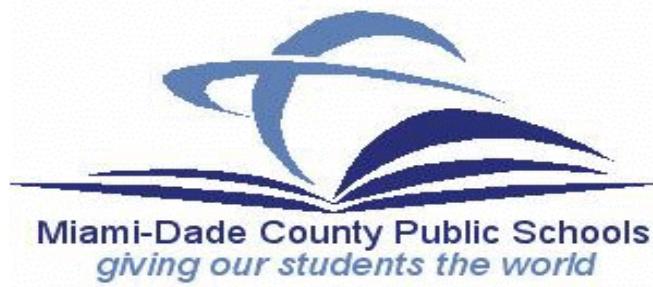


CUSTODIAL HANDBOOK



THE SCHOOL BOARD OF MIAMI DADE COUNTY

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This Custodial Handbook is the result of the combined effort of many. M-DCPS extends thanks and appreciation to the Offices of Labor Relations, Professional Development, Professional Standards, and Plant Operations for their collaboration in producing this final document. M-DCPS owes a debt of appreciation to Ms. Reva Vangates, South Region Administrative Director, as without her determination to provide a quick, easy guide for principals, this Handbook might not have been.

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HANDBOOK OVERVIEW

Handbook Overview

Introduction and Rationale

There has been a great deal of research linking “clean schools” to student attendance, student achievement, and employee attendance. Since many of the buildings and schools in M-DCPS are older, the mission of providing a clean, safe learning environment for all who step in our buildings has become a priority. A sound knowledge base by administrators with the ‘know how’, to supervise, clean and maintain the cleanliness in their buildings brings M-DCPS closer to realizing that mission.

This handbook has been developed to provide administrators with a tool to use in supervising and working with their custodial staffs at facilities and school-sites. Custodians will also use this handbook as a reference tool for policies, procedures, protocols, maintenance techniques and operations to help improve their performance.

Purpose

Keeping our buildings, offices and schools clean and toxin free are the greatest factors when talking about student attendance, employee attendance and student achievement. Cleanliness of our facilities affects the daily performance of employees, students, teachers and visitors who frequent our buildings. Good facility plans, along with continuous research, will allow us to productively sort through our issues and help produce long term, positive effects on our student’s academic outcomes and employee performance.

This handbook is aligned with the 2015-2020 Strategic Blueprint for Miami-Dade County Public Schools (M-DCPS). It has been compiled to support Pillar II, Safe, Healthy and Supportive Learning Environment, Priority 1, Ensure a consistent standard of excellence for school maintenance and food service at all schools. Using this handbook as a reference tool will provide administrators and custodial staff with appropriate and helpful policies, information, protocols and techniques in order to see an annual decline of violations and negative findings in our annual Sanitation and Health Department audits.

M-DCPS POLICIES AND PROCEDURES

ABANDONMENT OF POSITION

Three consecutive work days of unauthorized absences for which no prior leave was requested or approved will be considered abandonment of position for which disciplinary action will be taken.

ACCIDENT OR INJURY

In the event an employee is involved with an accident or injury, an accident report will be completed and distributed, as prescribed by Administrative Directives.

Any staff member who is injured while on the job **is required** to immediately report the incident to their supervisor **on the same day of the incident.**

- You will be given a Workers' Compensation Medical Request form that is to be given to the health center.
- Choose a center from the Authorized Health Center's List. Physicians or health centers, other than those listed in the information provided, shall be considered unauthorized and payment will not be made.

ACCOUNTABILITY

All custodial personnel are responsible for the safe use, maintenance, storage and return of all items assigned to you. For inventory control purposes, M-DCPS issues property control numbers for all furniture and equipment purchased by and for district use. Any item with a position control number may not be loaned or moved to another location without written consent of the work location administrator/principal. Employees are required to immediately report the loss or damage of any school property to an administrator and/or to the Head or Lead Custodian.

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability, and that principles of merit will be followed (see Americans with Disabilities Act).

The Americans with Disabilities Act (ADA) of 1990 prohibits employment discrimination against "**qualified individuals with disabilities.**" A **disabled** individual, under the ADA, is a person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

The District Consultative Committee (DCC) has been designated the responsibility of determining an individual's eligibility under the ADA and reviewing requests for accommodation from employees and job applicants. To apply for ADA accommodations, call (305) 995-7116 and request an application.

ANNUAL LEAVE (VACATION) SCHEDULING

Annual leave (vacation) should be used to provide periodic vacation. Employees will be permitted the opportunity of taking a minimum of 10 consecutive days' vacation during a fiscal year, provided that number of annual leave days has been accrued. Annual leave may be used for purposes other than vacation when authorized by the supervising administrator.

Upon reasonable notice, supervising administrators may require an employee to use any part of his/her accrued annual leave for vacation purposes at any time that is deemed advisable.

Annual leave for an employee shall be so scheduled that there will be minimum disruption of the operation of the school system.

APPROVED PERSONAL LEAVE WITHOUT PAY

Any leave of absence without pay, not to exceed 30 days, granted to full-time permanent employees of the Miami-Dade County Public School system, which has been requested, in writing, by the employee at least five days prior to the date of the requested leave, and approved, in writing, by the Superintendent or his/her designee. Personal leave without pay may not be used until all authorized personal leave has been used.

BREAK TIME

For daily work assignments of six or more hours, permanent and probationary employees (except bus drivers and bus aides) shall be entitled to one 15-minute break for each half of the work assignment. For work assignments of less than six hours, such employees shall be entitled to one 15-minute break.

BRINGING RELATIVES TO SCHOOL

Bringing relatives/acquaintances to work/school is a liability to the school system. Please do not bring relatives/acquaintances to school at any time during the school year, except during Bring Your Child to Work Day.

CALL BACK

Employees called from home to work shall be guaranteed at least four hours' pay at the time and one-half rate, provided such work does not immediately precede or extend the employee's regularly-assigned work schedule.

CIVIL RIGHTS COMPLIANCE (CRC)

The Office of Civil Rights Compliance (CRC) strives to ensure that all members of Miami-Dade County Public Schools (M-DCPS) value and respect each other's contributions and opinions without regard to gender, race, social or ethnic background, or any of the protected categories. CRC's mission is to deter and investigate complaints of harassment and discrimination based on the protected categories. We carry out this mission through proactive training regarding discrimination/harassment and cultural sensitivity, as well as by conducting fair, impartial and timely investigations. Additionally, CRC responds to complaints/charges filed with state and/or federal enforcement agencies. The telephone number to the Office of Civil Rights and Compliance (CRC) is (305) 995-1580.

CLEANLINESS

All assigned areas must be properly cleaned every day in order to provide students, parents, teachers and visitors with a safe and clean environment at all times. Please be mindful, that we may receive visitors at any time and it is imperative that all facilities are kept to maximum standards.

CLEAN-UP TIME

Permanent and probationary employees (except bus aides) will have 10 minutes prior to the close of each work shift for the purpose of clean-up and/or returning tools and equipment.

CUSTODIAL SERVICES

The following guidelines and procedures will be implemented regarding the organization and provision of custodial services.

1. SUPERVISION

- a. The site administrator (e.g. principal) shall have overall responsibility and supervisory authority for all custodial activities and resultant facility condition.
- b. The principal's responsibility in this area is typically and properly delegated to the site Head Custodian (or, in a few very large facilities, to a Plant Foreperson). The Head Custodian (or Plant Foreperson) shall be responsible for all custodial activities on all shifts.

DISTRICT RESOURCES

Department	Contact Phone Number	In Reference To:
Civil Rights Compliance (CRC)	(305) 995-1580	Discrimination/Harassment Issues

Leave, Retirement & Unemployment	(305) 995-7051	Any type of leave of absence including Family and Medical Leave Act (FMLA).
Human Resources Americans with Disabilities Act (ADA)	(305) 995-7116	Any issues related to the Americans with Disabilities Act (ADA).
Employee Assistance Program (EAP)	(305) 995-7111	Any confidential issues, District's Support Referral Agency.

DUE PROCESS

Unit members are accountable for their individual levels of productivity, implementing the duties of their positions, and rendering efficient, effective delivery of services and support. Whenever an employee renders deficient performance, violates any rule, regulation, or policy, that employee shall be notified by his/her supervisor, as soon as possible, with the employee being informed of the deficiency or rule, regulation, or policy violated. An informal discussion with the employee shall occur prior to the issuance of any written disciplinary action. Progressive discipline steps should be followed, however in administering discipline, the degree of discipline shall be reasonably related to the seriousness of the offense and the employees' record. Therefore, disciplinary steps may include:

1. verbal warning;
2. written warning (acknowledged);
3. Letter of reprimand
4. Suspension/demotion; and
5. Dismissal

A Conference-for-the Record shall be held when there is a violation of federal statutes, State Statutes, defiance of the administrator's authority, or a substantial investigation to determine if formal disciplinary action should be taken (i.e. letter of reprimand, suspension, demotion or dismissal). A Conference-for-the Record in and of itself shall not be considered disciplinary.

The employee shall be given two days' notice and a statement for the reason for any Conference-for-the Record, as defined above, except in cases deemed to be an emergency. A maximum of two Union representatives may be present at a Conference-for-the Record.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is intended to help employees and their families who are suffering from persistent problems that tend to jeopardize an employee's health and continued employment. The problems may include alcoholism, drug abuse, emotional or other concerns, such as health, family, stress, marital, financial, legal, or vocational difficulties. Miami-Dade Public County Schools recognizes

behavioral disorders and mental health problems as illnesses that can be successfully treated. The program goal is to help those individuals by providing consultation and referral to treatment and rehabilitation, in order to prevent their condition from progressing to a degree at which they cannot work effectively.

The Employee Assistance Program is for you, the individual employee, and for your immediate family members. The EAP is designed to provide confidential help to individuals whose personal problems are affecting their ability to function at home, in their social life or on the job. All of us at one time or another has personal medical problems which affect us in many areas of our lives. Most of the time we find our own solutions to these problems. Sometimes, however, outside help and professional guidance are needed. Your Employee Assistance Program is a good place to start. The telephone number to the Employee Assistance Program is (305) 995-7111.

EMPLOYEE CONDUCT

In accordance with School Board Policy, all persons employed by the School Board are representatives of the Miami-Dade County Public Schools. As such they are expected to conduct themselves in a manner that will reflect credit upon themselves and the school system.

Unseemly conduct or the use of abusive and/or profane language in the presence of students, faculty/staff, and parents is expressly prohibited. Willful violation of the administration's rules or Board policies will lead to disciplinary action, by means of progressive discipline.

EMPLOYEE-STUDENT RELATIONSHIPS

All School Board personnel are strictly prohibited from engaging in unacceptable relationships and/or communications with students. This includes, but is not limited to the following: dating, any form of sexual touching or behavior, making sexual, indecent or illegal proposals, gestures or comments, and/or demonstrating any other behavior which gives an appearance of impropriety.

FISCAL YEAR

July 1 of one year through June 30 of the following year.

GRIEVANCE PROCEDURES

It is recognized that complaints and grievances may arise between the bargaining agent and the employer or between the employer and any one or more employees concerning the application or interpretation of the terms and conditions of employment, as defined in this Agreement. The grievance procedures/steps are outlined in the AFSCME Contract.

HARASSMENT

Employees shall be free from unnecessary, spiteful, or negative criticism or complaints by administrators and/or other persons. Under no circumstances shall management representatives express such complaints or criticisms concerning an employee in the presence of other employees, students, or parents, nor shall anonymous complaints be processed.

Employees should not be subjected to harassment, abusive language, upbraiding, insults, or interference by a parent or other persons in the performance of the employee's duties. The telephone number to the Office of Civil Rights Compliance (CRC) is (305) 995-1580.

JURY SUMMONS

In case of jury summons, the employee must report to the court on the appointed day, as there is no statutory exemption from jury service.

Any permanent or probationary employee who is summoned as a member of a jury panel shall be granted temporary duty with pay, and any jury fees shall be retained by the employee.

An employee subpoenaed in line of duty to represent the Board as a witness or defendant shall be given temporary duty with pay and any witness fees shall be retained by the employee.

In no case shall temporary duty with pay be granted for court attendance when an employee is engaged in personal litigation; however, employees have accrued annual leave (vacation) may be granted annual leave in such cases, with approval of the responsible supervisor.

KEYS

The building and facilities are secured using keys, which are strictly controlled by the principal/principal designee. The following procedures must be followed regarding keys:

- Under no circumstances are school keys to be given to students or other people.
- Keys will be signed out to you at the worksite and you are responsible for securing those keys at all times.
- All custodians must sign for and take personal responsibility for the keys they are issued.
- Custodians will be issued only those keys, which are associated with the areas they normally work.
- Keep constant control of your keys.

- Illegal or unauthorized duplication of school keys is a violation of The School Board of Miami-Dade County, Florida, policy; therefore, do not attempt to have keys duplicated by any person or company.
- Report missing or stolen keys immediately to the principal.

LEAVING CAMPUS DURING WORKING HOURS

Custodians must secure the **approval** of the principal or designee before leaving the building. Custodians are expected to sign out before leaving the school building at any time, and for whatever reason, during your shift. If an administrator is not available, then you must speak with the head or lead custodian. All custodians must sign out at the time they are leaving the building and sign in upon returning.

LOCATION OF POLICY MANUALS

A copy of all policy manuals is available to staff members. Please see an administrator if you are unable to locate a needed manual.

MAILBOXES

Your mailbox will be used to distribute information. Mailboxes should be checked at the beginning of your shift.

PERSONNEL INVESTIGATIONS

The Personnel Investigative Model (PIM) approved and adopted by the School Board on November 17, 2004, and the PIM User's Guide agreed to by the parties, shall govern the investigative process and is hereby incorporated as part of the Agreement.

In all Board investigations which may lead to suspension or dismissal of an employee, only the Superintendent or his/her designee may authorize such an investigation. When a formal investigation has been authorized, all personnel involved will be advised of their legal rights and the procedures available to them for representation in accordance with PIM. Information that is not substantiated will not be used for disciplinary action against the employee.

POLICY STATEMENT – ILLEGAL DRUGS

Drug abuse by employees interferes with the educational and work process and compromises the safety and well-being of staff and students. Employees are expected to conduct themselves in a manner consistent with the following provisions:

- a. Employees on duty or on School Board property will not manufacture, distribute, dispense, possess, or use illegal drugs, nor will they be under the influence of such drugs.
- b. Employees on or off duty will not influence students to use or abuse illegal drugs.
- c. An employee convicted of any criminal drug statute violation occurring in the work place shall notify M-DCPS no later than five days after such a conviction.

RADIO COMMUNICATIONS

All radio carrying personnel is to respond immediately when called upon.

RELEASE TIME

A supervising administrator may release employees for up to two hours without accrued leave being charged against the employee for the purpose of medical and/or dental examinations, and, if deemed necessary, with verification upon return.

SCHEDULED OVERTIME PAY

All full-time, non-instructional employees, other than certain executive, administrative, and professional personnel, are considered non-exempt employees.

Non-exempt employees are entitled to overtime pay at one and one-half their regular rate.

Overtime distribution lists shall be established to provide for distribution of available overtime, as equitably as possible, to qualified employees affected in their groups at the geographic work locations. Employees refusing overtime shall be charged with the number of overtime hours refused. Overtime lists shall be maintained by the work location designated steward, who will be allowed a reasonable amount of time during working hours for this purpose.

Employees charged with unauthorized absence in a given work week shall not be eligible for overtime for the remainder of that work week (including Saturday and Sunday). The overtime list shall be maintained and reviewed monthly with a Union designee(s) consistent with the work year. Employees on authorized absences shall not be denied overtime and shall retain their positions on the scheduled overtime distribution list.

SECOND SHIFT SECURITY PROCEDURES

The following security procedures have been put in place for your added protection and safety during work hours on the second shift. You are requested to adhere to these procedures that are effective immediately.

- All cars/vehicles must be parked in the staff parking lot.
- All gates and school entrances must be locked at the end of the day.
- All exit doors must remain locked at all times. Doors should never be propped open because each custodian has been issued keys.
- All staff members will be alert to calls over the P.A. system.
- No unauthorized visitors should be in the building. Unauthorized means anyone who is not an employee or anyone who has not been approved by an administrator.
- All break and lunch times must be adhered to. Changes will require prior administrative approval.

SHIFT ASSIGNMENT

Permanent full-time school-site custodians shall be given a 20-workday notice of a change in shift assignment. Where the change in shift assignment constitutes a hardship, the employee may request a transfer, pursuant to the provisions of Article X, Section 1(E). Shift changes shall not be made in an arbitrary or capricious manner.

Permanent, full-time school-site custodians shall be given priority consideration for a shift change to fill a vacancy at the same work location.

SUPPLIES

Custodial supplies must be requested and issued through the Head Custodian or work site administrator.

TOBACCO-FREE WORK PLACE

Use of tobacco products is prohibited in areas where students are located or where there is sensitive or hazardous material. Use of tobacco products will be prohibited on School Board owned/leased properties and vehicles.

All current and potential employees will be informed of the M-DCPS tobacco-free work place policy, as described in the M-DCPS Tobacco-Free Work Place Technical Guide, which is incorporated by reference into the contract and made a part thereof.

UNAUTHORIZED ABSENCE

Any absence without pay which has not been requested by the employee and approved by the supervisor, in writing, at least five days in advance.

Employees are required to notify the work location, prior to the beginning of the workday, when they are unable to report to work or intend to be absent.

Absences of the employee, where notice of absence is made prior to the start of the workday, but are not covered by the employee having accrued sick or personal leave, shall be charged as unauthorized absence and may result in disciplinary action in accordance with Article XI.

UNIFORM ALLOWANCE

Employees, in order to qualify for the annual uniform allowance, shall wear the prescribed uniform while performing their duties during normal working hours and scheduled overtime. Employees are responsible for keeping their uniforms neat and clean. Footwear must conform to common industry safety standards.

CUSTODIAL: Light blue shirt/blouse (with collar) and dark blue pants (no denim) or dress.

VACATION REQUEST

Vacation days must be requested in writing, *a minimum of 5 days* in advance. You may request up to a minimum of 10 days of vacation per fiscal year. During the summer, all custodians may be assigned to work a daytime schedule with appropriate notice.

VOTING LEAVES

The Board agrees to allow permanent and probationary employees who are registered voters a reasonable amount of time off (not to exceed one hour) with pay to vote in each local and general election. The location of the employee's precinct and the employee's work schedule shall be considered in scheduling such time off.

The employee may be required to show proof of registration to the supervising administrator prior to being granted voting leave.

COMMON SENSE SUGGESTIONS FOR NON-INSTRUCTIONAL PERSONNEL

- Do not discipline, counsel, or touch students. Notify an administrator if you believe a student is misbehaving.
- Do not flirt with students, staff members, and co-workers.
- Do not discuss your personal life or personal matters with students, staff members, and co-workers.
- Know and follow your worksite policy regarding reporting absences and tardies.

- Request vacation days in writing and in advance for approval. Do not call in the morning and expect to be granted vacation leave for that day.
- Do not conduct personal business during work hours or use the phone for personal calls.
- Be present and on time every day.
- Be a role model at work and in the community.
- Dress professionally, appropriately, and modestly. Wear your uniform if your job requires it.
- Know School Board Rules, especially regarding Drug-Free Work Place, Violence in the Workplace, Weapons Possession, Corporal Punishment, Sexual Harassment, Employee Conduct, and Employee/Student Relationships. **School Board Rule 1139**
- Do not argue with co-workers; Board Rule prohibits use of profanity.
- Respect your supervisor and follow all instructions given, whether or not you agree with them.
- Request a leave if you will be absent from the worksite more than 30 days.
- Do not assume your supervisor/principal knows why you are absent for a long period of time. Notify him/her in writing of your intentions. It is better to resign than be terminated from your job for abandonment.
- Remember, romance and work can be a dangerous combination. Do not risk your paycheck for what may be a temporary partner!

PLANT OPERATIONS **CLEANING PROTOCOLS**

AIR VENT/GRILL CLEANING PROCEDURES

<u>Equipment/Supplies</u>	<u>Chemicals</u>	<u>Safety</u>
Hand Brush High Duster Ladder 2.5 - Gallon Bucket Rags Green Scrubbing Pad	Hydrogen Peroxide Cleaner	Wet Floor Sign(s) Protective Gloves Goggles

Procedures:

1. **Prepare Equipment** – Fill bucket with appropriate Hydrogen Peroxide.
2. **Prepare area** – Set up caution signs. Move obstacles such as furniture away from the air vents or grill to be cleaned.
3. **Set-up ladder**
4. **Wash Grill** – Wash grill with Hydrogen Peroxide.
5. **Put area back in service** – Remove caution signs. Return furniture and other items removed from the area to their proper placement

BACK PACK VACUUM PROCEDURE (DUST CONTROL/REMOVAL)

Equipment/Supplies

Dusting Brush
Rug/Floor Tool
Furniture Tool
Crevice Tool
Extension Wands
Hose

Safety

Goggles
Dust Mask

Procedures:

1. Plug electrical cord in an outlet that will give you maximum reach throughout the room
2. Use tools as recommended
3. Empty bag as needed
4. Clean equipment at the end of every shift

Daily – Essential Work

Chalk Tray

Recommended Tool to Use

Dusting Brush

Daily – Minor Project Work

Dusting Shades
Dusting Ledges
Dusting Picture Frames
Dusting Window Sills
Dusting Counters
Dusting Cabinets
Dusting Edges
Dusting Corners

Recommended Tool to Use

Dusting Brush
Crevice Tool/Dusting Brush
Crevice Tool

Major Project Work

(Requires Specialized Equipment: Ladders, etc.)
Surfaces hard to reach
A/C Vents – Returns

Recommended Tool to Use

Dusting Brush
Dusting Brush
Hose

NOTE: HOSE AND EXTENSION WANDS SHOULD BE USED AS NEEDED

This list does not include all surfaces or areas requiring cleaning. It is a suggested group of common areas of custodial responsibility. Other specific areas should be added to include all items of cleaning responsibility within the School Facilities, Site, and Individual Assignment Area.

CARPET CARE**Equipment/Supplies**

Floor Machine with Shampoo Brush
Extractor
Upright Vacuum
Putty Knife
2.5 - gallon Bucket
Spray Bottle

Chemicals

Hydrogen Peroxide Cleaner
Gum Remover

Safety

Protective Gloves
Goggles
Wet Floor Sign(s)

Procedures:

1. Remove Furniture
2. Vacuum Carpet
3. Remove Gum utilizing the new green gum remover
4. Spot Carpet
5. Dilute Hydrogen Peroxide chemical in 2.5 - gallon bucket
6. Pour solution in floor machine's tank
7. Shampoo carpet (use overlapping passes)
8. Place furniture back in place (after cleaning the furniture)
9. Make sure the air condition stays on overnight or floor fans are left in place
10. Turn off lights
11. Close and secure door

12. Discard soiled water in a custodial closet drain

Note: If using an extractor - Follow the same procedures

CLASSROOM CLEANING

<u>Equipment/Supplies</u>	<u>Chemicals</u>	<u>Safety</u>
Custodian Cart	Liquid Abrasive Cleaner	Protective Gloves
Dust Mop	Hydrogen Peroxide Cleaner	Dust Mask
Cleaning Sponge or Cleaning Rags	Germicidal Detergent	Goggles
Lobby Pan		Wet Floors Sign(s)
Push Broom		
Mop Bucket with Wringer		
Mop Handle and Mop		
Back Pac Vacuum with Attachments		
Brute Trash Barrel		
2.5 Gallon Bucket		
Measuring Cups or Portion Pump		
Putty Knife		
Vacuum Cleaner		
Window Squeegee		
Green Scrubbing Pad		
Ladder		

Procedures:

1. See Deep Cleaning Procedure
2. Clean restroom (See Procedure for Restroom Cleaning)
3. Empty pencil sharpener
4. Dust desktops, files, and counters (remove all marks)
5. Empty trash, clean containers (replace plastic liner)
6. Clean walls doors, and frames (remove graffiti and soil)
7. Clean windows and sills (inside and out)
8. Shampoo carpet (See Carpet Care Procedure)
9. Tile floors (See Floor Care Procedure)
10. Check doors and windows – security
11. Sanitize all telephones and all other devices
12. Inspect job
13. Shut off lights (wipe off soil from cover plate)
14. Lock door

ALWAYS START FROM THE TOP AND WORK YOUR WAY DOWN

Dust:

- Wipe or vacuum all light fixtures and vents, ceiling tile, and heating units
- Clean windows and sills (inside and out)
- Wash/scrub walls (spray chemical from the bottom up)
- Clean horizontal surfaces
- Clean baseboards, wipe with damp cloth and wipe dry with dry cloth all furniture
- Wipe down desks with germicidal solution (remove gum, tape, and marks from desks and chairs)
- Clean all trash cans and replace liner if necessary
- Clean doors and frames

DEEP CLEANING CAFETERIA

<u>Equipment/Supplies</u>	<u>Chemicals</u>	<u>Safety</u>
Dust Pan	Germicidal Detergent	Wet Floor Sign(s)
Push Broom	Liquid Abrasive Cleanser	Protective Gloves
Lobby Broom	Hydrogen Peroxide	Goggles
Mop Bucket with Wringer	Water	Dust Mask
Measuring Cup or Portion Pump		
Putty Knife		
Pressure Washer with Attachment		
Ladder		
Back Pack Vacuum with Attachment		
Green Scrubbing Pad		
Rags		
Swivel Brush/Doodle Bug with Handle		
Window Brush with Handle		
Pump Sprayer		

Procedures:

ALWAYS START FROM THE TOP AND WORK YOUR WAY DOWN

- Move tables set outside, wipe or vacuum all light fixtures, vents, ceiling tile, and heating units
- Clean windows and sills (inside and out)
- Prepare germicidal solution **Read the label for dilution ratio**
- Wash walls (spray chemical from the bottom up)
- Clean horizontal surfaces
- Clean stage and vacuum curtains (see deep cleaning procedure)
- Clean baseboards

- Remove tables, set outside, pressure wash lower part of the legs; hand wash the rest of the table using germicidal solution (don't forget to remove gum)
- Sanitize water fountain (see Water Fountain Cleaning Procedure)
- Clean doors, frames, and fly fans
- Discard soiled water in a custodial closet drain

See Water Fountain Procedure

See Floor Care Procedures

DEEP CLEANING EXTERIOR

(Corridors, Walkways, Walls, Stairs)

<u>Equipment/Supplies</u>	<u>Chemicals</u>	<u>Safety</u>
Floor Machine with concrete brush or Pressure Washer	Liquid Abrasive Cleaner	Rain Gear
Water Hose	Gum Remover	Goggles
Push Broom or Squeegee	Hydrogen Peroxide Cleaner	Protective Footwear
Bucket		Protective Gloves
Swivel Scrub Brush or Doodle Bug with Handle		
High Duster		
Wall Brush		
Window Squeegee		
Rags		
Window Brush		
Broom and Dust Pan		

Procedures:

- Remove all cobwebs
- Clean all light fixtures and exposed pipes
- Clean all corners
- Clean all signs
- Sweep flooring and pick up trash
- Wash Walls (including exterior window and sills, spray chemical from the bottom up)
- Wash doors
- Remove gum
- Pressure wash exterior
- Or Sweep/blow and scrub with Floor Machine, using a cleaning solution and a used concrete brush
- For tile or terrazzo hallways, see stripping procedure

DEEP CLEANING INTERIOR

<u>Equipment/Supplies</u>	<u>Chemicals</u>	<u>Safety</u>
High Duster with Handle	Germicidal Detergent	Dust Mask
Rags	Liquid Abrasive Cleaner	Goggles
Squeegee (Windows)	Hydrogen Peroxide Cleaner	Protective Gloves
Swivel Scrub Brush with Handle		
Putty Knife		
Green Scrubbing Pad		
Doodle Bug with Handle		
Back Pac Vacuum with / Attachments		
2.5 Gallon Bucket		
Pump Sprayer		
Measuring Cup or Portion Pump		
Mop Bucket		
Window Brush with Handle		
Ladder		

Procedures:

ALWAYS START FROM THE TOP AND WORK YOUR WAY DOWN

Dust:

- Wipe or vacuum all light fixtures and vents, ceiling tile, and heating units
- Clean windows and sills (inside and out)
- Wash/scrub walls (spray chemical from the bottom up)
- Clean horizontal surfaces
- Clean baseboards
- Wipe down desks with germicidal solution (remove gum, tape, and marks from desks and chairs)
- Clean all trash cans / change liners if necessary
- Clean doors and frames
- Discard soiled water in a custodial closet drain
- Wash cloth rags and reuse (when possible)

EDGE BUILD UP

<u>Equipment/Supplies</u>	<u>Chemicals</u>	<u>Safety</u>
Wet/Dry Vacuum Cleaner Mop Bucket with Wringer Rinse Mop Putty Knife Doodle Bug with Handle Blanket Strips, Cut to 12" in width Lobby Broom Dust Pan	Green Floor Finish Remover	Goggles Protective Gloves Wet Floor Sign(s)

Perhaps the toughest challenge in reconditioning floors is removing old wax build-up. These discolored layers of old floor finish detracts from the appearance of any otherwise clean and neat room. Once you become an expert at removing edge build up, you will want to become an expert at preventing it. To remove build up on vinyl, terrazzo, or concrete there are several steps.

Procedures:

- I. Assemble equipment and materials:
- II. Prepare floor finish remover according to label directions in one bucket:
 - a. Soak blanket in stripper solution
 - b. Unroll blankets along areas of edge build up.
 - c. When softened, scrape up build up – look for a gray milky colored surface.
 - d. It is usually best to work in 15 – 25 foot sections. Repeat steps b, c, and d until build up is no longer apparent
 - e. Remove excess stripper
 - f. Rinse with clean water
 - g. When dry inspect for any remaining build up. If necessary, repeat process
 - h. Discard old solid wax in a plastic liner, then place in trash

- i. Discard soiled water in a custodial closet drain
- j. Wash and dry Blanket – for later usage

Your edges should now be ready for proper care. In the future, do not finish floors to the baseboards – only on first and last coat. Remember that if no one walks it off – you will have to scrub or scrape it off, so keep it away from the edges.

USE FLOOR MACHINE AS NEEDED

FLOOR CARE **How to strip a floor**

<u>Equipment/Supplies</u>	<u>Chemicals</u>	<u>Safety</u>
Floor Machine (with attachments)	Green Floor Finish Remover	Wet Floor Sign(s)
2 Mop Buckets with Wringers		Goggles
Putty Knife		Protective Gloves
Doodle Bug with Handle		Dust Mask
Black Pad		Protective Footwear
Measuring Cup		
Wet/Dry Vacuum		
Dust Mop with Handle		
Dust Pan with Broom		

Procedures:

1. Dust mop or sweep the floor
2. Dilute floor finish remover (according to the condition of the floor – read label)
3. Apply floor finish remover solution on the floor. Do not over soak the floor with solution.
4. Let stripper solution remain on the floor in accordance to label instructions
5. Using the floor machine with black pad begin stripping the floor, overlapping Passes (**Note: wash used black pads for later use**)
6. Using Wet/Dry vacuum, begin picking up the stripping sludge.
7. Discard soiled water in custodial closet drain. (Careful not to clog the drain)

To Rinse the Floor:

Supplies and Equipment needed:

- Bucket and Wringer
- Wet/Dry Vacuum
- Large container for rinse water
- 2½ - Gallon Bucket
- (2) Mop heads with handle

1. Using a large container with clear water fill the 2.5-gallon bucket and distribute Water on the floor (use the mop to evenly spread the water).
2. Using Wet/Dry Vacuum pick up water.
3. Using a clean mop pick up excess water.
4. Let floor dry, check floor for residue or any area containing wax.
5. If old wax is visible, remove before applying floor finish (see edge build-up procedure)
6. Discard soiled water in a custodial closet drain.

FLOOR FINISH APPLICATION

<u>Equipment/Supplies</u>	<u>Chemicals</u>	<u>Safety</u>
Finish Mop	Floor Finish	Wet Floor Sign(s)
Mop Bucket with Wringer		Protective Gloves
Plastic Trash Liner		Goggles
		Protective Footwear

Procedures:

1. Prepare equipment – Use a plastic trash liner in the bucket to keep the solution from contaminating and to save on clean-up time.
2. Inspect area to receive new floor finish – Make sure that floor is thoroughly dry and clean.
3. Place caution signs in the areas – Avoid blocking doors and aisles when possible.
4. Begin with slightly dampened finish mop. Immerse mop in the floor finish bucket. Ring mop. Avoid dripping in excess. Start the application with one pass along the edge staying 2" inches away from baseboard. Fill in the rest of the area using the figure "8". Remember always do thin coats. Repeat this step for a total of 2 coats.
5. Third coat – On this coat apply floor finish to entire floor (wall to wall) always using thin coats this will be the last coat.
6. Repeat Step 5 for 3rd Coat – (No more than 3 coats of the new floor finish needed)
7. Put area back in service – When the floor has dried, remove caution signs. Return furniture and other items cleared from the area to their proper placement.

NOTE: BE CAREFUL NOT TO APPLY FLOOR FINISH ONTO BASEBOARD.

FURNITURE CLEANING CARE

<u>Equipment/Supplies</u>	<u>Chemicals</u>	<u>Safety</u>
Clean Cloth Spray Bottle Putty Knife	Hydrogen Peroxide Cleaner Liquid Abrasive Cleanser	Protective Gloves Goggles

Procedures:

Remove All Tape, Gum, Etc.

1. **Prepare cleaning solution:** *READ THE LABEL FOR DILUTION RATIO*
 - a. Master cleaning solution (prepare in a 2.5 - gallon bucket)
 - b. Pour solution into spray bottle
2. **Prepare to clean:** wear appropriate protective gloves and goggles
3. **Application:** apply Hydrogen solution directly to a clean dry cloth or directly onto surface

LIGHT FIXTURE CLEANING PROCEDURES

<u>Equipment/Supplies</u>	<u>Chemicals</u>	<u>Safety</u>
Hand Brush	Hydrogen Peroxide Cleaner	Caution Sign(s)
High Duster		Protective Gloves
Ladder		Goggles
2.5 - Gallon Bucket		
Rags		
Green Scrubbing Pad		

Procedures:

1. **Prepare Equipment** – Fill bucket with Hydrogen Peroxide Cleaner
2. **Prepare Area** – Set up caution signs. Move obstacles such as furniture away from light fixture to be cleaned
3. **Set-up Ladder**
4. **Turn electricity off**
5. **Wipe down** – Wipe down fixture with a moist rag. Use a green scrubbing pad for heavy soil removal
6. **Put area back in service** – Remove caution signs. Return furniture and all other items from the area to their proper placement.

LOCKER ROOM DEEP CLEANING PROCEDURES

<u>Equipment/Supplies</u>	<u>Chemicals</u>	<u>Safety</u>
Pressure Washer with attachment (or) floor machine with Zim grip block	Germicidal Detergent Stripper	Wet Floor Sign(s) Goggles
Mop Bucket with Wringer	Bowl Cleaner (Descaler)	Protective Gloves
Mop Handle and Mop	Liquid Abrasive Cleanser	Dust Mask
Wet/Dry Vacuum	Hydrogen Peroxide Cleaner	Protective Footwear
Putty Knife		Rain Gear
Doodle Bug with Handle		
Broom and Dust Pan		
Pump Sprayer		
Measuring Cup		
Water Hose		
Swivel Scrub Brush		
Green Scrubbing Pad		
Window Brush		
Ladder		

Procedures:

1. See Deep Cleaning Procedure
2. Sweep and remove trash from floor
3. Pressure wash floor or scrub with floor machine
 - a. Spray germicidal solution
 - b. Pressure wash/scrub floor
 - c. Rinse with clean water
4. Clean Lockers
 - a. Open all lockers
 - b. Remove contents – (authorized person only)
 - c. Prepare germicidal solution in a pump sprayer
 - d. Spray lockers inside and out (allow germicidal solution to work)
 - e. Wipe down lockers
 - f. Remove graffiti, if possible
 - g. Spray benches with germicidal solution, scrub, and rinse with germicidal solution and then rinse with clean water

- h. Rinse floor
- 5. Locker Room – Restroom area (see Restroom Deep Cleaning Procedure)
- 6. Clean and Sanitize Shower areas
 - a. Spray wall – partitions – fixtures – floors, and curtains with germicidal solution, allow it to work (Read Label)
 - b. Scrub all previously mentioned areas
 - c. Spray once more with germicidal solution
 - d. Rinse with clear water

OFFICE DEEP CLEANING

Equipment/Supplies

Custodian Cart
 Dust Mop
 Cleaning Sponge or Cleaning Rags
 Lobby Pan
 Push Broom
 Mop Bucket with Wringer
 Mop Handle and Mop
 Back Pac Vacuum with Attachments
 Brute Trash Barrel
 2.5 Gallon Bucket
 Measuring Cups or Portion Pump
 Putty Knife
 Vacuum Cleaner
 Window Squeegee
 Green Scrubbing Pad
 Ladder

Chemicals

Liquid Abrasive Cleaner
 Hydrogen Peroxide Cleaner
 Germicidal Detergent

Safety

Protective Gloves
 Dust Mask
 Goggles
 Wet Floors Sign(s)

Procedures:

1. See Deep Cleaning Procedure
2. Clean restroom (See Procedure for Restroom Cleaning)
3. Empty pencil sharpener
4. Dust desktops, files, and counters (remove all marks)
5. Empty trash, clean containers (replace plastic liner)
6. Clean walls doors, and frames (remove graffiti and soil)
7. Clean windows and sills (inside and out)
8. Shampoo carpet (See Carpet Care Procedure)
9. Tile floors (See Floor Care Procedure)
10. Check doors and windows – security
11. Sanitize all telephones and all other devices
12. Inspect job
13. Shut off lights (wipe off soil from cover plate)
14. Lock door

ALWAYS START FROM THE TOP AND WORK YOUR WAY DOWN

Dust:

- Wipe or vacuum all light fixtures and vents, ceiling tile, and heating units
- Clean windows and sills (inside and out)
- Wash/scrub walls (spray chemical from the bottom up)
- Clean horizontal surfaces
- Clean baseboards, wipe with damp cloth and wipe dry with dry cloth all furniture
- Wipe down desks with germicidal solution (remove gum, tape, and marks from desks and chairs)
- Clean all trash cans and replace liner if necessary
- Clean doors and frames

RESTROOM DEEP CLEANING

<u>Equipment/Supplies</u>	<u>Chemicals</u>	<u>Safety</u>
• Custodial Cart	Germicidal Detergent	Wet Floor Sign(s)
• Mop Bucket with Wringer	Liquid Abrasive Cleanser	Protective Gloves
• Mop Handle and Mop	Bowl Cleaner (Descaler)	Goggles
• 2.5 - Gallon Bucket	Hydrogen Peroxide	Rain Gear
• Cleaning Rag or Sponge		Protective Footwear
• Johnny Mop		
• Vacuum Cleaner/Interchangeable attachments		
• Lobby Pan		
• Lobby Broom and Corn Broom		
• Tongs/Grabber		
• Measuring Cup or Portion Pump		
• Putty knife		
• Pump Sprayer		
• Green Scrubbing Pad		
• Ladder		
• Pressure Washer with attachment or		
• Floor Machine with Zim Grit Brush		

Procedures:

1. Dust (see Deep Cleaning Procedure #1)
2. Eliminate trash and litter from floor (empty and clean trash container)
3. Pressure wash or scrub floor
4. Prepare germicidal solution **READ THE LABEL FOR DILUTION RATIO:**
 - a. Master cleaning solution (prepare in 2½-gallon bucket, place solution in pump sprayer)
 - b. Spray floor, tile walls, partitions, and fixtures with germicidal solution
 - c. Wash all previously mentioned areas
 - d. Rinse toilet seat and flush toilet
5. Replenish paper supplies

6. Floor (see Floor Care Procedure)
7. Inspect work – shut lights and lock doors and windows
8. Discard soiled water in a custodial closet drain

WALL WASHING INTERIOR

<u>Equipment/Supplies</u>	<u>Chemicals</u>	<u>Safety</u>
Hand Pad or Sponge	Hydrogen Peroxide Cleaner	Caution Sign(s)
Mop Bucket	Liquid Abrasive Cleanser	Protective Gloves
Doodle Bug with Handle		Goggles
Pump Sprayer		

Procedures:

1. **Prepare Equipment** – Fill mop bucket or pump sprayer with appropriate cleaning solution. Attach doodlebug head to handle. Transport to the area to be cleaned.
2. **Prepare area** – Set up caution signs. Move obstacles such as furniture away from wall. Remove articles such as pictures from wall to be cleaned.
3. **Pre-spotting** – Determine if area is colorfast by testing a small area first with cleaning solution. If area is colorfast, heavily soiled areas should be pre-spotted with cleaning solution. If badly soiled use crème cleanser
4. **Wash Wall** – Starting at bottom section of wall, apply cleaning solution with doodlebug or spray pump. Do an area approximately 4' x 4' using overlapping movements of the doodlebug until area is completed. Repeat sequence, this time apply pressure to clean off soil. Rinse and wipe area dry. Finish cleaning wall corner to corner without a break to prevent streaks.
5. **Put area back in service** – Remove caution signs. Return furniture, pictures and other items cleared from the area to their proper placement

WATER FOUNTAIN CLEANING

Equipment/Supplies

Custodial Cart
Mop Bucket with Wringer
Mop Handle and Mop
2.5 - Gallon Bucket
Cleaning Rag or Sponge
Vacuum Cleaner/Interchangeable attachments
Lobby Pan
Lobby Broom and Corn Broom
Tongs/Grabber
Measuring Cup or Portion Pump
Putty knife

Chemicals

Germicidal Detergent
Liquid Abrasive Cleanser

Safety

Goggles
Protective Gloves
Wet Floor Sign(s)

Procedures:

1. Prepare germicidal solution **READ THE LABEL FOR DILUTION RATIO**
 - a. Master cleaning solution (prepare in 2.5 - gallon bucket)
2. Dust ledges, pipes with a vacuum cleaner using interchangeable attachments
3. Eliminate trash and litter from water fountain
4. Clean and sanitize top using, some of master solution as needed
Do not Contaminate Master Solution!
5. Clean sides/back using some of master solution as needed
Do not Contaminate Master Solution!
6. Clean water source (bubbler, water stream mechanism – water sprout) outside and inside using master solution as needed **Do not Contaminate Master Solution!**
7. Clean handles or water button lever using balance of master solution
8. Rinse bubbler, water stream mechanism (water sprout)
9. Run water continuously to flush water sprout
10. Clean and mop floor around water fountain
11. Inspect work, store equipment appropriately

NOTE

- Germicidal solution should remain on surface (Read Label)
- Separate containers may be used to clean each fixture or a single container may be used.
However, uncontaminated solution and cleaning equipment must be used for cleaning each water fountain
- During the day, clean surface using germicidal solution must be rinsed and dried before the water fountain is reopened for use
- Dry excess water

WINDOW CLEANING

<u>Equipment/Supplies</u>	<u>Chemicals</u>	<u>Safety</u>
Bucket	Hydrogen Peroxide Cleaner	Caution Signs
Cleaning Rags		Protective Gloves
Extension Wand/Ladder		Goggles
Squeegee with good Rubber Blade		
Strip Washer or Window Cleaning Brush		
Window Scraper		

Procedures:

1. **Set-up** – Window cleaning set-up includes assembling all necessary supplies and taking them to the area where windows are to be washed. Place on caution signs as needed.
2. **Apply solution** – Mix the window cleaning solution in the bucket. Apply solution to the window evenly with a window brush or strip washer. Be sure to cover the area completely.
3. **Squeegee window** – Start to squeegee the window by placing the squeegee at the top and gliding the squeegee to the corner of the window. Glide the squeegee downward to the corner of the window. Use consistent, even pressure on the squeegee all the way down to the bottom corner of the window. Repeat until window has been squeegeed. Wipe off squeegee with a clean wiper and begin at the top of the window again. Slant the squeegee downward on the dry, cleaned side of the glass. Continue down the glass to the bottom of the window. Inspect for deposits and scrape if necessary. Repeat this until the window is cleaned completely.
4. **Wipe up drips** – When you finish the window, wipe the sills and corners clean with wipers. Remove caution signs.
5. **Clean up** – Wash, rinse, and dry the bucket. Rinse squeegee and wipe dry. Store squeegee in a cool, dry place. Do not store squeegees on their blades. Wash hands.

Appendix I

JOB DESCRIPTIONS

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Head Custodian

JOB CODE: 5608

DEPARTMENT: Assigned Departments **PAY GRADE:** 22 (B4) **DATE:** 06/26/13
Schools/Plant Operations

BASIC OBJECTIVES

This is custodial work involving cleaning and maintaining buildings, facilities, equipment and grounds with major responsibility for planning, assigning, inspecting, and scheduling the work of custodial personnel; which is clearly prescribed by the site or supervising administrator, with some latitude in planning work methods and assignments.

Performs manual work involving a variety of housekeeping tasks which are specific in nature and follow a well-established and clearly prescribed routine. Responsible for the use of proper methods and materials in cleaning and otherwise caring for buildings, facilities, equipment and grounds. Work is subject to inspection during progress and upon completion.

JOB TASKS/RESPONSIBILITIES

1. Plans, assigns, trains, monitors, reviews and directs the work of Lead Custodian and Custodians involved in the cleaning and maintenance of buildings, facilities and grounds; works with the site or supervising administrator in planning the custodial operations program. Instructs, advises and demonstrates work methods, practices and procedures established by the Department of Plant Operations and other District guidelines for completing job assignments.
2. Advises custodial staff of work-site and District policies and procedures related to job assignments and enforces safety rules and regulations.

3. Collects and removes trash from building, facilities and grounds.
4. Scrubs, mops, waxes and polishes floors; dusts, cleans and sanitizes as necessary, windows, woodwork, furniture, appliances, restrooms, fixtures and equipment, and other building and equipment surfaces.
5. Loads and unloads materials, equipment, supplies; moves and sets-up furniture and equipment.
6. Assists in daily cleaning of cafeteria (if within assigned work area) facilities and project cleaning of kitchen facilities.
7. Maintains lawns, flower beds, shrubs and other plants immediately adjacent to buildings, facilities and fence lines. Applies fertilizers, pesticides and herbicides as instructed.
8. Prepares routine reports on facility inspections, maintains records, and determines materials, equipment, supply requirements and initiates requests for replenishment.
9. Monitors the operation of heating, air conditioning, ventilation, security and other building site systems. Assists with or performs minor repairs or prepares service requests.
10. May volunteer and be assigned on a full-time basis to the Asbestos Abatement project; directs employees engaged in cleaning ceiling tile, curtains, books, upholstered furniture and carpets using equipment and procedures prescribed by the Environmental Protection Agency for the removal and disposal of asbestos.
11. Attends District required training and certification classes.
12. Performs related work as required or assigned.

PHYSICAL REQUIREMENTS

This is heavy work which requires the following physical activities: climbing, balancing, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (40 lbs. minimum), finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to cold, heat, noise, vibrations, hazards, oils and atmospheric conditions. The work is performed indoors and outdoors. May be required to work fourteen (14) feet above the floor or ground level with or without reasonable aids and be able to perform cleaning tasks at forty-feet (40) above the ground or floor when requested.

MINIMUM QUALIFICATION REQUIREMENTS

1. High School Diploma or equivalent.
2. Demonstrated ability to speak, read, write and understands written instructions in English.
3. Minimum of three (3) years of custodial experience, including one (1) year Lead Custodian experience with Miami-Dade County Public Schools.

OR

Minimum of five (5) full-time years of proven supervisory experience including (1) year Lead Custodian experience with Miami-Dade County Public Schools.

4. Knowledge of such specialized cleaning and/or maintenance practices, procedures established by the Department of Plant Operations and equipment as may be required by job assignment.
5. Miami-Dade County Public Schools Environmental Services I (51 hours) Custodial Certificates, Miami-Dade County Public Schools Environmental Services II (51hours) Master Custodial Certification, and completion of the Custodial Leadership Training is required at the time of appointment.
6. Ability to train and direct subordinates in a manner conductive to full performance and high morale.
7. Sufficient physical strength and agility to perform a variety of routine manual tasks in the care, cleaning and general maintenance of buildings and equipment.
8. Satisfactory completion of a physical examination prior to hire date.

Prior revision date(s): 06/09/89, 03/25/93, 06/05/97, 03/02/01

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Lead Custodian

JOB CODE: 5607

DEPARTMENT: Assigned Departments/
Schools/Plant Operations **PAY GRADE:** 18 (B4) **DATE:** 06/26/13

BASIC OBJECTIVES

This is custodial work involving cleaning and maintaining buildings, facilities, equipment and grounds with minor direction of the work of custodial personnel; which is clearly prescribed by the site or supervising administrator or Head Custodian, with some latitude in planning work methods and assignments.

Performs manual work involving a variety of housekeeping tasks which are specific in nature and follow a well-established and clearly prescribed routine. Responsible for the use of proper methods and materials in cleaning and otherwise caring for buildings, facilities, equipment and grounds. Work is subject to inspection during progress and upon completion.

JOB TASKS/RESPONSIBILITIES

1. May direct the work activities of assigned custodial personnel involved in the cleaning and maintenance of buildings, facilities and grounds, as instructed by the Head Custodian and site supervising administrator. Instructs, advises and demonstrates work methods, practices and procedures established by the Department of Plant Operations and other District guidelines for completing job assignments. Closes and secures facility.
2. Advises custodial staff of work-site and District policies and procedures related to job assignments and enforces safety rules and regulations.
3. Collects and removes trash from buildings, facilities and grounds.

4. Scrubs, mops, waxes and polishes floors; dusts, cleans and sanitizes as necessary, windows, woodwork, furniture, appliances, restrooms, fixtures, equipment and other building surfaces.
5. Loads and unloads materials, equipment and supplies; moves and sets-up furniture and equipment.
6. Assists in daily cleaning of cafeteria (if within assigned work area) facilities and project cleaning of kitchen facilities.
7. Maintains lawns, flower beds, shrubs and other plants immediately adjacent to buildings, facilities and fence lines. Applies fertilizers, pesticides and herbicides as instructed.
8. Assists with or performs the minor repair or servicing of buildings and equipment.
9. Maintains an up to date inventory of all supplies, grounds and custodial equipment.
10. Must inspect facility a minimum of once every two weeks and maintain all pertinent records.
11. Attends District required training and certification classes.
12. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is heavy work which requires the following physical activities: climbing, balancing, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (40 lbs. minimum), finger dexterity, grasping, feeling, talking, hearing and visual acuity. The worker is exposed to cold, heat, noise, vibrations, hazards, oils and atmospheric conditions. The work is performed indoors and outdoors. May be required to work fourteen (14) feet above the floor or ground level with or without reasonable aids and be able to perform cleaning tasks at forty-feet (40) above the ground or floor when requested.

MINIMUM QUALIFICATION REQUIREMENTS

1. High School Diploma or equivalent.
2. Demonstrated ability to speak read writes and understand written instructions in English.
3. Minimum of one year custodial or related building maintenance experience including some custodial experience with Miami-Dade County Public Schools.

4. Miami-Dade County Public Schools Environmental Services I (51 hours) Custodial Certificates, Miami-Dade County Public Schools Environmental Services II (51 hours) Master Custodial Certification and completion of the Custodial Leadership Training are required at the time of appointment.
5. Sufficient physical strength and agility to perform a variety of routine manual tasks in the care, cleaning and general maintenance of buildings and equipment.
6. Demonstrated ability to plan, assign, and monitor the work of a group of employees performing a variety of custodial tasks.
7. Satisfactory completion of a physical examination prior to hire date.

Prior revision date(s): 06/09/89, 03/25/93, 06/05/97, 03/02/01

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: **Custodian**

JOB CODE: 5615
(5605 - Hourly)

DEPARTMENT: Assigned Departments/ PAY GRADE: 14 (B4) DATE: 06/26/13
Schools/Plant Operations

BASIC OBJECTIVES

This is routine custodial work involving cleaning and maintaining buildings, facilities, equipment and grounds. The work involves a variety of housekeeping tasks which are specific in nature and follow a well-established and clearly prescribed routine. Work is performed under the direction of the Lead, Head or Master Custodian as prescribed by the site or supervising administrator, and according to standard work methods, practices and procedures. Work is subject to inspection during progress and upon completion. These inspections, special projects or work may be conducted or directed by any of the following: site administrators or Master Custodians.

JOB TASKS/RESPONSIBILITIES

1. Accomplishes a job assignment which involves the cleaning and maintenance of buildings, facilities and grounds using standard work methods, practices and procedures established by the Department of Plant Operations.
2. Collects and removes trash from building(s), facilities and grounds.
3. Scrubs, mops, waxes and polishes floors; dusts, cleans and sanitizes as necessary: windows, woodwork, furniture, appliances, restrooms, fixtures and equipment, and other building and equipment surfaces as assigned.
4. Loads and unloads materials, equipment, supplies; moves and sets-up furniture and equipment.

5. Assists in daily cleaning of cafeteria (if within assigned work area) facilities and project cleaning of kitchen facilities.
6. Maintains lawns, flowerbeds, shrubs and other plants immediately adjacent to buildings, facilities and fence lines. Applies fertilizers, pesticides and herbicides as instructed.
7. Assists with or performs the minor repair or servicing of buildings and equipment.
8. Maintains all custodial equipment including grounds equipment.
9. Attends District required training and certification classes.
10. Maintains record of all requested supplies.
11. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is heavy work which requires the following physical activities: climbing, balancing, kneeling, crouching, crawling, twisting, reaching, standing, walking, pushing, pulling, lifting (40 lbs. minimum), finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to cold, heat, noise, vibration, hazards, oils and atmospheric conditions. The work is performed indoors and outdoors. May be required to work fourteen (14) feet above the floor or ground level with or without reasonable aids and be able to perform cleaning tasks at forty-feet (40) above the ground or floor when requested.

MINIMUM QUALIFICATION REQUIREMENTS

1. High School Diploma or equivalent.
2. Demonstrated ability to speak, read, write and understand written instructions in English.
3. Sufficient physical strength and agility to perform a variety of routine manual tasks in the care, cleaning and general maintenance of buildings and equipment.
4. Satisfactory completion of a physical examination prior to hire date.
5. Shall complete Orientation Class and Custodial Certification Class within the first year of service.
6. Shall complete Master Certification Classes by the end of the second year of Service

Prior revision date(s): 06/09/89, 04/16/93, 06/05/97, 03/02/01

APPENDIX II: SAMPLE FORMS

Custodial Check - Off List

- | | | | |
|-----------------------------------------------------------|--------------------------------------------------------------|--------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Classroom(s) | <input type="checkbox"/> Restroom(s) | | |
| <input type="checkbox"/> Office | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Grounds | |
| <input type="checkbox"/> Boys' Locker Room | <input type="checkbox"/> Girls' Locker Room | <input type="checkbox"/> Weight Room | |
| <input type="checkbox"/> Pencil sharpener emptied | <input type="checkbox"/> Chalk tray clean | | |
| <input type="checkbox"/> Room is free of dust | <input type="checkbox"/> Trash container emptied | | |
| <input type="checkbox"/> Floor clean | <input type="checkbox"/> Floor swept | | |
| <input type="checkbox"/> Floor mopped | <input type="checkbox"/> Floor striped and waxed | | |
| <input type="checkbox"/> Floor vacuumed | <input type="checkbox"/> Gum removed | | |
| <input type="checkbox"/> Windows clean inside/out | <input type="checkbox"/> Door jams clean | | |
| <input type="checkbox"/> Walls free of graffiti | <input type="checkbox"/> Walls free of cobweb | | |
| <input type="checkbox"/> Tables clean | <input type="checkbox"/> Air vents clean | | |
| <input type="checkbox"/> Restroom has paper towels/soap | <input type="checkbox"/> Toilets/urinals clean and sanitized | | |
| <input type="checkbox"/> Mirrors clean | <input type="checkbox"/> Sink clean | | |
| <input type="checkbox"/> Window shutters clean | <input type="checkbox"/> Window sills clean | | |
| <input type="checkbox"/> Baseboards edge scrapped & clean | <input type="checkbox"/> Furniture clean and repaired | | |
| <input type="checkbox"/> High dusting | <input type="checkbox"/> TV | <input type="checkbox"/> Lights | <input type="checkbox"/> Chalkboard edge free of dust |
| <input type="checkbox"/> Carpet Shampooed | <input type="checkbox"/> Furniture clean and repaired | | |
| <input type="checkbox"/> Office Cleaned | | | |

Print Name

Date

Head/Lead Custodian's Signature

Administrator's Signature/Date

MEMORANDUM

August ____, 2015

TO: _____, Custodian

School

FROM: _____, Principal

School

SUBJECT: CUSTODIAL HANDBOOK 2015-2016

This Handbook has been prepared to provide you with the relevant information concerning custodial procedures and guidelines to help you better understand your responsibilities at _____ School. The physical appearance of our building and grounds plays a vital role in the overall public perception of our school. Your job provides all stakeholders with a safe, clean, and sanitary environment conducive to teaching and learning.

All custodial staff is expected to work as a team, wear/maintain the custodial uniform and adhere to hours of work, breaks and lunch times. Additionally, all custodians are to listen to and respond to calls on the radio, complete custodial duties as requested and carry themselves in a professional and courteous manner.

Please be aware that the first priority at _____ School is to promote and maintain a safe, healthy and clean learning environment. As such, all custodial assignments and hours of work are subject to change and are at the discretion of the principal as outlined in the AFSCME Contract.

Your attendance each day is most important. The continuity of the school's educational program is dependent upon your presence each day. More than ten days of absences from the school year are considered excessive. Make every effort to report to work on a daily basis. **You are greatly appreciated!**

Please take the time to carefully read this handbook. If you have any questions or concerns, please contact _____.

Thank you.

Employee Name	Employee #	Key #	Section Assigned	Date	Signature

CUSTODIAL KEY LOG

MEMORANDUM

August ____, 2015

TO: _____ Custodians

SchoolFROM: _____, Principal

School**SUBJECT: CUSTODIAL PROCEDURES 2015-2016**

The purpose of this memorandum is to inform you of the custodial procedures to follow at _____ School. These procedures are to be adhered to at all times along with those outlined in the AFSCME Contract.

1. Please wear the prescribed uniform while performing your duties during normal working hours and scheduled overtime. You are responsible for keeping your uniforms neat and clean. Footwear must conform to common industry safety standards. **Light blue shirt/blouse (with collar) and dark blue pants (no denim) or dress.** (AFSCME Contract, Article XVIII-Section 3) – Page 54
2. Job assignments and schedules **are not** to be changed or adjusted in any way without prior approval from the principal.
3. Overtime for any custodian is authorized only by the principal. Do not put in extra hours with the expectation of being paid without prior **written** approval from the principal.
4. Job assignments must be completed within the designated work hours. It is your responsibility to ensure that your area is maintained properly.
5. Professional behavior must be exhibited at all times to other staff members, parents, and students.
6. Vacation Leave Request must be approved by the principal. This request must be submitted to the principal five working days in advance.

Thank you in advance for your cooperation.

Print Name: _____ Date: _____

Signature: _____

CUSTODIAL STAFF CONTACT INFORMATION 2015-2016

CUSTODIAN'S NAME	JOB	RECOMMENDED WORK HOURS	RECOMMENDED BREAK/LUNCH SCHEDULE
Name Cell # Home #	<u>Head</u> Custodian	Monday – Friday	Break Lunch Break
Name Cell # Home #	<u>Lead</u> Custodian	Monday – Friday	Break Lunch Break
Name Cell # Home #	Custodian	Monday – Friday	Break Lunch Break
Name Cell # Home #	Custodian	Monday – Friday	Break Lunch Break
Name Cell # Home #	Custodian	Monday – Friday	Break Lunch Break
Name Cell # Home #	Custodian	Monday – Friday	Break Lunch Break
Name Cell # Home #	Custodian	Monday – Friday	Break Lunch Break
Name Cell # Home #	Custodian	Monday – Friday	Break Lunch Break
Name Cell # Home #	Custodian	Monday – Friday	Break Lunch Break

RADIO LOG

Employee Name	Employee #	Radio #	Section Assigned	Date	Signature
DAY SHIFT					
NIGHT SHIFT					

MEMORANDUM**August _____, 2015****TO:** _____, Principal
_____ School**FROM:** _____, Custodian
[REDACTED], School**SUBJECT: RECEIPT OF THE CUSTODIAL HANDBOOK 2015-216**

I have received my copy of the [REDACTED] School's Custodial Handbook and I know that the Miami-Dade Public Schools' District Staff Handbook may be found on the Internet or in _____.

I understand that it is my responsibility to read the [REDACTED] School's Custodial Handbook, the M-DCPS District Staff Handbook, and become thoroughly familiar with their contents.

Print Name: _____ Date: _____

Signature: _____

MEMORANDUM

August ____, 2015

TO: _____, Custodians

SchoolFROM: _____, Principal

School**SUBJECT: REPORTING PERSONNEL ABSENCES AND PAYROLL PROCEDURES**

_____ will be responsible for recording absences and tardiness for staff members. You are directed to telephone _____ to let him/her know of your intended absence. Please indicate the type of leave you are taking (personal or sick) leave when you telephone _____.

In the event that you know that you are going to be absent from work on the next workday, inform _____. Thereafter, it is your responsibility to telephone _____ at the school, before your scheduled work reporting time to indicate if you will be returning to work on the following day. This is extremely important so that the required coverage can be scheduled. If you fail to notify _____ of an absence and do not report to work, you will be charged unauthorized leave without pay for that day.

Additionally, you are required to sign your leave card upon returning to work and submit the signed leave card to _____.

All custodians must sign time-in and time-out on a daily basis. The payroll attendance is processed by the accuracy of the sign-in sheet. If you fail to sign time-in upon arrival or sign time-out at the end of your shift each day, this may result in a loss of pay. Additionally, **please do not erase, use whiteout or mark** on the payroll attendance sheet in any form other than recording your time in and out. **Alterations on the payroll attendance sheet in any way are considered forgery and can be grounds for dismissal.** Please remember that no other individual can sign time-in and/or sign time-out for you. You must personally sign time-in and sign time-out.

Thank you for your cooperation.

Print Name: _____ Date: _____

Signature: _____

SIGN-IN SHEET

2015-2016

The Custodial Handbook at _____ School has been distributed and reviewed by my administration.

Date: _____

EMPLOYEE'S NAME (PRINT)	EMPLOYEE'S SIGNATURE

SUPPLY REQUEST FORM

Custodian's Name (Print)

Date

I am in need of the identified item(s) for completion of my assigned area:

<u>Item</u>	<u>Quantity (ies)</u>	<u>Issued</u>	<u>Received</u>
<input type="checkbox"/> Bags (Liners) size	_____	_____	_____
<input type="checkbox"/> Bags (Trash) size	_____	_____	_____
<input type="checkbox"/> Broom	_____	_____	_____
<input type="checkbox"/> Brush (Counter)	_____	_____	_____
<input type="checkbox"/> Brush (Floor)	_____	_____	_____
<input type="checkbox"/> Brush (Swivel)	_____	_____	_____
<input type="checkbox"/> Clean-Up Kit	_____	_____	_____
<input type="checkbox"/> Cleaner/Spray & Wipe	_____	_____	_____
<input type="checkbox"/> Garbage Can / Liner	_____	_____	_____
<input type="checkbox"/> Hydrogen Peroxide	_____	_____	_____
<input type="checkbox"/> Detergent (Germicidal)	_____	_____	_____
<input type="checkbox"/> Floor Finish	_____	_____	_____
<input type="checkbox"/> Gloves	_____	_____	_____
<input type="checkbox"/> Mask	_____	_____	_____

<u>Item</u>	<u>Quantity (ies)</u>	<u>Issued</u>	<u>Received</u>
____ Mop _____	_____	_____	_____
____ Pads (Scouring) _____	_____	_____	_____
____ Pads (Scrubbing) _____	_____	_____	_____
____ Pads (Floor) _____	_____	_____	_____
____ Plunger _____	_____	_____	_____
____ Rags _____	_____	_____	_____
____ Remover (Gum) _____	_____	_____	_____
____ Floor Finish _____	_____	_____	_____
____ Toilet Tissue _____	_____	_____	_____
____ Towels (Hand) _____	_____	_____	_____
____ Towels (Bath) _____	_____	_____	_____
____ Other _____	_____	_____	_____
____ Other _____	_____	_____	_____

*This form should be submitted to: _____.

Special Projects

Employee Name	Date Assigned	Date Due	Date Completed	Description of Work Assignment
Room #				

Employee Name	Date Assigned	Date Due	Date Completed	Description of Work Assignment
Room #				

		HOURS EEDED TO COMPLETE JOB	PERSON RESPONSIBLE	DATE TO COMPLETE JOB
Classrooms:				
LIGHT FIXTURES				
AC VENTS				
WALLS				
FURNITURE				
Indoor Floor Cleaning:				
STRIPPING				
WAXING				
GUM REMOVAL				
INSPECTION				
Outdoor Pressure Cleaning:				
CONCRETE WALKWAYS				
EXTERIOR WALLS				
GUM REMOVAL				
Trees:				
TRIMMING				
DEAD TREE REMOVAL				
CLEAR FENCE LINES				
Maintenance Issues:				
RESTROOMS				
WATER FOUNTAINS				
Kitchen:				
CLEAN FLOORS				
CEILING LIGHTS				
AC VENTS				

VACATION LEAVE REQUEST

2015-2016

(For 12 Month Employees Only)

Employee's Name _____ Employee # _____

Date Submitted* _____

Date(s) requested for Vacation Leave (example: Monday, August 31, 2015)

Total Number of Days _____

Employee's Signature _____

Approved? Yes _____ No _____ (see remarks for reason)

Remarks:

Principal's Signature _____

Date _____

This request must be submitted to the principal five days in advance.

cc: Principal
Employee
Head/Lead Custodian

Vacation will not be granted for the following dates _____. During the summer, all custodians may be assigned to work a daytime schedule with appropriate notice.

- Vacation days must be requested in writing, a minimum of 5 days in advance.
- You may request up to a minimum of 10 days of vacation per fiscal year.

The School Board of Miami-Dade County, Florida, adheres to the policy of non-discrimination in employment and educational programs/activities receiving federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity to all as required:

Title VI of the Civil Rights Act of 1964 – prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended, prohibits discrimination in employment on the basis of race, color, religion, or national origin.

Title IX of the Education Amendments of 1972 – prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended, prohibits discrimination on the basis of age with respect to individuals who are least 40.

The Equal Pay Act of 1963 as amended prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 – prohibits discrimination against the disabled.

Americans with Disability Act of 1990 (ADA) – prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) – requires covered employers to provide up to 12 weeks unpaid job-protected leave to “eligible” employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 – prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical reasons.

Florida Educational Equity Act (FEEA) – prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 – secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 – prohibits harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes) which stipulate categorical preferences for employment.