

**WORK LOAD – SUPPORT STAFF -CUSTODIANS**

The following guidelines may be amended as necessary by the school administration:

1. Days when school is to be in session, the a.m. custodian shall be at the school building at such an hour as will insure a comfortable temperature at the time the pupils arrive at the school. A comfortable temperature is to be maintained while school is in session.
2. During the school day, the custodian shall not be absent from the school building unless otherwise directed or approved by the administration.
3. On Saturdays, Sundays and legal holidays, a custodian shall check the school to make sure the heating system is operating properly, the water pipes and plumbing system are free from ice, and the building is secure. (Teacher workshop and meeting dates are not holidays.)
4. On weekends or holidays, custodians should complete work that cannot conveniently be done during the regular week.
5. Before each vacation, the custodian(s) should coordinate with and receive approval from the building principal for work to be done. Summer work hours may be altered by mutual agreement of the custodian(s), the principal, and the Superintendent. Vacation days must be approved and coordinated so that the building is covered at all times.

The following duties may be amended as necessary by the school administration:

1. Clean, treat, paint/varnish floors as needed or as directed.
2. Dust classrooms and corridors including doors, windows and baseboards.
3. Clean classroom furniture and equipment at least once each week.
4. Disinfect drinking fountains daily.
5. Disinfect and clean all toilet seats daily. Replace supplies in bathrooms.
6. Close and lock all windows and doors each night.
7. Clean windows as needed/as directed.
8. Dispose of waste paper, cartons and other waste materials during normally scheduled trash disposal days. Recycle whenever possible.
9. Fly the United States flag and the State of Maine flag on such school days as weather will permit.
10. Keep entranceways free from snow and ice.
11. Report damage to the Principal.
12. Report needed repairs to the buildings, grounds, and equipment to the Principal.
13. Do minor repairs/improvements as necessary and inform the Principal when appropriate, i.e. continual repair of the same item.
14. Keep supply rooms and storerooms clean and in order.
15. Keep the school grounds neat and clean.
16. Perform other duties as assigned by the Principal/Superintendent.

DATE ADOPTED: JULY 1, 2003