

CUSTODIAL SERVICES

Background

The Division believes that quality custodial services are essential in every school.

The caretaker or head caretaker is directly responsible to the Principal in every school.

The Coordinator of Facilities, or designate has overall responsibility for caretaking in the system.

Caretakers should immediately try to rectify all emergency situations and report such situations to the Principal. The Principal will contact the Coordinator of Facilities, or designate, using the "Maintenance Work Order" Form. In the absence of the Principal or designate, it is the responsibility of the caretaker to contact Division Office.

Procedures

1. It is the responsibility of the Principal, through the caretaking staff, to ensure that the school building is secure at all times.
2. It is the responsibility of each Principal to ensure that the school facilities are cleaned and kept maintained to meet sanitation requirements.
3. Caretakers duties shall include being responsible for, but not restricted to, the daily maintenance of heating and heating-related equipment, including the keeping of proper records for the maintenance of such equipment.
4. Head caretakers will be required to have the necessary WHMIS certification.
5. Safety considerations for custodial staff working alone in schools shall be in compliance with the *"Working Alone Safely: a guide for employers and employees"*.

October, 2003

Updates: January 2020

References

Section 33, 52, 53, 68, 197, 204, 222 Education Act
Occupational Health and Safety Act