

CLB R-2 Facilities-Custodial Support

BRAZOSPORT ISD

ADMINISTRATIVE REGULATION

Contact: [Coordinator of Custodial Services](#)

Guidelines have been developed to establish custodial and staff responsibilities in order to minimize expense and ensure a healthy, clean, and safe environment for BISD students to learn and excel, as well as to encourage good quality life skills.

Custodian Guidelines and Responsibilities

- Routine cleaning of classrooms, labs, hallways, restrooms, gymnasiums, locker rooms, cafeterias, offices, stairwells, entrances, and sidewalks.
- Replacing light bulbs and damaged ceiling tiles, installing replacement dispensers and pencil sharpeners, outside trash pick-up, cleaning windows, activity set up and clean up.
- Carpet cleaning, hard floor finishing/cleaning, and deep cleaning of classrooms, restrooms, and corridors (Summer restorative cleaning).
- Only use chemicals that are provided to them by the District, along with the Safety Data Sheet and Product Use Information.
- Empty recycling bins from classrooms once a week in the evenings. The recycling bin must be on the curb for pick-up by 7:30 am on the specified day.

Staff Support

- Teachers should teach each student to police their area after each class, picking up pens, crayons, paper, and etc, clearing desk and disposing of trash properly.
- Teachers and Campus Staff should teach students to recycle properly.
- Food, candy and drinks for students will only be allowed in designated areas such as cafeterias, with the exception of breakfast in the classroom, specified snack times and FMNV exemption days and testing days.
- Teachers should teach students to stack chairs in groups of five at the end of each day.
- Staff should wash their own personal dishes from lunch or luncheons.
- Staff should clean whiteboards and empty pencil sharpeners located in their rooms (Custodial Staff are responsible for cleaning the whiteboard on a weekly basis, normally Friday).
- Children of staff members brought to campus after hours must remain with a parent at all times.
- Plant and Animal care should be delegated to staff members other than custodial staff.

- Staff should monitor halls and restrooms between classes and teach students to dispose of trash and recycle items properly.
- Cafeteria monitors can teach students to dispose of food waste, trays and utensils according to the procedures set forth at each campus.
- Staff should minimize personal items in classrooms that create unnecessary cluttering and potential sanitary concerns.
- Gum should not be allowed for students on campuses.
- Staff members should not enter the buildings when the custodians are waxing the floors.
- A dolly or a cart should be used for moving items on a waxed floor. Items such as furniture or boxes should never be dragged on waxed floors.

Maintenance Work Order System

- Lead Custodians are responsible for submitting general maintenance work orders in [Track It](#) such as light ballast replacement, water leaks, roof leaks, custodial equipment repair, furniture request, furniture repair, pest control, window or door repair, etc.
- The designated campus administrator is responsible for submitting work orders for HVAC requests, any type of [facility modification](#) such as painting, TV installation, furniture building, electrical modifications, floor replacement, etc., and also for safety issues, clocks, bells, PA system repair, grounds issues, key request, etc.

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