



Hillsdale Local School District Custodial/Maintenance Handbook

Table of Contents

- Welcome message from the Custodial/Maintenance Supervisor
- Hillsdale Local School District Mission and Vision Statements
- Importance of the Custodial/Maintenance Role in the School Community
- Duties and Responsibilities
- Working Hours and Conditions
- Employment Procedures
- Operating Procedures
- Safety and Compliance
- Student Management and Discipline
- Communication
- Health and Wellness
- Legal and Ethical Responsibilities
- Important Contact Information
- Statement of Understanding and Agreement

Welcome Message from the Custodial/Maintenance Supervisor

Dear Custodial and Maintenance Team,

Welcome to another great year at Hillsdale! I want to take a moment to personally thank each of you for your dedication, hard work, and commitment to keeping our schools safe, clean, and running smoothly. Your role is essential to the success of our students and staff, and I truly appreciate everything you do.

Each day, you make a difference by ensuring our buildings are well-maintained, classrooms are clean, and facilities are safe for learning. Whether it's preparing for the school day, responding to unexpected maintenance issues, or supporting school events, your work keeps everything running efficiently behind the scenes.

This year, let's continue to support one another, work as a team, and take pride in what we do. If you ever have questions, concerns, or ideas for improvement, my door is always open. Your hard work does not go unnoticed, and I am grateful to have such a dedicated team.

Let's make this year a great one! Thank you for all you do.

Scott Hinkle

Custodial/Maintenance Supervisor

Hillsdale Local School District

Hillsdale Local School District Custodial/Maintenance Handbook

Hillsdale Local Schools Mission Statement

Hillsdale: focused on success through innovation, empowerment, and collaboration

Hillsdale Local Schools Vision

The Hillsdale Local Schools, in partnership with the community, will build character and expect excellence by providing a safe and challenging environment that prepares students to be successful in life.

Introduction

The Hillsdale Local School District Custodial Handbook is designed to outline the expectations, responsibilities, and procedures for all custodial and maintenance staff members. The custodial team plays a vital role in ensuring a clean, safe, and well-maintained environment for students, staff, and visitors. This handbook serves as a reference to ensure consistency and efficiency in custodial operations.

The Importance of Custodial and Maintenance Staff in the School Community

In the Hillsdale Local School District, custodial and maintenance staff play an essential and multifaceted role. Their contributions extend beyond cleaning and repairs—they are integral to creating a safe, healthy, and welcoming learning environment for students and staff. Here are some of the key components that make this role so vital:

1. **Safety**
 - Custodians and maintenance staff are responsible for ensuring a safe environment by addressing hazards such as spills, broken equipment, and structural issues.
 - They play a key role in emergency preparedness, responding to incidents like fire alarms, power outages, and severe weather conditions.
2. **Reliability & Efficiency**
 - Their daily work ensures that the school runs smoothly, from keeping restrooms and classrooms clean to maintaining HVAC systems for proper temperature control.
 - Quick responses to maintenance issues prevent disruptions to the school day, helping to maintain a consistent learning environment.
3. **Supporting Education**
 - A well-maintained and clean school promotes student focus and success by minimizing distractions and health risks.

- Properly functioning school facilities, such as lighting, heating, and air conditioning, contribute to a comfortable learning space.
- 4. **Community Connection**
 - Custodial and maintenance staff interact with students and staff daily, providing a friendly and supportive presence.
 - Their work directly impacts the reputation of the school, ensuring that parents, visitors, and the community see a well-cared-for environment.
- 5. **Crisis Management**
 - These staff members are often the first responders to unexpected situations, including plumbing issues, power failures, or weather-related damages.
 - Their ability to act quickly and effectively in emergencies helps ensure the safety and security of the school community.
- 6. **Inclusivity and Accessibility**
 - Custodians and maintenance teams ensure that all students have access to clean, functional, and properly maintained facilities.
 - Their work supports compliance with ADA requirements, making sure all students, including those with disabilities, have equal access to school resources.

Head Custodian

The Head Custodian is responsible for the regular daily and yearly cleaning and maintenance of the building and grounds to which he/she is assigned. The Head Custodian shall be directly responsible to the Maintenance Supervisor and shall oversee custodial operations to maintain a clean, safe, and orderly environment.

Head Custodian Responsibilities:

- Ensure all duties are completed effectively.
- Perform routine cleaning and maintenance of school buildings and grounds.
- Address and resolve minor maintenance issues or report them to the Maintenance Supervisor.
- Ensure proper use and storage of cleaning supplies and equipment.
- Monitor inventory and request supplies as needed.
- Train and support custodial staff in safety procedures and best practices.
- Conduct daily inspections of facilities and address any cleaning or maintenance concerns.
- Coordinate with other custodial shifts to ensure seamless transitions and continuity of tasks.
- Follow all safety protocols and emergency procedures.
- Assist in the setup and teardown of school events as needed.

Hourly Custodian

The Hourly Custodian is responsible for performing specific cleaning and/or maintenance duties assigned as described in the job description.

Hourly Custodian Responsibilities:

- Complete assigned cleaning and maintenance tasks as directed by the supervisor.
- Maintain cleanliness of classrooms, hallways, restrooms, and common areas.
- Report on any maintenance or safety concerns to the Maintenance Supervisor.
- Follow all district policies regarding cleaning protocols and safety procedures.
- Maintain equipment and cleaning supplies in proper working order.

Hourly Maintenance

The Hourly Maintenance employee is responsible for performing maintenance duties as described in the maintenance job description.

Custodial Shifts and Work Hours

Custodial staff members work in different shifts to provide continuous maintenance and cleanliness throughout the school day and beyond.

Work Schedule:

- **First Shift:** 6:30 AM - 3:00 PM
- **Second Shift:** 2:30 PM - 11:00 PM
- **Third Shift:** 10:30 PM - 7:00 AM

Each shift includes a **half-hour overlap** to discuss tasks completed and pending work before the shift change, ensuring smooth transitions and continuity in custodial operations.

General Custodial Responsibilities

All custodial staff members are expected to perform the following duties:

- Sweep, mop, and vacuum all floors and carpets.
- Clean and disinfect restrooms, locker rooms, and other high-contact areas.
- Empty trash and recycling bins regularly.
- Dust and sanitize surfaces, including desks, tables, and door handles.
- Maintain school entrances and ensure sidewalks are free from debris and hazards.
- Monitor HVAC systems and report any issues to the Maintenance Supervisor.
- Respond promptly to spills and other cleaning emergencies.
- Secure buildings at the end of each shift, ensuring all doors and windows are locked.
- Assist in snow and ice removal as needed during winter months.
- Maintain equipment and report any malfunctions or repair needs.

Safety and Emergency Procedures

- Follow all OSHA regulations and district safety guidelines.
- Use personal protective equipment (PPE) as required.
- Report any unsafe conditions or potential hazards immediately.
- Be familiar with fire evacuation routes and emergency protocols.
- Follow proper handling and disposal procedures for chemicals and cleaning agents.

Performance Expectations and Professional Conduct

- Arrive on time and be prepared for scheduled shifts.
- Communicate effectively with supervisors and team members.
- Follow district policies and procedures regarding workplace behavior.
- Exhibit professionalism and respect towards students, staff, and visitors.
- Maintain confidentiality regarding school operations and student information.

Training and Professional Development

- All custodial staff must complete initial training on cleaning protocols, equipment operation, and safety guidelines.
- Periodic refresher training sessions will be provided to ensure compliance with updated regulations and best practices.
- Additional training opportunities may be available for career growth within the custodial team.

Conclusion

The custodial team at Hillsdale Local School District plays an essential role in maintaining a clean and safe learning environment. By adhering to the policies and responsibilities outlined in this handbook, custodial staff members contribute to the overall success of the district and the well-being of students and staff.

Statement of Understanding and Agreement

I acknowledge that I have received, read, and understand the contents of the Custodial/Maintenance Staff Handbook provided by the Hillsdale Local School District. I agree to adhere to all policies, procedures, and guidelines this handbook outlines.

I understand that these policies and procedures are designed to ensure the safety and well-being of all students and staff. I recognize that I am responsible for familiarizing myself with these guidelines and applying them consistently in my role.

I further understand that failure to adhere to these guidelines may result in disciplinary action, up to and including termination of employment, depending on the severity of the violation, based on the OAPSE contract. I agree to promptly report any concerns or violations of these policies that I may observe in the course of my duties.

By signing below, I commit to performing my duties according to the highest standards of safety and professionalism as set forth by the Hillsdale Custodial/Maintenance Department.

Signature: _____

Date: _____

Signature form to be filed with the Custodial/Maintenance Department