.e. vomit clean up, flood, no sub, etc.) you must inform the maintenance and/or Lead Custodian immediately following the emergency.

## **SUBSTITUTE CALLING**

If you become ill and are unable to report to work, you will need to contact the Maintenance Supervisor as soon as reasonably possible; a minimum of 90 minutes notification prior to the start of your scheduled shift, is preferred. If you do not contact the Maintenance Supervisor by the designated time, it is expected that you will report to work.

## **INCLEMENT WEATHER**

During the school year, there may be times when inclement weather causes school closures. In such situations, the following procedures will be followed:

All 260 day custodians will report to work whenever possible. If it is not possible to report to work due to inclement weather, custodians may choose to apply any form of paid leave or apply for a leave without pay. You must contact the Maintenance Supervisor if you are unable to report to work.

## **EXTRA HOURS/OVERTIME**

Extra hours and/or over-time must be approved **prior** to the work being completed. Refer to the Seniority Rotation list. The Maintenance Supervisor will make the decision regarding extra hours/overtime. As a general rule, overtime is very seldom necessary.

## **EMPLOYEE ETHICS**

It is imperative to remember to treat others with respect and to conduct one's self with integrity and dignity. Custodians are representatives of Orting School District and must project a positive and professional image.

## **NONDISCRIMINATION**

Orting School District provides equal opportunities in education and employment and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees are designated to handle questions and complaints of alleged discrimination: Debi Christensen, Civil Rights Compliance Coordinator, Title IX/Sex Equity Officer, or Chris Willis Section 504/ADA Coordinator, for 28A.640 and 28A.642 RCW, in writing at 121 Whitesell Street NE Orting, WA 98360 or by telephone at 360-893-6500.

## **SEXUAL HARASSMENT**

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- Sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or

isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

If you feel you have been the victim, or know of a victim of sexual harassment, please report that to your principal, immediate supervisor, or Debi Christensen, Title IX/Sex Equity officer at 121 Whitesell Street NE Orting, WA 98306 or by phone at 360-893-6500.

## **CONFIDENTIAL MATERIALS**

As a custodian for Orting School District, it is likely that you will encounter confidential information or materials. The confidential information may involve a student(s), staff member(s) and/or community member. It is the expectation of Orting School District that you do not share, photocopy, or distribute such information at any time. In addition, desks, file cabinets, etc., are not to be explored by custodians unless specifically authorized by an appropriate staff member.

## **USE OF SCHOOL DISTRICT EQUIPMENT AND MATERIALS**

State statutes and regulations prohibit the use of public property and equipment for personal use. District equipment such as carpet cleaners, shop equipment, cleaning supplies, tools, computers, etc. is not to be taken off school district property or used for personal reasons. There may be occasions when equipment is relocated from one site to another. In such instances, equipment/materials will be moved only upon approval of the Maintenance Supervisor.

## **TOBACCO**

RCW 28A.210.310 and Orting School District Policy # 4215 prohibits the use of tobacco products on school district property including district vehicles. The regulation is enforced 24 hours a day, seven days a week and applies to all district employees, students, volunteers, etc. Violations of the tobacco policy will result in disciplinary action following the progressive discipline approach.

## **DRUG FREE WORK PLACE**

The Board of Directors has an obligation to staff, students, and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves. In addition, district employees have a responsibility to model appropriate behavior for students.

“Workplace” is defined to mean the site for the performance of work done on school district premises. That includes any district building or any school premises; any district owned vehicle or any other district approved vehicle used to transport students to and from school or school activities; off district property during any district sponsored or district approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

The Board of directors expects district employees to be free from mood altering substances while on the job, therefore the board declares that the following behaviors will not be tolerated:

1. Reporting, or returning to work under the influence of alcohol, illegal chemical substances, or opiates.
2. Using, possessing, distributing alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to use, possession, or sale of illegal chemical substances or opiates will be subject to termination.
3. Using district property or the staff member's position within the district to make or traffic alcohol, illegal chemical substances, or opiates.

As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as described in Policy #5201. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal government within 10 days of such conviction, regardless of the source of the information. (Policy #5201)

## STATEMENT OF PROFESSIONAL STANDARDS

The effectiveness of our educational programs depends largely upon a safe, clean and orderly surrounding that allows students and teachers to focus on their work. In addition, staff, students, parents and visitors form a general impression of a school – good or bad – which correlates closely to its overall standards of orderliness and cleanliness.

You are a member of a professional team whose difficult job it is to achieve the highest possible standards of cleanliness and maintenance with available resources. Because of this, it is essential that every member of the custodial team assume a professional attitude that results in a high level of productivity and efficiency. Professionalism includes the following qualities:

- **Job Knowledge:** Skills needed to use supplies and equipment, time management, and following verbal and written directions.
- **Dependability:** Promptness, the efficient use of time to complete a job as quickly and thoroughly as possible, following organizational policies and rules and safety guidelines.
- **Attitude:** The professional takes a positive attitude toward his/her work and the organization. Attitude includes interest in the job, initiative in making suggestions, improving work, teamwork and loyalty to the school. A positive attitude is essential for the worker who wants to grow and advance in the job.
- **Initiative:** The professional custodian must be prepared to exercise judgment and adapt procedures and working patterns to deal with the unexpected. For example, if an area to be cleaned is in use, another area may be cleaned first. Such "emergencies" as broken glass, spilled liquids or other hazardous conditions must be dealt with frequently. Any regular or



major changes in assignment must be discussed with the Maintenance Supervisor, but day-to-day alterations made to cope with special circumstances may be made by the custodian.

It is very important that custodians project a professional image. This professional image is not only how we look, it is also how we work. The quality of work that the custodians produce is a reflection on the individual worker, and the district as well.

## JOB RESPONSIBILITIES

In an effort to clarify custodial job responsibilities, we have established guidelines for each area of all schools or facilities in Orting School District that may be modified, due to fiscal/staffing constraints by the Maintenance Supervisor. It is important that you review your job description periodically to help you to maximize your job performance.

### DUTIES ACCORDING TO AREA

TASK	OPTIMUM FREQUENCY
<b>Classrooms</b>	
1. Clean and empty waste receptacles including pencil sharpeners	Daily
2. Clean and disinfect sink/fixtures, counter tops, door handles	Daily
3. Clean and refill hand towel and soap dispensers	Daily
4. Dust all vertical and horizontal surfaces	Weekly
5. Clean vertical and horizontal surfaces (i.e. doors, walls, etc.)	As needed
6. Clean glass	As needed
7. Sweep and mop all floors	Daily
8. Spot clean and vacuum all carpets	Daily
9. Detail vacuum all carpets	Weekly
10. Vacuum whiteboards trays	As needed
11. Perform maintenance check (including light bulbs)	Daily
12. Secure area (doors, windows, lights, etc.)	Daily
<b>Hallways &amp; Common Areas</b>	
1. Clean and empty waste receptacles	Daily
2. Clean and disinfect drinking fountains surfaces	Daily
3. Dust all vertical and horizontal surfaces	Weekly
4. Clean vertical and horizontal surfaces (i.e. doors, walls, etc.)	As needed
5. Clean class	As needed
6. Sweep and mop all floors	Daily
7. Spot clean and vacuum all carpets and entrance mats	Daily
8. Perform maintenance check (including light bulbs)	Daily
9. Secure Area	Daily
<b>Lavatories</b>	
1. Clean and empty all waste receptacles	Daily
2. Dust all vertical and horizontal surfaces	Daily
3. Clean and disinfect all fixtures, sinks, toilets, urinals, splash points	Daily
4. Clean and restock all dispensers	Daily
5. Clean and disinfect lavatory surfaces (i.e. doors, walls, mirrors, etc.)	Daily

6. Sweep and mop all floors (floors must be disinfected nightly)	Daily
7. Perform maintenance check (including light bulbs)	Daily
<b>Offices/Faculty Areas</b>	
1. Empty and clean all waste receptacles	Daily
2. Clean and disinfect sinks and counter tops	Daily
3. Clean and restock all dispensers	Daily
4. Dust all vertical and horizontal surfaces	Weekly
5. Clean vertical and horizontal surfaces (i.e. doors, walls, tables, etc.)	As needed
6. Clean glass	As needed
7. Sweep and mop all floors	Daily
8. Spot clean and vacuum all carpets	Daily
9. Detail vacuum carpets	Weekly
10. Vacuum whiteboard trays	Daily
11. Perform maintenance check (including light bulbs)	Daily
12. Secure area	Daily
<b>Lunchrooms &amp; Multipurpose Rooms</b>	
1. Clean and sanitize lunch tables (break down and put away if applicable)	Daily
2. Clean and disinfect sinks and counter tops	Daily
3. Dust all vertical and horizontal surfaces	Weekly
4. Clean vertical and horizontal surfaces (i.e. doors, walls, tables, etc.)	As needed
5. Sweep and mop all floors	Daily
6. Disinfect floors	Weekly
7. Perform maintenance check (including light bulbs)	Daily
<b>Kitchens</b>	
1. Empty and clean waste receptacles	As needed
2. Clean vertical and horizontal surfaces (i.e. doors, walls, tables, etc.)	Weekly
3. Detail sweep and disinfect floors	Daily
4. All high cleaning (5 feet to ceiling)	As needed
<b>Nurses' Room</b>	
<b>* Same procedure as-lavatories - Must be kept exceptionally clean</b>	Daily
<b>Locker Rooms</b>	
<b>1. * Same procedure as-lavatories - Must be kept exceptionally clean</b>	Daily
2. Clean and -disinfect shower area (i.e. walls, floors, fixtures, etc.)	Daily
3. Scrub shower walls and floors	Weekly
4. Secure area	Daily
<b>Gymnasium</b>	

1. Clean and empty waste receptacles	Daily
2. Dust mop floor	Daily
3. Spot mop floor	Weekly
4. Damp mop floor	Daily as needed
5. Clean and disinfect drinking fountains	Daily
6. Dust all vertical and horizontal surfaces (high dust during school breaks)	As needed
7. Clean vertical and horizontal surfaces (i.e. doors, walls, glass, etc.)	Daily
8. Perform maintenance check (including light bulbs)	Daily
9. Secure area	Daily
<b>Grounds</b>	
1. Sweep sidewalks, steps, entrance areas, etc.	As needed
2. Clean and empty waste receptacles	As needed
3. Police designated areas (per supervisor)	As needed

**NOTE:** It is up to the Maintenance Supervisor to determine which day weekly tasks will be performed. Cleaning assignments for each custodian will be provided and updated as necessary.

### **Supplies**

Supply orders will be processed once per week. (It is expected that the Custodian maintain inventory levels to prevent running out of supplies in their building.) A one-month inventory should be maintained in every building. Send all requests for supplies to the Custodian Lead for restocking.

### **Accidents**

If you are involved in an accident while on the job, you must report it to the Lead Custodian and Maintenance Supervisor immediately and complete an accident report form. Forward the completed form to the Maintenance Supervisor. All injuries and incidents should always be reported.

### **Vandalism**

Vandalism will be immediately reported to the Police and Maintenance Supervisor. Steps will be taken to repair the damage as soon as possible. Any graffiti should be removed immediately.

### **Training**

In an effort to maximize and sustain the highest levels of professionalism, custodians are expected to attend all district training sessions and communication meetings as scheduled by the Maintenance Supervisor.

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**Conclusion**

Thank you for reviewing the Custodial Services Handbook. It is important that we all work together as team members of the educational process in Orting School District. It is our sincere hope that this guide will help you to maximize your potential as a professional custodian.

## CUSTODIAL HANDBOOK

### Acknowledgement of Receipt and Review

With the signatures below, we acknowledge that we have received and reviewed the contents of the Orting School District Custodial Handbook.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Maintenance Supervisor

\_\_\_\_\_  
Date