



NORTH SCOTT

Community School District

Custodial Handbook Introduction

This handbook has been prepared by the North Scott Operations Department for use by all members of the custodial staff. It includes material of a general nature such as standards of professionalism, skills, training expectations of the custodial worker, and green cleaning operating procedures.

All members of the custodial staff should review this manual annually and use it as a guide in carrying out their duties and assignments.

Preface

The schools in this district shall be maintained in a sanitary and attractive condition. To this end, an adequate staff of custodians and sufficient supplies/equipment shall be provided.

The custodial staff shall receive direction and supervision in the performance of their duties from the Director of the Custodial Department, Head Custodian, and/or the building principal.

In addition to routine cleaning procedures, more extensive and thorough cleaning of buildings and equipment shall be scheduled for vacation periods (winter and spring breaks), and particularly during the summer break.

Maintaining a clean and orderly school building is not solely the responsibility of the custodian. All staff members need to be thoughtful and cooperative, not only in their own actions, but also in developing standards and habits on the part of the students.

The North Scott Community School District does not discriminate on the basis of race, color, creed, gender, sexual orientation, marital status, national origin, religion, age, or disability in its educational programs, services or employment practices. Inquiries concerning application of this statement should be addressed to: District Equity Coordinator, 251 East Iowa Street, Eldridge, IA 52748 Telephone Number (563)285-4819

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Statement of Professional Standards:

The appearance or “**face**” of our schools shows teachers, students, and visitors that they depend upon the work that you do. Many visitors will receive their first overall impression of the school system from the cleanliness and orderliness maintained by the custodial staff. More importantly, the effectiveness of the education program depends largely upon a safe and orderly environment that allows students and teachers to concentrate on their work.

You are a member of a professional team whose job it is to achieve the highest possible standards of cleanliness and maintenance with the available resources. Because of this, it is essential that every member of the custodial team develop a professional attitude that will result in a high level of productivity and efficiency.

Professionalism Includes the Following Qualities:

Job Knowledge:

Job knowledge is based on your initial training and the continuation of that training made available to you throughout the year. This includes the necessary training to safely use your supplies and equipment, as well as your ability to manage your time and to exercise judgment in all the department instructions.

Dependability:

Dependability includes being on time for work, giving a full day’s work, proper reporting, and fair use of your benefits. It also includes efficient use of time to complete a job as quickly and as thoroughly as possible – following policies and rules, all while working in a safe manner. You are part of a team and that team depends on the reliability of each member. Out of respect for your team, a 10 day advance notice/request of vacation day absences are required. In the event that you are requesting leave in less than the 10 day window, permission must be obtained from the superintendent, your supervisor and the head of the custodial department. Personal days do not require advance approval but as much notice as possible is requested.

Attitude:

Take a positive attitude towards your work and our organization. This includes taking an interest in your job by making suggestions, improving work practices, expressing loyalty to your building all by showing pride in your work.

Initiative:

Be prepared to exercise judgment and adapt procedures and working patterns to deal with the unexpected. Any regular or major changes in assignment must be discussed with your supervisor, but day-to-day alterations made to cope with the situation should be made at the judgment of the custodian.

Custodial Regulations

Public Service

You are expected to answer questions to the best of your ability and give guidance to substitute custodians.

You are expected to be courteous to the public, students, and faculty and give assistance to them when needed.

Team Work

You are to work as a team. Help each other whenever possible. If there is a problem, try to work it out between yourselves. If things cannot be settled, bring it to the attention of your Head Custodian. If the problem still isn't resolved, bring it to the attention of the Custodial Supervisor, a solution will be worked out in a fair and equitable manner.

Building Security

It is everyone's responsibility to make sure each facility is secure at all times. Windows are to be closed and latched, doors to classrooms locked after cleaning, all gates closed, and all outside doors closed and locked in a secure manner. All lights should be turned off when an area is cleaned and secured. Do not unlock the doors in any area for any student. If teachers, coaches or advisors want students in the classrooms, then the teacher, coach or advisor should unlock the area for them and supervise them while they are in those areas.

Buildings are to be locked and unlocked at the appointed hours.

All windows are to be closed and locked as the custodian cleans the area. Blinds are to be left at an even height.

Interior doors are to be locked after an area is cleaned.

No one is to be allowed into a locked area without proper authorization.

Money and other valuables should never be left unattended unless locked in your locker.

Report all acts of vandalism.

The last person to leave an area is responsible for securing the area and locking the doors.

The night lead person or appointed custodian is responsible for securing the interior and exterior of the entire building at the end of the night shift, before leaving the premises.

Personal Use of School Property

No one connected with the school in any capacity shall use any school property for personal purposes and no one shall be permitted to remove any property belonging to the school, no matter the value, from the building or grounds without proper approval from the Custodial Supervisor.

Posters, Meeting Notices, etc.

Custodians are responsible for removing outdated material at regular intervals from hallways, doorways, and windows and keeping major traffic areas neat and orderly.

Lost and Found

All items of any value found in public areas should be tagged as to where/when located and turned over to the head custodian and or building administrator daily.

Keys

You are entrusted with the safe keeping of your work keys. You will keep them in your possession at all times while at work. **Never loan your keys to anyone.** If an area needs to be opened, the night lead person or person in charge should handle the situation. If your keys are lost or misplaced, report it to your Head Custodian **immediately.**

Chemicals and Usage

Refer to “**Chemical Right to Know**” literature. (M)SDS sheets are available in each building. Also refer to Custodial Chemical Handbook on usage of approved chemicals.

Custodial chemicals are used for custodial purposes only. Students, faculty, and staff are not permitted to use these products at any time, under any circumstance.

“Green Clean”

NSCSD went **GREEN** in June 2012, helping to reduce exposure of toxic chemicals to their students, faculty, and staff. Refer to Green Clean Booklet or North Scott Operation Departments webpage for more information.

Equipment Care

It is your responsibility to take care of all your cleaning equipment. We must maintain what we have to the best of our abilities. Take pride in what you have so that everything you use reflects your professionalism. Clean all equipment and maintain it properly after every use.

Telephone Use

Limit all personal calls to three (3) minutes in length. Keep all outside calls to a minimum. Incoming calls should be for **emergency situations only**.

Computers/Electronics/Televisions

Use of the computers, electronics and televisions in all areas other than faculty lounges during authorized breaks is prohibited. These should not be on while you are cleaning a room.

Yearly Performance Review

Refer to your contract and Evaluation Instrument.

Employee Injury and Workers Compensation

In the event of an injury occurring during working hours, an employee must report said injury to their Head Custodian, the Custodial Supervisor, and the school nurse to file an employee injury work report. For more detailed instructions on before/after work injuries, please consult **Injury Report Brochure** found in each custodial office in each building. All injuries must be reported within **twenty-four (24) hours** of the injury. **No injury is too small, report them all!** Forms are available from your Head Custodian.

Uniform Policy

Uniforms are to be worn at all times while on the clock and consist of a North Scott attire and non-slip footwear.

Personal Professional Appearance is expected. Work pants are not to have any of the following: holes, rips, worn patches, bleach stains, etc. Hair and facial grooming should be kept neat and trimmed while on the clock.

Working Hours

Will be determined by the Head Custodian, with direction from the Custodial Supervisor.

Working Hours and Breaks

Anyone working six (6) hours or less will get one fifteen (15) minute break.

Part time employees are allowed one, fifteen (15) minute paid break midway through the shift.

Full time employees are allowed two, fifteen (15) minute paid breaks; the first to be taken approximately two hours into their shift and the second approximately two hours before the end of their shift.

Full time employees are required to take a thirty (30) minute, unpaid lunch break midway through their shift.

This means that anyone who works over six (6) hours per day must have an extra thirty (30) minutes reported on their time cards per day (which is the unpaid lunch period.) You must take your thirty (30) minute unpaid lunch break, you cannot skip it and leave your work assignment early. If you skip your paid fifteen (15) minute break(s) you lose them. You may not save them for later. Extended breaks are not allowed.

Leaving Early From Work

Self-sickness, family sickness, or emergencies are the only valid reasons for leaving work early and these must be reported by phone or email to the Head Custodian and Custodial Supervisor, as well as the AESOP Coordinator at Central Office 563-285-3102.

Leaving work early if your work area is completed is **not allowed**; there is always something to do, so you should never finish early.

You are paid to work your full shift.

You are not allowed to set your own work hours; the Custodial Supervisor and Head Custodian will determine work hours.

Snow Days

Custodial Staff is required to work on snow days. You may work earlier/later than your scheduled shift if you discuss with the Custodial Supervisor ahead of time. If you are unable to travel safely to work, you must use a vacation day or personal day. If you opt to use a vacation day or personal day, please follow the absence notification process as described. **Use of a sick day is not permitted.**

Custodial Rovers and Custodial Subs are to first check in with the Custodial Supervisor for further instructions.

Absence Reporting

Vacation must be requested no less than 10 working days (two full work-weeks) in advance of the first day of vacation taken. Personal Days do not require any advanced notice, but as much notice as possible is requested. All other leave should be reported as soon as possible.

Please observe the following procedure for reporting absences:

1. You must notify the Custodial Supervisor **as soon as possible** to secure coverage for your shift. **Please email Nate and Deana, be sure to state your school, shift, the date of your absence, and the reason for your absence (Vacation, Personal Day, Self Sick, etc.). If you leave a message, please leave a call back number in case of questions or issues.**
 - i) Please call the office phone first at (563) 285-3320. Leave a message if there is no answer.
 - ii) For all urgent requests (i.e. same-day absences, next-day absences, or absences requested over the weekend), please call or text the cell phone if you do not get an answer at the office phone. This number is (563) 370-1513.
 - iii) In the event the Custodial Supervisor is not available, vacation, out of the district, etc., Head Custodians should contact the Maintenance Director at 563-285-3109 so the buildings are sure to be unlocked in a timely manner.
2. You must contact your building Head Custodian to let them know of your pending absence ASAP, so that they can adjust the cleaning schedule.

You may access your leave amounts online or via phone call. If you have any problems with the AESOP system, or if your leave amounts are incorrect, please call the Custodial Supervisor (563) 285-3320.

Custodial Substitute Process

Extra duties due to absence of employees or scheduled events on holidays, workdays, or weekends will be filled in the following manner:

1. Same or next-day absences will be filled by calling available custodians. First to be called will be **Rovers**, followed by **Part-Time** custodians, and finally **Full-Time** custodians, if no one else is able. The first custodian willing and able to work the shift will be granted the hours.
2. Absences with prior notice and events will be filled on a first-come, first-serve basis. A notice will be sent to every Head Custodian with the shift information, and the custodians who respond first will be granted the hours..

Once these shifts are scheduled, there will not be any changes made unless of an emergency.

All open positions will be filled with the first respondent that commits to filling the assignment and will then be scheduled to fill that open shift

Time Cards

Time cards are auto filled by the District. They should be checked out daily if there are any adjustments to be made in the manner prescribed by payroll. If your card is not filled out properly, you may not be paid on time or accurately. It is your responsibility to see that it is done correctly, submitted/signed and turned in on time.

In order to properly and accurately process payroll, the timecards must be received in the Payroll Office *no later than* **NOON** on Monday of the pay week or the prior Friday if there is a holiday. In order to assure that time cards can be checked and turned in on time, please turn your time cards in to the Custodial Supervisor no later than **7:00 AM on the Monday of the pay week.** Please make sure that your timecard is filled out completely and accurately. This saves time and ensures that you are paid correctly. Also, it is VERY important that all timecards are signed by the EMPLOYEE *before* they are submitted. Time cards will then be checked by the Custodial Supervisor.

Custodial Responsibilities and How To:

I) Clean a classroom:

1) Dusting accessible areas – Daily

- A) For light/regular dusting, use a feather duster
 - (i) (A microfiber rag may be used only with water in this case)
- B) For heavy dusting, use a bar rag with Furniture Polish (wooden surfaces), Sheila Shine (science rooms and stainless steel), Quat-Stat (disinfecting surfaces) or Speed-ex (greasy areas).

2) Clean Desktops – Daily

- A) Remove any gum with scraper
- B) Remove heavy graffiti with crème cleanser and a bar towel.
 - (i) (Graffiti wipes can sometimes be too harsh for this surface)
- C) Use a bucket/spray bottle with diluted Quat-Stat and wipe each desktop with a bar rag, allowing the surface to stay wet for 10 minutes.
 - (i) A bar rag and bucket is a recommended application for this process.
- D) Straighten and organize student desks.

3) Chalkboards/Dry Erase Boards – Daily

- A) Use clean water and a bar rag to wipe off all chalkboards/dry erase boards, and trays
- B) Use Speed-ex every Friday and as needed to remove stubborn marks.

4) Pencil Sharpeners – Daily

- A) Empty pencil sharpeners daily

5) Windows in Doors – Daily

- A) Use a squeegee or a bar rag along with GE Glass Cleaner to clean all door windows.

6) Wet Mop Spills – As Needed

- A) Using a mop and bucket with PH7, wet mop any spills on an as needed basis.

7) Vacuum Matting - Daily

- A) Vacuum any carpeting that may be in the room

8) Dust Mop Floors - Daily

- A) Move student desks and easily moved furniture, to sweep underneath them for a better clean
- B) Dry dust mop floors, with use of no products.

9) Empty all trash containers - Daily

10) Change light bulbs – As needed

11) Clean ceiling light lenses and vents– As needed

12) Change stained ceiling tiles – As needed

A) Please report water leak as well to:

(i) Head Custodian

(ii) Custodial Supervisor

Lock door when finished cleaning – Daily

II) Clean Hallways:

1) Scrape gum off floors - Daily

A) Use a scraper or a putty knife.

2) Remove graffiti from lockers – Daily

A) 1st attempt: Remove light graffiti with mildly diluted Speed-ex and bar rag

B) 2nd attempt: Use an Amazing Sponge for light to heavy graffiti

C) 3rd attempt: Use crème cleanser for light to heavy graffiti

D) 4th attempt: Remove heavy graffiti with Graffiti Wipes

(i) As this product is very harsh, be careful not to remove locker finish

3) Empty trash receptacles – Daily

4) Wet Mop Spills – Daily

A) Using a mop and bucket and diluted PH7, wet mop spills daily

5) Dust Mop Floors – Daily

A) Use a clean dry dust mop, with use of no products

B) Minimum of once daily; recommended twice daily.

6) Scrub Floors – Daily

A) Using the auto scrubber, scrub all hallway floors at a minimum of once daily.

7) Dust ledges – Weekly

A) For light/regular dusting, use a feather duster

(i) (A microfiber rag may be used only with water in this case)

B) For heavy dusting, use a bar rag with Furniture Polish (wooden surfaces), Sheila Shine (science rooms and stainless steel), Quat-Stat (disinfecting surfaces) or Speed-ex (greasy areas).

8) Glass in Hall Doors and Dividers - Weekly

A) Use a squeegee or a bar rag along with GE Glass Cleaner to clean all door windows

III) Locker Rooms and Restrooms:

1) Remove Graffiti – Daily

A) 1st attempt: Remove light graffiti with mildly diluted Speed-ex and bar rag

B) 2nd attempt: Use an Amazing Sponge for light to heavy graffiti

C) 3rd attempt: Use crème cleanser for light to heavy graffiti

D) 4th attempt: Remove heavy graffiti with Graffiti Wipes

(i) As this product is very harsh, be careful not to remove locker finish

2) Clean mirrors - Daily

A) Use GE Glass Cleaner, a bar towel and squeegee

3) Kaivac - Daily

A) SIMPLE

S: Setup

I: Inject Chemical

M: Manual Brush

P: Pressure Wash and Rinse

L: Loop Spray Line

E: Extract and Dry

B) Use Pull in toilets once per week

C) Use Best Bet Crème Cleanser once per week in sinks

D) Soak and rinse trash cans, napkin receptacles with Kaio or Quat-Stat once per week

4) Dust Lockers - Daily

A) Use a feather duster to dust lockers and locker tops

5) Wet Mop – Weekly

A) Disinfectant touch points and floor with Quat Stat

IV) Gymnasiums:

1) Remove graffiti – Daily

- A) 1st attempt: Remove light graffiti with mildly diluted Speed-ex and bar rag
- B) 2nd attempt: Use an Amazing Sponge for light to heavy graffiti
- C) 3rd attempt: Use crème cleanser for light to heavy graffiti
- D) 4th attempt: Remove heavy graffiti with Graffiti Wipes
 - (i) As this product is very harsh, be careful not to remove finish

2) Windows in Doors – Daily

- A) Use a squeegee or a bar rag along with GE Glass Cleaner to clean all door windows.

3) Dusting accessible areas - Daily

- A) For light/regular dusting, use a feather duster
 - (i) (A microfiber rag may be used only with water in this case)
- B) For heavy dusting, use a bar rag with Furniture Polish (wooden surfaces), Sheila Shine (stainless steel), Quat-Stat (disinfecting surfaces) or Speed-ex (greasy areas).

4) Clean whiteboards/chalkboard – Daily

- A) Use clean water and a bar rag to wipe off all chalkboards/dry erase boards, and trays

5) Sweep Bleachers – As Needed

- A) Use a clean dry microfiber dust mop

6) Empty Trash – Daily

7) Sweep Floors – Daily

- A) Use a clean dry microfiber dust mop

8) Scrub Floors – Daily

- A) Use Auto Scrubber Daily

9) Clean cold air returns – Breaks and Summer

V) Weight Room (High School Only):

1) Pick up miscellaneous weight – Daily

2) Clean Mirrors/Glass – Daily

- A) Use a squeegee or bar rag along with GE Glass Cleaner

- 3) **Dust Ledges – Weekly**
 - A) Using a feather duster

- 4) **Empty Trash – Daily**

- 5) **Sweep Matting – Daily**
 - A) With a blower and vacuum the rest.

VI) Lobby and Concessions with Earth Tile Floors:

- 1) **Empty trash – Daily**

- 2) **Sweep – Daily**
 - A) Use a dry dust mop

- 3) **Vacuum Entrance Rugs – Daily**

- 4) **Clean Drinking Fountains – Daily**
 - A) Use crème cleanser and a bar rag

- 5) **Clean all messes/spills – Immediately and As Needed**
 - A) Use mop and bucket with PH7 Floor Cleaner

VII) All Carpeted Areas:

- 1) **Remove all gum and stains – As Needed**
 - A) Use Fiber Pro Gum Remover to remove gum
 - B) Spray carpet:
 - (i) Fill spray bottle with appropriate cleaner and spray stained areas
 - (ii) Allow to sit for at least 15 minutes
 - (iii) Extract using only hot water
 - (iv) Flush areas multiple times until water extraction is clear
 - (v) Allow area to fully dry

- 2) **Pick up large pieces of trash – Daily**

- 3) **Vacuum thoroughly – Daily**

VIII) Cooking Room and Kitchenette Areas:

1) Clean all Countertops –Daily

A) Use Quat Stat and bar rag

2) Clean Sinks – Daily

A) Use Quat Stat, Best Bet or Speed-ex and Bar Rag

3) Wet mop floors – Daily

A) Using a bucket and mop with: (An Auto Scrubber may also be used)

4) Empty all trash – Daily

IX) Teachers, Secretaries, and Administrator’s Desk:

1) Do not disturb anything

2) Clean around things on desk as much as possible

3) Stay out of desk and leave all personal papers alone

4) Empty all trash – Daily

5) Dry dust desktops – Daily

A) Use a wool duster

6) Vacuum all carpeting or matting – Daily

Lock door when finished cleaning- Daily

X) Plants:

1) Clean around them, move them if necessary to dust

2) Watering is the responsibility of the owner unless specifically requesting the custodian to do it on a regular basis

Special Events and Activities:

Every event, whether weekend or weekday, should be cleaned thoroughly by custodial staff with the guidelines and standards set by the Custodial Supervisor. Some of the responsibilities include but not limited to the following:

I) Set up for Events:

1) Custodians are responsible for:

- A) Unlocking doors
- B) Opening Lobby Gates/Doors
- C) Setting up ticket tables and chairs. Raising the basketball backboards
- D) Tacking Gym Floor (if necessary):
 - (i) Soak mop head in Game Time. Starting in the middle of the gym floor and working your way out – mop half of the gym floor. Then repeat.

II) During the Event:

1) Custodians should always be busy during events:

- A) Wipe tables
- B) Sweep floors
- C) Shovel/Salt if necessary
- D) Empty trash
- E) Empty recycling
- F) Restock and tidy restrooms

2) Custodians should always make themselves readily available to staff, and visitors

- A) Use a walkie-talkie system where available

III) Cleaning up after the Event:

1) Take out all trash and put bottle recycle bags out in the blue recycle dumpster. Also put all trash barrels and Bottle Recycle Containers in the proper containers.

2) Clean all Gym's used:

- A) Sweep bleachers, and then put them in using the controller.
- B) Sweep Gym floors, and wet mop any spills.
- C) Turn off scoreboard breakers.
- D) Put chairs back on racks and then place them in the Gym closet(s).
- E) Put score tables and scoreboard controllers back in the Gym closets.
- F) Clean Coach's Office and Staff Restroom.

G) Turn off all closet and Gym lights, and then lock the doors.

3) Thoroughly Kaivac/clean and re-stock the Activity Restrooms and Coach's Office.

4) Clean Activity Lobby:

A) Sweep the floor.

B) Wet mop the floor.

C) Vacuum rugs.

D) Lock the outside Entrance Doors. The Allen wrench key is located on the shelf in the Activity Custodial Closet. **Confirm doors are actually locked.**

E) Clean Concession Stand if it was used.

5) Clean the Cafeteria:

A) Wipe down all lunch tables with Quat-Stat.

B) Put lunch tables down and back into position for school.

C) Sweep the floor.

D) Wet mop or Auto Scrub the floor. *Note: You may only have to spot mop if applicable.*

E) Put all classroom tables back in their respective room (room number marked on the bottom of the tables).

6) Put the walkie-talkies back on chargers (turned off for charging purposes), extension cords, two wheel carts etc.

7) Log the dates and your start and end times and leave a note for the Head Custodian, then place it on the Head Custodian's desk so information on the "Statement of Custodial Earnings" sheet can be turned in.

8) Arm the Sonitrol (Security) System as you leave the building.

Summer Cleaning

1. Classrooms:

- a. All furniture will be scrubbed and removed from rooms.
- b. All glass will be cleaned.
- c. All walls will be scrubbed.
- d. Everything that is movable will be removed from the room.
- e. Light fixtures will be opened and cleaned yearly.
- f. All heat registers will be cleaned of cobwebs.
- g. Floors will be scrubbed yearly. Floors will be stripped when needed.

2. Hallways:

- a. All lockers will be scrubbed inside and out, removing all graffiti.
- b. All glass in doors and windows will be cleaned properly.
- c. All walls will be scrubbed.
- d. All floors will be scrubbed yearly.
- e. All floors will be stripped when needed.
- f. All light fixtures will be opened and cleaned yearly.

3. Carpeting:

- a. All carpets will be shampooed yearly.
- b. All gum and stains will be removed.

4. Gym Floors: (Hired out)

- a. Will be cleaned yearly with hardwood floor cleaner.
- b. Will be sealed every three (3) years with hardwood floor sealer, two (2) coats.
- c. Will let the floor sealer cure for two- three hours before applying a second coat.

5. Sports Areas:

- a. All walls will be scrubbed and graffiti removed.
- b. All windows will be cleaned.
- c. The football field:
 - i. All out buildings will be cleaned as if they were classrooms. With the exception that those floors will not be waxed.
- d. Restrooms will be scrubbed and sanitized.

Custodial Equipment Care

The most common reason for equipment failure is lack of preventative maintenance. If your equipment is being properly cared for and maintained properly, you should expect years of problem free use. Your equipment has been purchased to make your job easier and more efficient, without reliable equipment your job becomes exponentially more difficult and harder.

Listed below are some general guidelines for keeping your equipment in top condition and performing as intended:

Mop Buckets & Wringers

- Should be thoroughly rinsed after each use and put away in a condition that is immediately ready for use.

Vacuum Cleaners

- Visually inspect the unit for cleanliness and any issues before use. Replace bags frequently for better suction and performance, check belts before each use, and make sure the brush is free from any foreign materials. Wipe down the entire unit with a damp rag after daily use and store properly. *Do not use the unit to ram or push objects out of the way such as chairs, tables and desks etc.

Auto Scrubbers

- Visually inspect the unit for cleanliness and any issues before each use. Check the squeegee for debris and the pad for cleanliness. Check the batteries to make sure they have a full charge. Fill the tank to proper levels and correct chemical dilution. Be sure to run the batteries down as low as possible (25% or less) prior to placing them back on the charger. **After use, drain and rinse the solution tanks, be sure to clean filters and screens. Remove the squeegee from the scrubber and thoroughly clean and wipe down the entire unit with a damp cloth, and replace the squeegee.** Store the unit with the pad and squeegee in the up position. Replace the pad if necessary and leave the machine in condition ready for use. Wipe down the entire unit with a damp rag after daily use and store properly.

Swing Buffers & Burnishers

- Visually inspect the unit for cleanliness and any issues before each use. Make sure to have the right pad for the right application, if the pad is worn or plugged with foreign material, replace and dispose of it properly. Wipe down the entire unit and electrical cord with a damp rag after daily use and store properly. Store the unit without the pad attached.

Wet Vacuums

- Visually inspect the condition of the squeegee, hoses and wheels for any issues before each use. After each use be sure to empty and rinse the tank with fresh water and thoroughly clean the squeegee. Wipe down the entire unit and electrical cord with a damp rag after daily use and store properly. Be sure to neatly wind the cord up and prop open the tank lid so that it can air dry.

Carpet Extractors

- Visually inspect the unit for cleanliness and any issues before each use. Fill the tank to proper levels and correct water temperature for the extraction process. After each use, empty the tank or tanks and rinse with clean water. Clean all filters, screens and wipe down the entire unit and electrical cord with a damp rag after each use and store properly.

Miscellaneous Equipment

- Keep all equipment clean and properly stored in a condition ready for immediate use.

****Report all equipment problems and/or concerns immediately to the Head Custodian. The Head Custodian will determine if they can correct the condition or report the problem ASAP to the Custodial Supervisor for immediate resolution.***



How to Chemically Strip the Floor:

Supplies Needed: Vacuum, floor scraper, dust mop, wet floor signs, 2 buckets, 2 clean mop heads, Extreme Wax Stripper, doodlebug, black pad, Swing Machine, Floor Squeegee, Wet Vac

- Vacuum matting
- Remove matting
- Using a floor scraper, scrape gum, stickers, and adhesive off floor
- Dust mop floor
- Place “Caution: Wet Floor” signs
- Dilute Extreme Wax Stripper in a bucket with cool water
 - a. Light to Medium: 1:12 (10 oz. per 1 gallon)
 - b. Heavy: 1:5 (25 oz. per 1 gallon)
- Apply Extreme Wax Stripper liberally to floor using a clean mop head
 - c. Allow solution to dwell for at least 10 minutes
 - d. Do not allow the solution to dry. If solution does dry, apply more solution
- Use a doodle bug along the edge and hard to reach areas to scrub those areas
- Attach black pad to Swing Machine
- Scrub the floor with the Swing Machine
- Using a Floor Squeegee, squeegee the solution around the edges into the path of the Wet Vac
- Pick up the solution using the Wet Vac
- Evaluate the floor – you may need to repeat the process if all the wax is not completely removed
- Fill a mop bucket with a cool water
- After the wax is removed, rinse the floor with clean water and a clean mop head. Continue to rinse the floor until white powder is no longer present.
- When floor is dry, you may start to apply the finish

Life Cycle of Floor Care

3 Phases of Life Cycle Maintenance for Floor Care:

- a. Routine
- b. Interim
- c. Restorative

1. **Routine:**

This process will extend the time before the interim maintenance is needed

- a. Use of floor mats
- b. Dust mopping daily
- c. Auto Scrubbing daily

When auto scrubbing no longer produces desired appearance burnishing is required.

How to Burnish Floors:

Supplies Needed: vacuum, floor scraper, mop and bucket, Betco One Step Restorer, red pad, burnisher, and burnish pads, and "Caution Wet Floor" signs

1. Vacuum matting
2. Remove matting
3. Using a floor scraper, scrape gum, stickers, and adhesive off floor
4. Dust mop floor
5. Place "**Caution: Wet Floor**" signs
6. Fill the bucket with cool water and Restorer (1:64, 1 oz. per 1 gallon)
 - a. Attach a red scrub pad to the Swing Machine
7. Scrub floor
8. Once dry, burnish floor using burnisher and burnish pads
 - a. Burnish floor until all scratches are removed

Cleaning Supplies and Equipment:

1. Auto Scrubber and Burnisher:
 - a. Remove squeegee, pad and pad driver
 - b. Rinse with hot water and hang to dry
 - c. Drain and rinse out solution tanks
 - d. Check batteries and recharge if necessary
 - e. Wipe outside of unit
 - f. Return to proper area

2. Interim - Top Scrub and Re-Coat:

When routine maintenance no longer produces desired appearance levels. The top dirty layers of finish are removed, and then one or more coats of finish are applied to restore the original shine of the floor. If further deterioration occurred, the floor would require stripping (see Restorative Maintenance).

How to Top Scrub Floor:

Supplied Needed: mop and bucket, Best Scrub, Swing Machine, Wet Vac, and green scrub pad, “**Caution Wet Floor**” signs, vacuum and a dust mop

1. Prepare the area as outlined in steps 1-5 of “How to Burnish Floors”
2. Fill bucket with diluted Best Scrub, and mop on floor using a clean mop head
 - i. Allow to solution to dwell for a few minutes
 - ii. This product will not produce foam – no need for De-Foamer
3. Attach a green scrub pad to the Swing Machine
4. Before scrubbing, use a doodlebug, and Top Scrub along the edges and hard to reach areas
5. Scrub the floor with the Swing Machine
 - i. If you still see embedded dirt and discoloration, the floor will need to be stripped. (see Restorative Maintenance)
6. Fill another bucket with cool water and rinse the floor.
7. Check the floor. If a white powder comes off on your hands, you may need to rinse the floor again. Repeat until no white residue/powder appears on the floor.

How to Apply Finish (Re-Coat):

Supplies Needed: Betco Best Floor Finish LM, Quick Coat II applicator, and Back-Pack

1. Rinse out applicator mop with water
2. Attach mop and head to handle
3. Place a bag of Betco Best Floor Finish LM inside backpack
4. Puddle the finish to saturate the mop head
 - a. Squeeze the trigger to release the finish
5. If you are applying finish close to the wall, run the applicator sideways along the wall first.
6. Box out the area to be finished – no larger than 8’x20’
 - a. Squeeze the trigger to outline the area to apply enough finish on the floor
7. Use an overlapping, figure eight motion to evenly spread the finish
 - a. If more finish is needed, squeeze the trigger as the applicator head passes in front of you, verses on the turns
 - b. Do not constantly squeeze the trigger as too much finish will be applied
 - i. Any ridges can easily be smoothed over with the applicator head.
 - ii. Add more finish if streaking is apparent
8. Use a can liner to store your applicator between coats
 - a. A minimum of two coats are necessary
9. To change the bag: turn the valve to the off position and unscrew the L-Connector and tubing. Attach a new bag and turn the valve back on.

Clean Supplies and Equipment:

1. Auto Scrubber:
 - a. Remove squeegee, pad and pad driver
 - b. Rinse with hot water and hang to dry
 - c. Drain and rinse out solution tanks
 - d. Check batteries and recharge if necessary
 - e. Wipe outside of unit
 - f. Return to proper area
2. Quick Coat Applicator and Mop Head
 - a. Disassemble mop, head, and applicator
 - b. Rinse mop, head and applicator with water
 - c. Wipe down head and applicator
 - d. Return to proper storage area

3. Restorative Maintenance – Stripping and Refinishing:

When routine and interim maintenance no longer produce desired appearance

How to Strip the Floor:

Supplies: floor scraper, “Caution Wet Floor” signs, Swing machine, Wet Vac, Mop and bucket, vacuum, and a dust mop

1. Prepare the area as outlined in steps 1-5 of “How to Burnish Floors”
2. Dilute Extreme Wax Stripper in a bucket with warm water
 - a. Light to Medium: 1:12 (10 oz. per 1 gallon)
 - b. Heavy: 1:5 (25 oz. per 1 gallon)
3. Apply Extreme Stripper to floor using a clean mop head
 - a. Allow solution to dwell for at least 10 minutes
 - b. Do not allow the solution to dry
 - i. If solution does dry, apply more solution
4. Use a doodle bug along the edge and hard to reach areas to scrub those areas
5. Attach black pad to swing machine
6. Scrub the floor with the Swing Machine
7. Squeegee the solution around the edges into the path of the Wet Vac
8. Pick up the solution using the Wet Vac
9. Evaluate the floor – you may need to repeat the process if all the wax is not completely removed
10. After the wax is removed, rinse the floor with clean water. Continue to rinse the floor until white powder is no longer present.
11. When floor is dry, you may start to apply the finish

How to Apply Finish (Refinish):

Supplies Needed: Betco Best Floor Finish applicator

1. Rinse out applicator mop with water
2. Attach mop and head to handle
3. Place Betco Best Floor Finish LM inside backpack
4. Puddle the finish to saturate the mop head
 - a. Squeeze the trigger to release the finish
5. If you are applying finish close to the wall, run the applicator sideways along the wall first.
6. Box out the area to be finished – no larger than 8'x20'
 - a. Squeeze the trigger to outline the area to apply enough finish on the floor
7. Use an overlapping, figure eight motion to evenly spread the finish
 - a. If more finish is needed, squeeze the trigger as the applicator head passes in front of you, verses on the turns
 - b. Do not constantly squeeze the trigger as too much finish will be applied
 - i. Any ridges can easily be smoothed over with the applicator head.
 - ii. Add more finish if streaking is apparent
8. Use a can liner to store your applicator between coats
 - a. A **minimum** of 3 coats are necessary
9. To change the bag: turn the valve to the off position and unscrew the L-Connector and tubing. Attach new bag and turn the valve back on

Building Inspections

Each building will be inspected by the Custodial Supervisor, with input from principals and staff. They will look for compliance from the teachers and staff on fire code regulations, checking on outstanding work orders and adding new work orders when necessary. They will also rate the cleanliness of each building in the following areas:

1. Floors, Hallways, and Classrooms:

- a. Swept
- b. Vacuumed
- c. Stains
- d. Marks
- e. Corners
- f. General Shine
- g. General Cleanliness

2. Walls:

- a. Corners
- b. Cobwebs
- c. Marks
- d. Stains
- e. General Cleanliness

3. Windows:

- a. Corners
- b. Streaks
- c. General Cleanliness

4. Chalk Boards/White Boards

- a. Stained
- b. Clean Trays
- c. General Cleanliness

5. Lights

- a. Dust
- b. Bulb Replacement
- c. Lens
- d. General Cleanliness

6. Trash Cans
 - a. Empty
 - b. Liner
 - c. General Cleanliness

7. Pencil Sharpeners
 - a. Empty
 - b. General Cleanliness

8. Desks, Tables, Flat Surfaces:
 - a. Marks
 - b. Dust
 - c. General Cleanliness

9. Computers:
 - a. Monitor Screens
 - b. Keyboards Dusted
 - c. General Work Area Dusted
 - d. General Cleanliness

10. Telephones:
 - a. Sanitized
 - b. General Cleanliness

11. Insects and other Varmints:
 - a. Monitor and Reporting Problems
 - b. General Cleanliness

12. Ceiling Tiles:
 - a. Monitoring Leaks
 - b. Tile Replacement
 - c. General Cleanliness

13. Restrooms:

- a. Sinks
- b. Stools
- c. Partitions
- d. Urinals
- e. Mirrors
- f. Paper Product Stocking
- g. Odors
- h. Sanitization
- i. Dispensers
- j. Use of Kaivac
- k. General Cleanliness

14. Kitchen Areas:

- a. Sinks
- b. Cupboards
- c. Tables
- d. Floors
- e. Microwaves
- f. Stove
- g. Refrigerator
- h. Popcorn Makers
- i. General Cleanliness

15. Snow Removal:

- a. Prompt Removal
- b. Ice Control
- c. Slip and Fall Prevention

16. Building Repair:

- a. Troubleshooting
- b. Minor Repairs
- c. Reporting Problems

17. General Safety:

- a. Playgrounds
- b. Hallways
- c. Restrooms
- d. Classrooms
- e. Boiler Rooms
- f. Other

18. Custodial Equipment:
 - a. Clean
 - b. Ready to be Used
 - c. Preventive Maintenance
 - d. Neatly Stored
 - e. Stored Appropriately

19. Inventory
 - a. Organized
 - b. Adequate Quantity

20. Staff Uniforms
 - a. Clean with ID Badge

21. Safety Huddles
 - a. On Time
 - b. Good Participation
 - c. Attendance

22. Monthly Inspections
 - a. On Time

Safety Meeting Notes

Date: _____

Topic: _____

Employee Group: _____

School: _____

People Present:

Custodial Supervisor Signature: _____

Discussion Highlights/Notes:

Comments:

FIRE EXTINGUISHER SAFETY CHECKLIST

Required checklist to be completed by a custodian on a monthly basis

School: _____ Date: _____ Checked by: _____

Check Yes/No: (If no, please explain)

Yes No

1. _____ _____ The extinguisher is visible, unobstructed, and in its designated location.

If No: _____

2. _____ _____ The locking pin is intact and the tamper seal is unbroken. (Please examine the extinguisher for obvious physical damage, corrosion, leakage or clogged nozzle.)

If No: _____

3. _____ _____ The pressure gauge or indicator is in the operable range or position, and life the extinguisher to ensure it is still full.

If No: _____

4. _____ _____ The operating instructions on the nameplate are legible and facing outward.

If No: _____

5. _____ _____ Check the last professional service date on the tag. (A licensed fire extinguisher maintenance contractor must have inspected the extinguisher within the past 12 months.)

If No: _____

6. _____ _____ Initial and date the back of the tag.

PARKING LOT AND SIDEWALK SAFETY CHECKLIST

Required checklist to be completed by a custodian on a monthly basis

School: _____ Date: _____ Checked by: _____

Action Taken Key:

(R) – Repair the Problem

(B) – Barricade/Close Area

(S) – Notify Supervisor

Check Yes/No: (If no, please explain by using the note portion of Action Taken Key)

Parking Lots:

Yes No

1. ____ ____ Are parking lots kept clear of large rocks/debris or other foreign material?
2. ____ ____ Are there any hazards within the parking lot?
3. ____ ____ Are there any potholes in the driveways or parking lots?
4. ____ ____ Are parking lot traffic signs in good condition and positioned easily for viewing?
5. ____ ____ Is the parking lot adequately marked and lighted?

Check for during winter months:

Yes No

6. ____ ____ Is snow removed promptly from parking lots?
7. ____ ____ Are ice and other slick spots within the parking area treated as soon as possible?

Sidewalks/Entryways/Miscellaneous:

Yes No

8. ____ ____ Are all walkways kept clear of loose gravel and other foreign material?
9. ____ ____ Are there any tripping hazards on the sidewalks, lawn or entryways?
10. ____ ____ Are the sidewalks and entryways adequately lighted?
11. ____ ____ Are sidewalks and steps free of raised cracks or chips?
12. ____ ____ Are handrails securely anchored?

13. _____ Is snow removed promptly from sidewalks, and entryways?
14. _____ Are ice and other slick spots treated as soon as possible?
15. _____ Is snow and ice removed immediately from doorways and walkways?

Final Notes/Comments:

PLAYGROUND SAFETY CHECKLIST

Required checklist to be completed by a custodian on a monthly basis

School: _____ Date: _____ Completed by: _____

Check Yes/No: (If no, please explain by using the note portion or Action Taken Key)

Action Taken Key:
(R) – Repair the Problem
(B) – Barricade/Close Area
(S) – Notify Supervisor

Surfacing:

- | | Yes | No | |
|----|-------|-------|--|
| 1. | _____ | _____ | Is the loose-fill surfacing material free of foreign objects or debris? |
| 2. | _____ | _____ | Is the loose-fill surfacing material loose and un-compacted? |
| 3. | _____ | _____ | Is the loose-fill surfacing material of sufficient depth? (12” under heavy use areas such as under swings or ends of slides) |

General Hazards:

- | | Yes | No | |
|----|-------|-------|---|
| 4. | _____ | _____ | Is all the equipment free of sharp points, or dangerous corners or edges? |
| 5. | _____ | _____ | Are all hazardous protrusions and projections, such as bars or bolts, removed? |
| 6. | _____ | _____ | Are all pipe ends covered with undamaged protective caps or plugs? |
| 7. | _____ | _____ | Is there any dangerous hardware, like open “S” hooks, or protruding parts? |
| 8. | _____ | _____ | Have you ensured that there are no pinch, crush, shearing points or any exposed moving parts? |
| 9. | _____ | _____ | Is the playground area free of any trip hazards, such as exposed footings and anchoring devices, or rocks, roots and other environmental obstacles? |

Deterioration of the Equipment:

Yes No

10. _____ Is all the equipment free of rust, rot, cracks, or splinters – especially where it comes in contact with the ground?

11. _____ Are all components on the playground equipment unbroken and in good condition? (Examples: handrails, guardrails, barriers, steps/rungs of ladders)

12. _____ Are all fences, benches, and signs on the playground in an undamaged condition?

13. _____ Is all equipment securely anchored?

Security of Hardware:

Yes No

14. _____ Are all fastening devices and connections, such as S-hooks and chains, secure and in good condition?

15. _____ Are moving components, such as swing hangers, swing rings or nets, unworn and safe?

Drainage:

Yes No

16. _____ Does the entire play area have satisfactory drainage, especially in heavy use areas such as under swings and slide areas?

General Up-Keep of Playground:

Yes No

17. _____ Is the entire playground free from miscellaneous debris or litter such as branches, cans, glass, animal waste, etc.?

Final Notes or Comments:

EMERGENCY LIGHT TEST INSPECTION

Required checklist to be completed by a custodian on a **monthly** basis

School: _____ Date: _____ Checked by: _____

1. Conduct the “Push Button” Test for every Emergency Light in the building.

Press and hold the “Test” button for 30 seconds. If the device does not light, the lamps are dim, or it fails to light at full brilliance for 30 seconds, the unit should be serviced, repaired, or replaced.

Final Notes or Comments:

Preventative Maintenance – Kaivac

Floor Squeegee:

1. Check condition of rubber squeegee blades and wheels on the floor tool
2. Rough floor surfaces will cause the blades and wheels to wear out more quickly. Replace as necessary.

Spray Gun:

1. Check spray pattern. If a spray pattern will not pinpoint, clean orifice by removing it with an allen wrench and flushing. Replace if not pinpointing.

Pressure Hose:

1. Wipe clean after every use.
2. Check for cuts or frays in the hose jacket, particularly at the end of the fittings. Replace hose if cuts are found.

Water Tank:

1. Check condition of filter in water tank. Clean as needed.
2. Empty the water tank to prevent mildew and bacteria growth. Empty tank by dipping the vacuum hose onto the water tank and transferring the water to the vacuum tank.

Vacuum Tank:

1. Empty and flush vacuum tank.
2. Clean and disinfect.
3. Check the float shutoff screen to be sure it is not plugged up. A plugged filter screen restricts airflow and results in reduced suction.

Leaks:

1. Be alert for leaks around hoses, fittings, spray wand, tanks, or elsewhere.
2. Discontinue use until leaks are repaired

Electrical System:

1. The GFCI must be tested before each use.
2. Electrical cords must be inspected for tears or cuts in the insulation.

Battery Maintenance

TIP: For best battery performance, keep batteries charged at all times. Do not let them sit in a discharged condition.

WARNING! Batteries are dangerous! Batteries emit hydrogen gas and an explosion or fire can result. Keep sparks and fire away from batteries at ALL times.

1. Whenever servicing batteries, be sure to wear protective gloves. Avoid contact with battery acid at all times.
2. Always follow the battery charging directions.
3. Keep battery tops and terminals free from corrosion. A strong solution of baking soda and water is the best way to keep the batteries corrosion free.
IMPORTANT: Do not allow the baking soda/water solution to enter the battery cells!
4. Use a wire brush with the baking soda solution to properly clean the battery posts and connections.
5. Check battery connections for wear and loose terminals. Replace if necessary.

ATTENTION: To prolong the life of the batteries and to provide optimum machine performance, ONLY recharge the batteries after a total of 30 minutes of use or more. Do not leave batteries discharged for lengthy periods.

Battery Charging



TIP: For best battery performance, keep batteries charged at all times. Do not let them sit in a discharged condition.

WARNING! Use only approved chargers with the following specifications:

- 1) Automatic shut-off circuit
- 2) Deep cycle charging
- 3) Output current of 9-20 amps
- 4) Output voltage of 24 volts

WARNING! Batteries are dangerous! Batteries emit hydrogen gas and an explosion or fire can result. Keep sparks and fire away from batteries at ALL times.

1. When charging the machine, make sure the battery compartment is left open.
2. Place the charger and the scrubber in a well-ventilated area.
3. Turn the machine OFF.
4. Open the hinged recovery tank to expose the battery compartment. Unplug the battery pack from the machine.
5. Check the fluid level in each battery cell. Do not charge batteries unless the fluid is slightly covering the battery plates. Do not overfill the batteries. Overfilling may cause the batteries to overflow during charging due to expansion. Replace the caps prior to charging.
6. **FIRST**, plug the red connector on the approved charger into the red connector of the battery pack. **SECOND**, plug the approved charger into a grounded wall outlet. **(Do NOT plug the charger into the wall outlet first.)**
7. Flip up the recovery tank “kickstand” and gently lay the recovery tank down until it rests on the stand.
8. The charger will automatically begin to charge the batteries. It will automatically shut down once the batteries are fully charged.
9. Upon completion of charging, first unplug the charger from the wall outlet, and then disconnect the charger from the machine.
10. Check the battery level after charging is complete. If fluid level is low, add distilled water to bring the fluid level up to the bottom of the sight tubes. Replace the caps and wipe the batteries down with a towel.

Fire Alarm Instructions

If the Fire Alarm Sounds:

1. Return to Alarm Panel located in the Boiler Room IMMEDIATELY
2. Press “Fire Alarm Ack” and then review the LED panel to determine where the Alarm is indicating a Fire. DO NOT silence the Alarm at this point, but immediately proceed to where the Fire is indicated and determine if there actually is a fire or not.

If a Fire **DOES** Exists:

1. Call 911 immediately and evacuate any people in the building and yourself and wait for the Fire Department. If the fire is containable and using a Fire Extinguisher would put the fire out, then proceed to do so.
2. Call Nate Noel immediately and make him aware of the situation.
Office – 563-285-3320
Cell – 563-370-1513
3. Call the building principal immediately.
4. Call Head Custodian

If Fire **DOES NOT** Exist:

1. Return to Alarm Panel and Press “**Fire Alarm Ack**”, then “**Alarm Silence**”. This will only Silence the Alarm, the strobe lights will still be flashing.
2. Using the Key inserted in the Alarm Panel keyhole itself, return to the pulled Fire Alarm Box and using this key, open the box to reset the handle, then re-lock the box.
3. Return to the Alarm Panel and Press “**Fire Alarm Ack**”, then “**Alarm Silence**”, and last, “**System Reset**”.

Note: It will take approximately 60 seconds for the Alarm Strobe lights to shut off and the system to complete its reset

4. Make any people in or out of the building aware that it is safe to return back into the building now.
2. Return the Alarm key back to the Alarm Panel keyhole.

Note: To purposely set off the Fire Alarm, Press and Hold #1 on the Alarm Panel until the Fire Alarm sounds on.

Locker Combination Change Procedure (Jr. High and High School)

Note: Immediately following the last day of school, all Hallway and Gym lockers must have their combination changed and recorded ASAP.

1. Open up all locker doors and remove any remaining contents, then clean the inside and outside of the lockers. For gym lockers use the power washer to clean all lockers inside and out.
2. Insert the appropriate locker key and turn right until the latch is open (leave key in and the latch open). **Note: Key F148 opens all new style lockers and key F128 opens all old style lockers.**
3. Turn the combo dial right and stop on Zero.
4. Depress and hold the combo reset button and slowly turn the dial to the right, releasing the combo reset button simultaneously. You continue to slowly turn the dial until you feel/hear it click (note: you should not pass zero again). Once the combo has clicked, the combination has moved to the next combination within the 5 year rotation.
5. Turn the locker key back to the 12:00 position and remove it.
6. Test the new locker combination and mark the locker combo list as completed once it has been verified that the combination was successfully changed to the appropriate rotation schedule.

Note: Sometimes the combination will jump past the next combination to be used, if this occurs then perform steps 2-5 again multiple times until it has landed on the correct combination rotation scheduled for the next school year.

7. Report to Guidance Counselor Secretary (Jr. High & High School) once all Hallway lockers have had their combinations changed. For Gymnasium lockers, report to the gym teacher(s).

Note: If bad locks were replaced with new locks, be sure to log this in the Locker Combo books accordingly and report this also to the Guidance Counselor Secretary (Jr. High & High School).

To: All Staff

From: Nate Noel

Re: Smoke Free Campus

This is just a friendly reminder that North Scott Community School District is a “smoke-free” campus. You’re not allowed to light up anywhere on campus per school board policy. Please do not place yourself in a situation requiring formal reprimand.

Sincerely,
Nate Noel
Custodial Supervisor
North Scott Community School District

Acknowledgement of Receipt and Understanding

I, the undersigned, do hereby acknowledge the receipt of the North Scott Community Schools Custodial Handbook. I have read and understand this document in its entirety. I understand what is expected of me as an employee and will do my utmost to follow these guidelines.

Print Name: _____

Signature: _____

Date: _____

The original copy of the acknowledgment form will be kept in each employee's personnel file. Please return this form to the Administration Building no later than the end of business day Thursday, August 22, 2024. Keep the handbook for your reference.