

SCHOOL FACILITIES

Building and Grounds Maintenance

Custodians shall make minor repairs which do not require a great amount of time, special skills, or special tools which may not be readily available. They may replace reasonable amounts of broken glass where windows are conveniently located and where there is no need for special scaffolding or special skills. Custodians also shall be notified by the principal when there is need for:

- A. Repairs to stationary equipment;
- B. Routine building repairs (i.e., plaster, paint, floor tiles, etc.);
- C. Repairs to furniture and stationary student seating;
- D. Emergency repairs of any kind affecting safety and/or closure of building;
- E. Gym locker repairs and repairs to combination padlocks;
- F. Repairs to locks, door closers, hardware, etc.;
- G. Minor repairs to lighting (replacement of bulbs, ballasts, etc.); and,
- H. Minor repairs to playground equipment.

The maintenance department shall be contacted when there is need for:

- A. Revisions, alterations and remodeling to buildings/grounds;
- B. Movement of heavy equipment (e.g., piano) within a building or from building to building; and,
- C. Set-up of furniture/equipment for special school programs.

Each year the head custodian, building custodian, and maintenance supervisor shall inspect the facilities and determine the major building maintenance needs. This shall include but is not limited to:

- A. Repainting of a building, or of any area, or of signs;
- B. Replacement of roofing;
- C. Replacement of heating, ventilating, plumbing, or electrical systems;
- D. Playground resurfacing;
- E. Replacement of floor covering; and
- F. Addition or replacement of furniture.

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Several issues need to be considered in the areas of maintenance and operation of a school. The job description of the custodian needs to be spelled out so that the respective responsibilities of the custodian and the maintenance workers are understood.

Supervision of the custodian also needs to be specified. In some districts, the custodian's supervisor is the building principal whereas in other districts this responsibility is assigned to a custodial supervisor.

Some districts have also found that custodial service can be effectively contracted to a service company.