CUSTODIAL SERVICES HANDBOOK

Revised 8/2026

These Directives are for Custodial Services employees that are employed throughout the district. This handbook is to be used for guidelines to clarify policy and job expectations in order to fit the needs of the departments. This handbook is not to be considered all-inclusive. Each employee is responsible for adhering to all district policies, directives and procedures.

Facilities Services Mission

Our goal is to provide all students, staff and visitors with a clean, safe and comfortable environment, conducive to the educational process. We will succeed in achieving this goal through the sound management of resources, efficient work practices, open communications and the dedication of our employees.

Employment at Will

1. The Facilities Services employee may voluntarily quit his/her job or be terminated by the District at any time for any reason not prohibited by law, or for no reason, as determined by the needs of the District.

2. Facilities personnel will be employed on an hourly basis. Employees are hired to work for the School District wherever needed and not for one specific school. Thus, assignments may be changed anytime the department manager deems advisable and approved by the Assistant Superintendent of Facilities and Bond Programs.

3. If a new employee has had equivalent work experience, letters of reference certifying this experience should be presented. An increase in base salary may result.

4. Off-duty personnel are not permitted to be on premise for any reason unless given prior approval from the Custodial Director, Executive Director, or Assistant Superintendent of Facilities and Bond Programs.

5. A person must be employed a minimum of 90 working days (18 weeks) to receive credit for a year of service.

Assignment of Daily Responsibilities

The assignment of daily job responsibilities shall be determined by the employee's department director, supervisor, and/or head custodian. These individuals are authorized to designate duties based on operational needs, staffing levels, and campus priorities.

Employees may be assigned to various areas within the building as required to ensure the effective and efficient operation of the campus. Such assignments may include, but are not limited to, coverage of multiple zones, support for specialized cleaning tasks, or reassignment due to absences or emergent facility needs. All employees are expected to perform duties as assigned to maintain a safe, clean, and functional environment for students, staff, and visitors.

Employee Assignments

Any employee may be assigned to any school in MISD whether the employee requests such an assignment or not. Refusal to accept such an assignment to a designated school will be considered insubordination and may result in termination of employment.

Hours of Employment

Hours of employment are determined by the needs of each individual campus or department and **can be changed at any time if necessary**. All changes will be determined and implemented by the department director or the Assistant Superintendent of Facilities and Bond Programs.

Work Schedules

At the beginning of each school year the department supervisor will review work schedules for the year. Assigned work schedules cannot be altered or changed for any reason without the WRITTEN approval of

the department director. The work schedule should include the following:

- Each employee's weekly work hour schedule
- Established lunch, break schedule
- Areas of responsibility

Each full-time employee (6 hours or more a day or 30 hours or more a week) must have a 30-minute break for lunch during a designated time set forth by the department supervisor. Working through lunch and leaving early is not permitted. All employees are required to clock out when leaving campus for lunch, personal errands, or other non-work-related activities.

Custodians must take all scheduled lunches and breaks only in approved areas, such as the teacher's lounge or the cafeteria. These designated spaces ensure proper supervision, maintain building security, and prevent custodial equipment from being left unattended in work zones. Custodians are responsible for securing carts and supplies before leaving for a break and must return to their assigned duties promptly at the end of the break period.

It is recommended, not required, that all Facilities employees have two scheduled rest breaks during the course of the day. The rest break shall not exceed 15 minutes and is up to the discretion of the department supervisor on a daily basis.

If an employee comes in late or leaves early, personal time must be used to complete their 8-hour shift. The employee may not stay late to make up the time when arriving late to work.

All Facilities employees must report ready to work and dressed appropriately at their scheduled work time.

Employees upon accepting a job assignment in the MISD Facilities Department are committed to work every day and are not allowed to leave early or come in late for any reason without following the appropriate procedures.

Unless approved by the Assistant Superintendent of Facilities and Bond Programs, no vacation will be granted during the month of August.

Compliance of Departmental Directives

These directives are departmental guidelines and are not intended to replace but to supplement any Mansfield Independent School District Policies for the day-to-day management of the custodial departments. Any employee who does not comply with these directives is subject to disciplinary action.

Failure to Report Policy Violation

All departmental personnel are to report violations of departmental directives and District Policies to their immediate supervisor or other available department supervisors.

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within **three** calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three days of the event. Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug- or alcohol-related offenses
- Acts constituting abuse under the Texas Family Code

Employees may be terminated if arrested for one of the above-mentioned offenses.

Personal Business on District Time

All departmental personnel are to adhere to the following guidelines concerning personal business during working hours:

1. Departmental personnel are not to conduct personal business during working hours.
2. District vehicle to conduct personal business.

Use of District Property

Employees are not to take District property home.

Use of District Vehicles

All employees must clock in before driving a District vehicle and may not drive a District vehicle to their workstation before they clock in or after they clock out.

Employees may not take District vehicles home after work without authorization from the Superintendent.

Falsifying Reports

Employees who knowingly falsify a report, including work performed at any location, hours worked (time cards), or any other District report is in violation of District Policy. Any supervisor that knowingly countersigns such falsified reports is also in violation of policy.

Prohibitive Items

All items listed below are prohibited by District Policy

1. Carrying firearms.
2. Consumption or possession of alcoholic beverages (beer, wine, liquors, etc.) on the job. This also includes reporting to work while under the influence of alcohol.
3. Use of narcotics (pills, marijuana, etc.) and/or using, possessing, or transmitting drugs or substances (controlled or uncontrolled) is prohibited on District property.

Employees are advised that the above-mentioned items are not to be contained on or in their personal property (vehicles, lunch boxes, lockers, etc.) while the person and/or the personal property is on District property, regardless of the time of day.

Custodial Audio Device Policy

Purpose

This policy establishes clear guidelines for the use of privately-owned audio devices by custodial personnel. Its intent is to ensure employee safety, maintain effective communication, and prevent disruptions to campus operations.

Scope

This policy applies to all custodial employees working on District property, including full-time, part-time, substitute, and temporary staff.

Definitions

- **Audio Device** — Any privately-owned device capable of playing music or audio, including radios, portable speakers, and similar equipment.
- **Earbuds/Earphones** — Any in-ear or over-ear listening device that restricts or reduces environmental awareness.
- **Supervisor Approval** — Explicit permission granted by a department director, supervisor, or head custodian.

General Policy

Earbuds and Earphones

The use of **earbuds, earphones, or any in-ear listening devices is strictly prohibited** at all times while employees are on District property. This prohibition is based on safety requirements, including the need to hear:

- Alarms and emergency notifications
- Supervisor instructions
- Radio communication
- Students, staff, and visitors
- Equipment operation sounds

Privately-Owned Radios

Custodial personnel may use privately-owned radios **only with prior supervisor approval**. Approved use must meet the following conditions:

- The device must not interfere with productivity.
- The volume must remain low enough that it cannot be heard by students, faculty, or visitors.
- The device must not disrupt classroom instruction or campus operations.
- The supervisor may revoke approval at any time.

C. School Hours Restrictions

Privately-owned radios **may not be used when school is in session** if the audio can be heard outside the immediate work area or by any student, faculty member, or visitor.

Safety Requirements

Employees must maintain full situational awareness at all times. Audio device use must never interfere with:

- Safe operation of custodial equipment
- Response to emergencies
- Communication with staff or administrators
- Awareness of student movement or behavior

Supervisors may restrict or prohibit audio device use in any area where safety concerns exist.

Supervisor Authority

Supervisors have full discretion to:

- Approve or deny radio use
- Set acceptable volume levels
- Limit use to specific areas or times
- Revoke permission immediately if misuse occurs

Failure to comply with this policy may result in disciplinary action.

Compliance

All custodial employees are responsible for adhering to this policy. Violations may result in corrective action consistent with District procedures.

Traffic Citations

Each employee is personally liable for any traffic citations received while operating and/or in charge of a District-owned vehicle. This includes all moving violations as well as parking violations. Drivers are directed to:

1. Obey all speed limits, traffic signals, and other traffic control signs including areas marked “Trucks Prohibited”, fire lanes, and school zones.

2. Ensure that the vehicle he/she is operating has a current safety inspection sticker and is in proper repair so as not to violate any ordinance that may result in issuance of any traffic citation.

3. Ensure that vehicle he/she is operating is in such repair that the driver or anyone else is not placed in a dangerous position.

4. Notify his/her supervisor of any traffic citation received while operating any MISD vehicle.

Exception

The only exception to the above-stated directive would be that if a traffic violation occurs as a result of a

vehicle malfunctioning. Such cases will be reviewed on an individual basis to determine the District's liability.

Identification Badges

All hourly employees are required to wear identification badges supplied by the District while on District property. These badges must be worn in a visible location during working hours. Replacement badges are secured through the Police Department by appointment.

Supervisors are responsible for ensuring employees wear their badges and for collecting the ID badge of any employee who is placed on administrative leave, resigns or is terminated.

Building Access Cards

All district employees must use their access cards before entering MISD buildings. In addition to being a sound security practice, using your access card also promotes safety since it helps identify known locations of building occupants.

Employment Practices

Grounds for termination:

1. Any act of conduct while at school, in or out of a classroom, that is indecent, obscene, illegal, cruel, abusive, or otherwise contrary to and inconsistent with the ordinary standards set by the performance and conduct of the other District employees.
2. Physical or verbal abuse of students, parents, co-workers, or other persons.
3. Malicious mischief defined as the abuse, misuse, or deliberate destruction or damage to property, tools or equipment of other employees, students or the District.
4. The making or publishing of false, vicious or malicious statements concerning any employee of the District.
5. Disruptive behavior on the worksite that jeopardizes the safety of others including staff, students, and visitors.

Uniforms

The District will furnish uniform shirts for each hourly custodial employee. As long as funding is available, each employee will also receive replacement uniforms each year.

Persons who are issued uniform shirts will be required to wear the uniform when working. Employees will be responsible for seeing that their uniforms are kept clean and in good repair. Shorts are not considered appropriate attire and may not be worn to work while school is in session. Shorts may be worn during the summer session provided that the shorts do not present a safety concern. Pants are to be worn with a belt or suspenders. Pants are to be worn waist high. District issued uniforms are not to be worn while performing non-district work. Employees are expected to take reasonable care to prevent unnecessary damage to their uniforms when carrying out District duties. Employees are permitted to wear school spirit shirts on Fridays or MISD shirt on designated district days.

Damaging of District Property

Any malicious mischief defined as the abuse, misuse or deliberate destruction or damage to property, tools, or equipment will be cause for appropriate disciplinary action up to and including a recommendation for termination.

Hourly Employee Attendance Guidelines

1. Working Hours

    a. Employees are expected to remain on the job a full day. Doctor and dental appointments are to be scheduled for non-working hours when possible.
    b. Employees will arrive on the job and begin work at the assigned starting time.

2. Time Cards

    a. Employees who are required to log into True Time, must account for his/her own time each workday. Under no circumstances is an employee log in time for another employee. Logging in or out for another employee is grounds for termination.
    b. Any employee who falsifies a timesheet/timecard/electronic timekeeping document will be subject to termination of employment.
    c. If an employee is unable to log in to True Time, the time must be written in by the employee and approved by the department supervisor.
    d. If you are having technology issues, please contact your immediate supervisor or campus technician for technical assistance.
    e. Weekly Hours must total the equivalent of a full schedule work week (i.e., 40 hours); including hours worked, personal time off used, or a combination thereof which can be assigned by the employee supervisor.

3. Flex Time.

    a. All employees are subject to working a flex schedule. Changes in normal work

schedule must be approved by the department director and the Assistant Superintendent of Administrative Support.

b. In some job assignments, overtime work may be required on occasion because of emergency situations or the need to complete specific work by a certain date. Employees shall be **required** to perform such work if they are given notice of at least 72 hours, except in emergency situations. Supervisors shall give employees as much advance notice as possible of required overtime work. Any employee who refuses such assignments shall be subject to disciplinary action.

4. Vacation

All employees are to comply with the policies outlined in the MISD Board Policies regarding vacation eligibility for twelve-month employees. These policies may be reviewed on line or a copy maybe requested through the department supervisor.

5. Tardiness

a. Employees are expected to report to work on time for each shift. If extenuating circumstances will prevent an employee from reporting on time, the employee must notify his/her supervisor.

Responsibilities Relative to Reporting Absences and the Use of Accrued Days

1. When an employee is absent from work for six (6) consecutive day for illness, regardless of the number of accrued sick days, the name of that employee must be submitted by the appropriate supervisor to the department manager. The Benefits Office must be notified by the department manager.

2. When an employee has used all accrued benefit time, additional time missed may be considered excessive. Any employee who has exhausted all leave and has any four (4) separate occurrences of absence (no pay) within a current school year will be considered excessive.

3. Custodians in dock status are not eligible to work overtime hours.

Reporting of Absenteeism

All custodial personnel are responsible for reporting personal absences. When advance notice of an absence can be given, the employee will verbally notify the appropriate supervisor. No other notice is needed. If the supervisor has not been advised of absence in advance, the following procedure must be followed:

All personnel must notify their supervisor 1 hour before the normal start of work time.

Personnel must also utilize phone contact information (call out list) given by supervisor.

Emergency Definition and Response

Definition: An emergency may be defined as an unforeseen combination of circumstances that calls for immediate action, such as life-threatening situations, major vandalism, extreme weather conditions, failure of fire or security alarm and other items that may affect school being open the next day.
Response: All employees, if notified, will respond to the emergency regardless of the time of day or the day of the week. As the need arises, the department head has the authority to order mandatory overtime to accomplish the correction of the emergency, or other items, to ensure that the school may be opened the next day. Failure to respond to the emergency or other scheduled work times by the employee may lead to disciplinary action and possible recommendation for termination. Each employee is responsible for keeping his/her home telephone number current with his/her immediate supervisor and their immediate supervisor is responsible for keeping all telephone numbers current in a master file. The immediate supervisor and/or department director will be notified of the emergency as soon as possible.

Emergency Overtime

It is the responsibility of the person accepting the request for emergency overtime to maintain a record of the name and position of the person who telephoned in the emergency as well as the time the phone call was received.

It is the responsibility of the appropriate supervisor to review all emergency overtime worked to ensure the appropriateness of the action taken and the time utilized.

The person responding to the emergency after normal work hours will be authorized to receive a minimum of two hours of overtime pay if they have worked at least 40 hours during the week. If there is a holiday during the week, the holiday hours will count towards the 40-hour work week requirement, in order to be paid at the overtime rate. If the time exceeds two hours, then overtime pay will be earned for the time worked, if the employee has exceeded 40 hours during the week. If the employee did not work 40 hours during the week, the employee will be paid two hours of straight time pay at their regular pay rate. No additional hours for another emergency can be charged for the same two-hour period of time that has already been used for a previous emergency.

Overtime Coverage Guidelines

The purpose of these guidelines is to establish clear and consistent procedures for determining when overtime is authorized for custodial staff in response to staffing shortages. These guidelines ensure continuity of operations while maintaining fiscal responsibility and equitable workload distribution.

- Full-Time Equivalent (FTE) — A staffing measurement representing one full-time custodial position.

- Coverage — The reassignment of custodial staff to maintain essential cleaning and operational duties in areas affected by staff absences.
- Overtime — Hours worked beyond an employee's standard scheduled shift, compensated according to district policy and applicable labor regulations.

Staffing Shortage Thresholds

One FTE Out

When one full-time custodial employee is absent, custodial staff will provide coverage for the affected area for up to **five consecutive workdays** without the use of overtime. Coverage may include temporary reassignment of duties, redistribution of cleaning zones, or modification of daily task priorities.

Two FTE's Out

When two full-time custodial employees are absent, custodial staff will provide coverage for the affected areas **with overtime authorized as needed**. Overtime approval will be based on operational necessity, building needs, and supervisor discretion.

Authorization Process

- Supervisors or head custodians must assess staffing levels daily and determine whether coverage can be maintained without overtime.
- Overtime requests must be submitted to the department director for approval prior to scheduling.
- Approved overtime must be documented according to district payroll procedures.

Operational Considerations

- Coverage assignments may be adjusted to prioritize essential cleaning, safety, and sanitation needs.
- Non-essential or lower-priority tasks may be deferred during staffing shortages.
- Staff may be temporarily reassigned to different areas of the building to ensure adequate coverage.

Review and Compliance

These guidelines will be reviewed annually or as needed to ensure alignment with district policy, staffing patterns, and operational demands. Supervisors are responsible for ensuring compliance and communicating expectations to custodial staff.

*Priority cleaning may be intiated when the number of scheduled events becomes excessive.

Rest Breaks

Although not required, employees are authorized the following rest breaks during normal work hours. Times are subject to change due to unforeseen circumstances that may arise.

Custodial employee breaks and lunches.

AM Shift 6:00 AM – 2:30 PM

Morning break	8:00 AM – 8:15 AM (paid)
Lunch Break	10:00 AM – 10:30 AM (not paid)
Afternoon break	12:00 PM – 12:15 PM (paid)

AM Shift 6:30 AM – 3:00 PM

Morning break	8:30 AM – 8:45 AM (paid)
Lunch Break	10:30 AM – 11:00 AM (not paid)
Afternoon break	12:30 PM – 12:45 PM (paid)

AM Shift 7:00 AM – 3:30 PM

Morning break	9:00 AM – 9:15 AM (paid)
Lunch Break	11:00 AM – 11:30 AM (not paid)
Afternoon break	1:00 PM – 1:15 PM (paid)

AM Shift 10:00 AM – 6:30 PM

Morning break	12:00 PM – 12:15 AM (paid)
Lunch Break	2:00 PM – 2:30 PM (not paid)
Afternoon break	4:00 PM – 4:15 PM (paid)

PM Shift 3:00 PM - 11:30 PM

Afternoon Break	5:00 PM – 5:15 PM (paid)
Lunch break	7:00 PM- 7:30 PM (not paid)
Evening break	9:00 PM – 9:15 PM (paid)

PM Shift 4:00 PM - 12:30 AM

Afternoon Break	6:00 PM – 6:15 PM (paid)
Lunch break	8:00 PM- 8:30 PM (not paid)
Evening break	10:00 PM – 10:15 PM (paid)

Smoking

Smoking, vaping, and tobacco use on all District property, in District vehicles and

indoor District sponsored events is prohibited.

Workers' Compensation

- Employees injured or involved in an on-the-job accident must report the injury and/or the accident to his/her supervisor **immediately.**
- If the employee injured is unable to report the injury, he/she shall have someone report for him/her to the supervisor. This does not relinquish the responsibilities of the injured employee to report the supervisor as soon as possible.
- Each time the employee goes to the doctor, it will be the employee's responsibility to bring or email a copy of the attending doctor's statement to the Employee Benefits Office, Maintenance and Facilities Building, 203 Hillcrest St. Mansfield, Texas 76063.

Reporting of Vandalism or Theft

Custodial employees must report all acts of vandalism to their immediate supervisor as soon as the vandalism has been noticed. In turn, the chain of command should be followed regarding the notification of the vandalism until the manager has been notified. **This should occur on the same day of the incident.** A vandalism report must be completed by the supervisor along with notifying the police and acquiring a police service report number.

When requisitions are submitted to replace stolen items, a copy of the vandalism report and Inventory Delete Sheet must be submitted to departmental inventory control representative.

Employees shall not leave unsecured tools, equipment or other valuable items of any kind in vehicles overnight, during lunch, or any time a vehicle is left unattended. Employees shall secure all tools nightly or place in assigned locations.

Motor Vehicle Accident Report

The driver of a District vehicle involved in an accident, regardless of fault or amount of damage, is to complete the Motor Vehicle Accident Report Form. The form is to be filled out and forwarded to the division office within 24-hours after an accident has occurred.

Note: It is the responsibility of the assigned driver to ensure that these forms are in the vehicle at all times.

Custodial Services Objective

The primary objective of good custodial services is to provide a clean, healthy, safe, and attractive environment for the education of the students and the enjoyment of the employees of and the visitors to the venues occupied by the Mansfield Independent School District (MISD).

Good housekeeping requires efficient and effective operation, cleaning, and maintenance of the district's schools and office buildings and their surrounding grounds. Good housekeeping reflects positively on the overall image of a school. It is a function that is vital to the operation of the school system.

What Is a Head Custodian?

The Head Custodian is the direct representative of the Assistant Superintendent of Facilities and Bond and is in charge of and oversees the custodial staff. The head custodian ensures that assigned work schedules are followed and that the staff performs all normal and specially assigned tasks. The head custodian can expect to have an assigned schedule to complete, in addition to supervisory responsibilities.

The head custodian is responsible for ensuring that the building is properly secured.

The head custodian maintains daily communication with the Supervisor to ensure that the district Supervisor is aware of unusual activities or requirements and to receive any special instructions from the Supervisor.

What Is a Custodian?

The custodian is the backbone of the housekeeping program. Custodians provide a clean and healthy facility for student learning and staff support. The word custodian is derived from the word custody (i.e., of the building.)

The custodian is considered a trained professional. Really outstanding custodians have several characteristics that set them apart:

- They not only perform job duties well but also understand and think about how these duties affect all other activities in the school.
- They work efficiently, knowing the proper techniques to use in accomplishing each task while wisely using cleaning products, equipment, and time.
- They have good attendance and can be counted on to be at work and on time unless they are really sick or an emergency arises. If they are going to be absent, they give notification as early as possible.
- They work safely, properly using chemicals and machines and moving heavy objects correctly. • They have pride—pride in their work, school, MISD, and custodial team.
- They promote pride in their school and in MISD.

Communications:

As a rule, custodians do not converse with students or faculty except for: Emergencies, answering questions, and informing them of immediate needs. The Head Custodian, Lead Custodian, or the Day Custodian has the responsibility to communicate with the Principal to respond and coordinate the custodial efforts for the support of the educational program. It is

allowable and encouraged to greet students with “Good Morning”, “Good Afternoon”, and “Hello” in a friendly and professional manner.

Guidelines:

Students

1. No custodian shall place hands upon a student, unless necessary in the event of a life-threatening emergency.
2. No custodian has authority to direct or discipline a student in any way. He/she should take complaint or reports to the principal of the school.
3. The custodian should be courteous to the children, but avoid being overly friendly.

Teachers

1. The custodian should be courteous and impartial with all teachers, but should avoid over-friendliness. He/she should avoid undue conversations during the work period keeping in mind that others have to work.

Custodial Expectations

1. Employees are expected to report to the Head Custodian at the beginning of their scheduled shift to clock in. Employees should remain at their assigned workstation performing duties until the scheduled departing time, but also maintain a team-player approach to assist other areas as directed by head custodian. Employees are also expected to report to the Head Custodian at the end of their shift to return building keys and clock out. Custodians are not permitted to take campus keys home unless they are responsible for opening the school in the morning.

Visitors

Custodial staff are not to have visitors in the school district buildings before or after school hours.

Transfers

Transfers within the department, or from one school to another, are subject to the needs of the department and the discretion of the supervisor. Actions resulting in transfer may be initiated by either the employee or a supervisor. The employee that is requesting a transfer needs to initiate the request. Request is to be sent to the Director of Custodial Services.

Complaints

All problems should be resolved at the lowest level possible. If you cannot resolve a problem with your immediate supervisor, the next step in to set up your appointment to talk with The Director of Custodial Services. You must follow the chain of command.

Lost and Found Items

Items of value (money or electronics) found on the floor inside a classroom while cleaning should be placed on the teacher's desk. If items of value are found in a restroom or hallway, take items to the Head Custodian to be placed in a secure area until it can be turned into the office the following day. All other items such as clothing should be left in the classroom or taken to the school lost and found.

Securing Doors

The District shall ensure that exterior doors of all instructional facilities are closed and locked, such that visitors can only enter a facility through primary entrances.

In addition, the District establishes the following:

1. Classroom doors shall be locked at all times during the school day.
2. Devices to prop open or impair the locking of a door shall not be used at any time.
3. Garage/roll-up type doors may remain unlocked and open only while they are in use.

Violations of the District's safety policy and administrative regulations regarding locking doors may result in disciplinary action, up to and including termination of employment.

Custodial Door Security

Custodial doors must remain closed and locked at all times unless an authorized custodian is physically present and actively working inside.

Requirements

- Locked Doors – Doors must be secured immediately after entering or exiting.
- Authorized Access – Only approved personnel may unlock or enter custodial spaces.
- Key Control – Keys and access credentials must be protected and never shared.
- Hazard Security – Chemicals and equipment must never be left accessible to students or unauthorized individuals.

Compliance

Failure to follow this policy may result in corrective or disciplinary action.

Custodial Duties

The duties and responsibilities of custodians may vary according to the size and nature of the school. In general, the duties of the custodian shall include but not be limited to:

1. All housekeeping factions such as:
    - Sweeping
    - Mopping
    - Cleaning windows
    - Scrubbing and stripping floors o Dusting
    - Disinfecting
    - Waxing and buffing floors
    - Vacuuming
    - Shampooing Carpets
    - Emptying Containers
    - Trash Removal

2. Being punctual in arriving at work and in performing tasks in such a manner as to enable him/her to leave work on schedule.
3. Making the Head Custodian or Supervisor aware of any unusual problems, such as improperly cleaned rooms.
4. Making continuous observations of the buildings and grounds for safety factors and reporting unsafe conditions to the Head Custodian or Supervisor.
5. Demonstrating an interest in the school and in the welfare of all school personnel by displaying a positive and cooperative attitude
6. Exercising responsibility to the supervisor for the performance of all duties assigned
7. Using acceptable conduct which will reflect favorable on the school district
8. Capable of performing emergency or special assignments, which are essential to the proper function of the school and the safety and welfare of entire school district
9. Protecting the building, school property and grounds, from any known or potential damage or loss
10. Continuing on the job training by engaging in in-service training
11. Assisting other custodians when necessary
12. Report to the Head Custodian when there is/are unauthorized person/s in or near the building
13. Protecting students at all times by cautioning them about, unsafe conditions or actions and making any unsafe conditions or actions known to the supervisor

14. Assist in performing unassigned work when other custodial personnel are absent
15. Making suggestions which will be helpful in the performance of custodial duties or which may be in the interest of the school
16. Performing any other duties which may be assigned
17. Working in cafeteria as assigned
18. Some duties are assigned to employees on a rotating basis. This is done to encourage the staff to be more involved in the daily operations of the job and to give everyone the opportunity to learn new things.

As a custodial employee, you have a responsibility to make sure that the area you work in is kept clean and safe.

All custodial staff will have those specific duties. These duties are listed on a schedule that lets you know what is done daily, weekly, monthly and yearly. There may be times when your hours may be changed to provide better custodial services to our campuses. For example, you may need to come in on weekends, come in early for special projects, holidays, etc. There are also times when the Head Custodians asks for volunteers to help with some duties. Duties such as:

1. Helping to pick up supplies
2. Carry the radio
3. Attend staff, training meetings
4. Train a new employee and or participate in interviews

Teamwork

Even though you may be working in one particular area, it is important that you learn to work with all the staff on your campuses. You may be asked to help in a different area. Working together as a team helps to make sure that we meet our responsibility of providing a safe a clean place for the students and staff. It also makes this a better place to work.

Locker Rooms

Custodians should NOT enter a locker room when in use. Head Custodians will assign locker room cleaning at specific times in order not to interfere with daily usage such as practices or game days.

Grounds

It is a daily duty to do the following:

1. Remove paper, cans, and trash from the grounds.
2. Keep the playground equipment in safe condition by reporting any hazard immediately.

Responsible Trash Disposal & Item Awareness

To ensure a respectful and organized learning environment, custodial staff are expected to follow these guidelines when handling trash and nearby items:

Trash Disposal Guidelines

• Only discard items that are clearly placed inside trash cans or recycling bins.
• Items located near trash receptacles—such as on desks, shelves, or the floor—should not be thrown away without confirmation.

Item Verification Procedure

• If an item appears to be trash but is not inside a bin, ask a nearby teacher, student, or staff member before discarding.
• If no one is available to confirm, leave the item untouched and notify your supervisor or the front office.

Respect for Student & Staff Belongings

• Treat all surrounding items with care and assume they are not trash unless clearly marked or confirmed.
• This helps prevent accidental disposal of schoolwork, personal belongings, or classroom materials.

This practice supports a safe, respectful, and collaborative school environment.

Throwing away items that fail to meet the criteria outlined above may lead to disciplinary action.

Important Safety Information

Know Your Equipment

In maintaining a healthy, clean, germ-free environment, special emphasis must be placed on the condition of the chemicals
and equipment used.

- Know the equipment, tools and chemicals you are using.
- Keep the equipment and tools clean and in good working order.
- Know how to operate all equipment properly and safely.

Always use safety measures when operating any equipment

Safety

Before a worker is trained to use a piece of equipment or chemical, he/she should be trained on safety measures. The majority of accidents are caused because of improper training and careless attitudes on the part of all toward accident-causing situations. Here are a few actual accidents that commonly take place in school, with suggested ways in which they could have been prevented:

1. Custodian falls from a ladder that slipped while putting in light bulbs and receives injury to shoulder. (Ladder should be well secured with rubber feet.)

2. Phosphoric acid splashes into eye of custodian while he/she is pouring solution into container. Eye is badly burned. (Should use proper safety equipment.)

3. Custodian receives back injury from moving heavy object. (Get help, training.)

4. Custodian slips and falls on wet floor or object and injures arm, elbow or wrist. (Wear nonskid shoes when working in wet area. Keep spills mopped up and keep objects picked up that should not be on the floor.)

A custodian must always be alert for health or accident hazards endangering children or adults. Custodial closet doors must remain locked at all times—both during the day and overnight.

Hazards resulting from broken equipment of other unusual building conditions should be reported to the proper authority at once. Never leave a slick spot or any foreign material on the floor that may be hazardous to the occupants of the building. Always put out safety precaution signs where a floor may be wet from mopping or leaking water.

Common Hazards

Some of the common hazards that may exist are listed below with suggested corrections:

DANGEROUS CONDITIONS	SUGGESTED CORRECTION
Broken furniture	Remove it from service, report it to the Head Custodian.
Slippery floors	Remove the cause (grease, water, etc.).
Nails	Remove or drive them in.
Broken window	Report the broken window to office staff.
Obstructions in corridors	Remove and keep hall and corridors or hallways clear. Do not leave equipment where it creates a hazard.
Moving heavy equipment	Use a dolly and/or secure assistance.
Broken glass	Remove and place in a cardboard box for disposal.
Exterior door will not lock	Immediately tell office staff (daytime hours) and 817-299-6000 (after hours).
Entries and exits blocked	Remove obstacle.
Loose desks	Tighten bolts or screws.
Splintered floors, wall, desk, etc.	Remove splinters.
Bare or defective wiring	Turn off switch and also report to the office staff.
Leaky gas connection	Call 817-299-4340 or 817-299-6000 immediately.
Standing on chairs	Do not stand on furniture. Use stepladder of proper size.
Debris on lawn	Remove

Lifting

Improper carrying and lifting is the cause of many accidents. In custodial work we are constantly lifting, pushing, carrying. If not properly done, strained muscles will result.

Following are some tips:

1. Get help for heavy loads.
2. Size up for weight and bulkiness.
3. Face load squarely with firm footing.
4. Lift slowly and evenly by straightening the legs.
5. Hold load close to the body.

Ladder Safety

The ladder is probably the most abused piece of equipment. The blame cannot be placed on the ladder. It is the user and the condition of the equipment that is the real cause of accidents. Because ladders are involved in so many accidents, frequently of a serious nature, the following are safety tips concerning ladders:

1. Select the right ladder for the job to be done.
2. Never use stepladders more than 6 feet long.
3. Never stand on top of a stepladder unless it has a guardrail.
4. Never place a ladder against a movable surface.
5. Always use 3 points of contact while climbing up/down a ladder.
6. Use rubber sole shoes when climbing a ladder.
7. Never carry supplies in hands while going up or down ladder.

Chemical and Cleaning Solutions

Most chemicals used by the school district come in a highly concentrated form and must be diluted before use. Some are in dispensing systems that dilute automatically. Always read the instructions and the material safety data sheets for each product. The following safety rules are for your protection; however, they will not be of any help if you don’t use them (Only dilute with water).

1. Ensure that Material Safety Data Sheets (MSDS) are accessible and that all maintenance and custodial personnel as well as administration are aware of their location. Periodically review your (MSDS) sheets to ensure that they are current and reference chemicals that are currently in use. KNOW THE PROPER FIRST AID PROCEDURES FOR ALL CHEMICALS USED IN THE SCHOOL THAT HAVE THE ABILITY TO CAUSE HARM TO BUILDING OCCUPANTS AND WORKERS.

2. Safety glasses must be worn at all times when mixing chemicals, filling containers, or handling any cleaning agents. Protective eyewear is required to prevent exposure to splashes, fumes, or accidental spills that can cause eye injuries. Custodians are responsible for ensuring their safety glasses are in good condition, properly fitted, and readily available before beginning any chemical-related task. Failure to follow this requirement may result in corrective action, as eye protection is a mandatory component of safe workplace practices.

3. Know what you are using. Do not use chemicals from unmarked bottles or containers.

4. Always read the label and follow the instructions.

5. Measure all chemicals. If the directions say to use four (4) ounces in one (1) gallon of water, measure the water and the chemical correctly. A weak solution may not provide the proper cleaning power. A solution that is too strong will not only waste supplies, but will damage the surface on which you use it. It may also have the potential to cause injury to yourself or others.

6. Do not substitute chemicals. Many chemicals are made only for specific jobs.

7. **Never mix chemicals**. You can easily destroy a chemical's usefulness or possibly create a poisonous gas or solution by mixing it with other chemicals.

Note: Do not bring chemicals from home and do not purchase chemicals from any place other than the district warehouse.

District Prescribed Cleaners

Following is a list of cleaners and solvents approved for use by the school district. Ensure that product is used for its intended purpose. Using a cleaner or solvent for something other than its original intent could provide for a hazardous condition and possible risk to human health.

1. Additional Precautions: Vinegar is a mild acid and has little cleaning value. As a result, it is not to be used as a cleaner or mixed with a cleaning solution.

2. Extremely hazardous fumes can be created when ammonia is mixed with Clorox bleach. CLOROX Bleach should not be used in schools as a cleaning agent.

All Purpose Cleaner

- Use: Buckeye Blue (not on floors)
- Method: Daily use on most surfaces such as countertops, desktops, floors (top scrubbing only), walls, etc.

Graffiti Remover

- Use: Stinger Citrus or Muscle Cleaner
- Method: Follow manufacturer's instructions.

Glass Cleaner

- Use: Star Spray
- Method: Daily use on glass and white boards. Dispense concentrated amount of solution from dispensing system, proceed with cleaning. No rinsing required, just wipe clean.

Disinfectant

- Use: Quat 256
- Method: Daily use, a broad-spectrum hospital grade disinfectant for use in bathrooms, showers, nurses' quarters, desktops and floors. Dispense concentrated amount of solution from dispensing system, proceed with cleaning. No rinsing.

Absorbing Deodorant

- Use: Granular Deodorant Vomit Control
- Method: As needed for vomit, garbage, wet ashes, urine, feces, etc. Apply on damp or wet surface.

Scale and Lime Remover

- Method: Follow manufacturer's instructions. For initial de-liming of dishwashing machines, steam tables and all areas that have lime build-up.

Mold/Mildew Inhibitor

- Method: Follow manufacturer's instructions. As needed. Disinfectant Solution is EPA-registered to clean, disinfect and deodorize.

Custodial Duty Frequency

Day Custodial Duties Opening Duties

- Arrive on time and be ready to work at the start of your shift.
- Turn on the correct lights.
- Inspect and prepare the building for proper operation.
- Replace lamps as needed and submit any needed work orders according to the campus policy.
- Inspect the building for damage and evidence of vandalism and remove any writing, drawings or graffiti. Notify the principal if the graffiti cannot be removed and note the items that need repairing.
- Check all restrooms for water leaks.
- Perform other duties as assigned.

Daily Duties

- Be available to answer all calls from the office staff.
- Maintain a clean and sanitized cafeteria.
- Mop, sweep, and vacuum floors and carpets as needed.
- Maintain clean and orderly custodial rooms, storage rooms, and closets.
- Disinfect and clean locker rooms, showers, restrooms, clinic, water fountains, etc., and refill supply containers.
- Inspect grounds and report any repair needs.
- Remove stains from walls, wood work, and floors.
- Utilize proper cleaning methods when a student is ill.
- Check restrooms after each class rotation.
- Assist the staff in arranging and moving furniture and equipment.
- Clean the glass in showcases, windows, and doors.
- Pick up and dispose of trash and dangerous materials and place in appropriate containers.
- Clean and dust furniture, blinds, ledges, and stairways.
- Help in cafeteria during all lunch times. Empty trash, clean spills, and dispose of leftover food, etc.
- Clean cafeteria tables.
- Move cafeteria tables to the side walls.
- Mop cafeteria floors.
- Replace cafeteria tables.
- Clean tables in teacher's lounge.
- Perform other duties as assigned.

Night Custodial Duties Daily Duties

- Arrive on time and be ready to work at the start of your shift.
- Be available to answer all calls from the office staff.
- Mop, sweep, and vacuum floors and carpets as needed.
- Maintain clean and orderly custodial rooms, storage rooms, and closets.
- Disinfect and clean locker rooms, showers, restrooms, clinic, water fountains, etc., and refill supply containers.
- Clean classrooms daily.
- Inspect grounds and report repair needs.

- Remove stains from walls, wood work, and floors.
- Assist the staff in arranging and moving furniture and equipment.
- Clean the glass in showcases, windows and doors.
- Pick up and dispose of trash and dangerous materials and place in appropriate containers.
- Pick up recyclable material and place in appropriate dumpsters.
- Clean and dust furniture, blinds, ledges, and stairways.
- Vacuum carpets, sweep or mop floors in classrooms and offices and rearrange furniture after moving.
- Empty waste baskets and wash when needed.
- Sweep, mop, and dust auditorium or gymnasium.
- Spot mop, clean windows, remove stains, etc., when needed.
- Scrub toilet partitions and walls.
- Secure and lock all windows and doors.
- Turn off exit lights, lights in hallways, stairways, etc.
- Turn on night lights and security alarm.
- Perform other duties as assigned.

Weekly Custodial Duties

- Dust heating and ventilating grills, blinds, transoms, and remove dust accumulated on ceilings and walls.
- Clean and organize custodial rooms, boiler rooms, and closets.
- Check custodial supplies and equipment and report needs to the building principal or principal's secretary.
- Remove stains from wall, woodwork, and floors.
- Clean grout in restrooms.
- Clean door knobs, panic bars, stair rails, etc., and report needed repairs.
- Clean bathroom floors
- Clean and fill soap dispensers.
- Clean mop sinks.
- Clean and polish metal.
- Clean urinals.
- Clean toilets.
- Clean and disinfect drinking fountains.
- Buff floors to restore floor finish.
- Inspect plumbing for leaks.
- Inspect building and grounds for accident hazards.
- Perform other duties as assigned.

Miscellaneous and Seasonal Custodial Duties as Needed

- Clean rooms and facilities for special events.
- Arrange furniture and equipment for special events.
- Open building and turn on lights for special events.
- Dispose of broken glass and other dangerous materials.
- Wash waste receptacles and other containers.

- Adjust and clean window blinds.
- Move, arrange, or adjust furniture.
- Repair and install pencil sharpeners.
- Clean drapes, light fixtures, skylights, and vents.
- Deliver supplies and books.
- Remove dirt and mud from sidewalks and ramps as needed.
- Wash outside windows.
- Strip, clean, and wax floors.
- Clean cabinets and shelves.
- Keep the sidewalks, corridors and grounds free of trash.
- Distribute ice melt as needed.
- Maintain the building in a clean, orderly manner.

Standards For Clean Classrooms

1. EXCEPTIONAL

- floor coverings and bright and clean
- litter containers clean with little waste
- dry erase boards and trays only showing day's use
- no dust on vertical surfaces
- furniture clean and orderly
- glass clean and sparkling
- GENERAL IMPRESSION IS ONE OF ORDERLY SPOTLESSNESS

2. EXCEEDS STANDARD

- floor coverings clean
- litter containers clean with little waste
- dry erase boards and trays only showing day's use
- little dust accumulation
- furniture orderly
- glass clean and sparkling

- GENERAL IMPRESSION IS ONE OF ORDINARY TIDINESS

3. MEETS STANDARDS

- floor coverings clean
- litter containers have little waste
- chalkboards and trays only showing day's use

- some dust accumulation on others surfaces
- furniture orderly
- glass clean and sparkling
- GENERAL IMPRESSION IS ONE OF CASUAL INATTENTION

4. ***MARGINAL***

- floor coverings dull
- litter containers often full or overflowing
- dry erase boards and trays will be dusty and streaked
- dust accumulation will be evident
- furniture will be in disarray
- glass will show some streaks and hand prints
- GENERAL IMPRESSION IS ONE OF MODERATE DINGINESS

5. UNACCEPTABLE

- floor coverings will be dull and dusty showing spots and marks
- litter containers will be full to overflowing
- chalkboards and trays will be dusty and streaked dust and dust balls will be evident
- furniture will be dusty, marked and in disarray

- glass will be dirty and hand printed
- GENERAL IMPRESSION IS ONE OF UNKEMPT NEGLECT