

Auburn School District

Day Shift Custodial Building Inspection Responsibilities

Following disarming the building and clocking in for the day check the perimeter of the facility for vandalism.

If you find graffiti call into SSC, 253-931-4955 and leave a message detailing surface affected and type of product used. Examples would be but not limited to, “permanent marker on door” or “spray paint on brick”. You should also contact the paint shop, by e-mail, jduran@auburn.wednet.edu. If graffiti is vulgar or offensive in nature, tape crate paper over it until a technician arrives to remove graffiti. Submit work order.

If graffiti is on brick, or concrete, attempt to remove it with graffiti remover and a brush, if unsuccessful, cover it up with paper or cardboard and submit a work order.

If you find a broken window, secure the area with caution tape, don't forget to use your PPE. Single and double pain windows broken all the way through need to be boarded. Single pain windows that are just cracked need to be taped adequately with packing tape or adhesive tape to secure them. Double pain windows that only have one side broken may be secured by taping cardboard over the affected area. Once the area is secure and cleaned and ready for staff/student arrival then report to SSC, 253-931-4955, leave a detailed message of location. Also report to the paint shop, e-mail, jduran@auburn.wednet.edu, and submit a work order.

Quick and timely notification of all vandalism is essential to maintaining a safe and inviting atmosphere to staff, students and public. Report vandalism promptly and timely to ensure a healthy and inviting environment.