

CUSTODIAL SERVICES

Background

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

The Head Custodian, Custodian and Housekeeper (caretakers) are directly responsible to the Principal in every school.

The Health and Safety Coordinator, or designate, has overall responsibility for custodial services in the Division.

Caretakers should immediately try to rectify all facility 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 and the Health and Safety Coordinator to ensure that the school facilities are cleaned and kept maintained to meet sanitation requirements.
3. Caretakers duties shall include being responsible for notifying the Principal or Maintenance department of any concerns with heating related equipment, water or sewer issues, electrical concerns, etc.
4. All custodial staff will be required to have the necessary Workplace Hazardous Information (WHMIS) education and training.
5. Safety considerations for custodial staff working alone in schools shall be in compliance with Administrative Procedure 408 Working Alone.

Adopted: October, 2003

References

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