

Downey Unified School District

ADMINISTRATIVE SERVICES

CUSTODIAL SERVICES

AR 6522

Responsibility for compliance with Board Policy is placed jointly with the Director, Maintenance, Operations, and Transportation, and each principal.

The Custodial Services Coordinator, acting on behalf of the Director, Maintenance, Operations, and Transportation, shall

1. Confer with each principal to delineate specific cleaning responsibilities and areas for custodial and utility personnel upon request.
2. Establish and maintain work loads and assignments for persons under his/her supervision to provide maximum benefit from the available resources.
3. In the absence of the principal during the summer, assume responsibility for the assignment of duties to, and supervision of, custodial and utility personnel during summer and school vacation periods.
4. Conduct on-the-job training for all custodial personnel and persons with custodial assignments.
5. Respond to alarms that are activated by the intrusion monitoring system and contacts by the Downey Police Department.
6. Furnish keys and job assignments for any substitute custodial personnel.
7. Conduct security checks of District facilities on a random, non-scheduled basis.

It shall be the responsibility of the principal to

1. Confer with the Custodial Services Coordinator in accordance with 1. above.
2. Establish and maintain work loads and assignments for persons supervised.
3. Conduct monthly inspections of the classrooms, workrooms, offices, and restrooms, and submit reports on forms provided to the Assistant Superintendent, Administrative Services.
4. In cases of emergency, be responsive to calls from custodians and calls involving civic center activities and vandalism occurrences.

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5. Call in security clearances for personnel and special activities during off-hours.
6. Furnish keys and job assignments for substitute custodial personnel.
7. Conduct custodial performance evaluations.

Priorities

The following priorities shall be observed in the assignment and scheduling of available custodial services:

1. Cleaning
 - a. Food handling areas, restrooms, and other cleanliness most directly related to prevention of spread of disease.
 - b. Kindergarten and lower grade classrooms.
 - c. Upper grade classrooms used daily.
 - d. All other classrooms.
 - e. All other rooms, walks, and areas.
 - f. Graffiti shall be removed or altered immediately, minimizing its impact.
2. Service Priorities
 - a. Security - Unoccupied areas shall be secured. Vandalism shall be reported to the finder's supervisor. Unauthorized entries and improper conduct of persons on school grounds shall be reported and handled in accordance with the appropriate Board Policies and Administrative Regulations.
 - b. School Activities - Custodial personnel shall provide housekeeping and non-technical support service to all school functions and school activities.
 - c. Civic Center Activities - Custodial personnel shall provide housekeeping and non-technical support service for non-school activities only in conformance with the applicable Board Policies and Administrative Regulations.

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3. Work Loads and Procedures

- a. The Custodial Services Coordinator shall prepare a procedural handbook describing custodial duties and methods.
- b. The Custodial Services Coordinator and the appropriate administrator at each site shall schedule and distribute the duties, responsibilities, and the resulting work load for each person performing custodial functions at that site.