

CUSTODIAL SERVICES

The cleaning and maintenance program for school properties in the Sanford Public Schools is carried out with three main objectives:

- A. To ensure maximum safety for the students and the general public by constant vigilance against fire and other safety hazards;
- B. To safeguard the health of students and adults by scrupulous cleanliness of the buildings; and
- C. To safeguard the town's investment in its facilities, and to maintain the neat and pleasing appearance of all properties by keeping them in good repair at all times.

To attain these objectives, inspections will be made daily by the Building Administrator and Head Custodian and at least once a week by the Building Administrator, Head Custodian and Supervisor of Maintenance. Teachers and other employees will be responsible for reporting any needed cleaning or repairs to the Building Administrator who in turn will meet with the Head custodian to review the cleaning needs and establish minor repair priorities. In the event of vacation period, the Administrator will meet with the Head Custodian and Supervisor of Maintenance to establish cleaning plans for these periods. All special requests for custodial services and major repairs shall be submitted to the Building Administrator who will review them with the Head Custodian and/or the Supervisor of Maintenance when necessary. The job will be assigned either to the building custodian or maintenance, depending on the ability of each individual building custodian to perform the task. It is implicit in the above that for all of this to happen there is the requirement to have open lines of communication between the Building Administrator and the Supervisor of Maintenance.

Building administrators will have immediate control of their custodians, and will see that all required work is done to the established standard of cleanliness for that building. Building Administrators will be a part of the interview team for new custodians, and will be involved in the review and evaluation of all probationary employees and the annual review and evaluation of all custodians. Building Administrators, along with the Supervisor of Maintenance, will deal with discipline issues involving the custodians.

Whenever school facilities are used for special, after-hours or community purposes, building custodians shall be assigned to extra duty as necessary.

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SANFORD SCHOOL DEPARTMENT