

## SECTION 600 – SUPPORT SERVICES

### CUSTODIAL SERVICES

### POLICY 603

#### ARTICLE 1 AUTHORIZATION

- A. Custodial services shall be provided at each school facility by employed staff and/or through contracted services. Services shall include the following:
1. Facility cleaning and assurance of clean, well kept facilities;
  2. Trash pickup from grounds surrounding facility;
  3. Snow removal from walkways;
  4. Routine temperature control adjustments in keeping with procedures established by the Maintenance Director;
  5. Minor maintenance (e.g. floor surfaces, light bulb & ballast replacement, repair of faucet leaks, limited painting, replacement of screws & bolts in furniture and equipment);
  6. Alerting the Maintenance Director to structural or system problems or needed repairs;
  7. Setup for meetings and special school functions;
  8. Routine facility safety checks;
  9. Daily unlocking and locking of security gates and doors.

#### ARTICLE 2 STAFF

- A. A Head Custodian shall be assigned to each school and the District Complex. The Head Custodian shall report to the Principal who shall complete the Head Custodian's evaluation with input from the District's Maintenance Director. With regard to the maintenance of "systems" (HVAC, electrical, plumbing, facility security), the Head Custodian shall adhere to procedures established by the Maintenance Director. The Head Custodian shall establish custodial work schedules and shall supervise and evaluate custodians assigned to their facilities. The Head Custodian shall be responsible for recommending custodial budgets to the Principal, shall prepare requisitions for ordering custodial supplies and equipment, and shall maintain inventories of these items. The Head Custodian shall complete detailed safety inspections, with the Maintenance Director, in August and January. A job description, including qualifications, for Head Custodians shall be on file in the District Personnel Office.
- B. Custodial staff shall be employed as determined necessary at each school by the Principal and Head Custodian, within budget parameters established by the Board of Education. However, custodians are District employees who may be transferred to a different building assignment by the Superintendent. A job description for custodians shall be on file in the District Personnel Office.
- C. Custodial staff may, as needs arise, be moved to different facilities to handle emergencies, to provide support for special functions, or to assist with special projects or situations.

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References:

C.R.S. 22-32-109 (1) (f) (I) Employ Personnel to Maintain Operations

Adopted April 2, 2003