



CLEANING OF BUILDINGS

H06.00
Revised
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PROCEDURE

Introduction

Sanitation of all areas within a school building is of prime importance. It is the practice of the Operations Section that all occupied classrooms, corridors, stairways, offices, gymnasiums, lunchrooms, toilet rooms, etc. will be cleaned on a scheduled basis. Kindergarten rooms will receive supplemental cleaning upon completion of one program and prior to the start of the next program. The nature and magnitude of the cleaning will depend to a great extent upon the types of programs involved.

All School District buildings will receive regularly scheduled visits from building area supervisors during the school year. The supervisors are instructed to contact the principal or vice principal whenever possible on each of the scheduled visits for determination and resolution of any building problems. The building area supervisor will make routine building inspections.

The Operations Section area supervisor's functions will be the direct supervision of custodian engineers and the evaluation of the service which is being provided for the building by the assigned Operations Section staff.

Joint conferences between the principal and Operations building area supervisor can be arranged, if needed.

The Operations Section of the Facilities Department is responsible for the maintenance of all grounds and related support equipment necessary to assure a proper educational environment.

The functions of maintaining the several hundred buildings, and the equipment, grounds, and/or fields at an acceptable standard, commensurate with the educational program, need the services and skills of many trained personnel. These functions will be carried out through the efforts of personnel in the categories of Operations and Grounds.

Many principals call upon students and teachers to assist in maintaining a pleasing appearance of the school building. The extent to which all volunteer assistance is used for maintenance work must be coordinated with the Facilities Department to avoid violations of labor/management agreements.



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1. Identify the services required.
2. Check Facilities Manual Index.
3. Follow the procedures identified to request services desired.
4. If in doubt, call building area supervisor.
5. Preparation and submittal of a requisition is not required in order to obtain routine repair services. Call in, or notify the building area supervisor during a routine visit.