

# Auburn School District

## Day Shift Custodial Building Inspection Responsibilities

Following disarming 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. Example would be but not limited to, “permanent marker on door” or “spray paint on brick”. You should also contact the paint shop, pager # 253-351-4009 and by e-mail, [dingham@auburn.wednet.edu](mailto:dingham@auburn.wednet.edu). If graffiti is vulgar or offensive in nature tape crate paper over it until Technician arrives to remove graffiti. Submit work order.

If graffiti is on brick, concrete or painted surface “DO NOT ATTEMPT TO REMOVE”, cover it and wait for Technician.

If you find a broken window, secure the area. Single and double pain windows broken all the way through needs to be boarded. Single pain windows that are just cracked need to be taped adequately with packing tape to secure them. Double pain windows that only have one side broken may be secured by taping card board 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 detailed message of location. Also report to paint shop, pager # 253-351-4009, e-mail, [dingham@auburn.wednet.edu](mailto:dingham@auburn.wednet.edu). Submit work order.

Quick and timely notification of all vandalism in 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.