



Loudoun County Public Schools Custodial Handbook



Contents

EMPLOYEE HANDBOOK	5
INTRODUCTION TO CUSTODIAL SERVICES	5
Lead Head Custodian	5
Head Custodian	5
Daytime Custodian	6
Mid-shift Custodian	6
Evening Custodians	6
Substitute Custodians.....	7
Athletic Custodians.....	7
Custodian Apprentices	7
CUSTODIAL SHIFTS	7
Elementary schools.....	7
Middle schools.....	7
High schools	8
CUSTODIAL RESPONSIBILITIES.....	8
FACILITIES OPERATIONS – PRINCIPAL/BUILDING ADMINISTRATOR RESPONSIBILITIES.....	9
ASSIGNMENTS AND TRANSFERS	11
Job Postings	11
Interviews.....	12
Selections	12
Interview Documentation	13
PowerSchool Process	13
Daytime Shift Custodian Assignments	14
Substitute Custodian Assignments.....	14
Transfers	14
EVALUATIONS	14
TIME AND ATTENDANCE	14
ANNUAL LEAVE	15
SICK LEAVE	15
WORK ASSIGNMENTS	16
Daytime Custodian Responsibilities	16
Mid-shift Custodian Responsibilities.....	16
Evening shift Custodian responsibilities.....	16
TEAM / CLEANING RESPONSIBILITIES – SHORT STAFF CLEANING.....	17

Light Duty Specialist	17
Vacuum Specialist	17
Restroom Specialist	17
Utility Specialist	18
SUMMER, SPRING, AND WINTER BREAK	18
DELAYED OPENING AND SNOW DAYS.....	18
Essential Staff.....	18
Snow Removal.....	18
School Emergencies.....	19
INJURIES	19
CELL PHONES AND MUSIC DEVICES.....	19
MEAL BREAKS	19
UNIFORMS.....	19
SAFETY GUIDELINES.....	20
PEST MANAGEMENT PROGRAM	20
PEST MANAGMENT.....	21
Pest Logbook Process (located in front office of all schools)	21
Process for setting and placing traps.....	21
Process for tracking, placing, and baiting traps	21
Responsibilities.....	21
Integrated Pest Management Vocabulary	22
Pest Tolerance.....	23
BUILDING CHECKS	23
SCHOOL, COMMUNITY, AND PARKS AND RECREATION SERVICE (PRCS) EVENTS	23
Building/Grounds Supervision	23
Event duties for Custodian on duty.....	23
Event cleaning for Custodian on duty.....	24
General.....	25
WORK REQUEST PROCESS.....	25
RECYCLING PROGRAM.....	25
Responsibilities.....	26
Collection.....	26
Procedures.....	27
Fluorescent light tubes and bulb recycling	27
CLEANING AND CARE OF WHITE BOARDS	27
THINGS CUSTODIANS MUST DO TO HELP SAVE ENERGY.....	27

AFTER HOURS EMERGENCY PROCEDURES 28
 What is a facility emergency?..... 28
 After hours emergency process..... 28
 Emergency phone numbers..... 29
CUSTODIAN STAFFING ISSUES AND COMPLAINTS..... 29
IMPORTANT CONTACT INFORMATION – Voice/Text, E-mail 29

EMPLOYEE HANDBOOK

All employees are expected to read the Loudoun County Public School (LCPS) Employee Handbook annually. It is located on the LCPS website, and all custodians will sign a printed acknowledgment of their reading of the LCPS Employee Handbook.

DISCLAIMER

None of the standards or information in the custodial or Employee Handbook confer any rights or privileges on any employee, nor do they serve as an employment contract between the School Board and employee. The Employee and Custodial Handbook should not be considered as the only or final source of information to employees. The most updated version of School Board policies is located on LCPS website www.lcps.org. The school board and Administration are committed to constantly reviewing all benefits and policies and will from time to time change the information present in this Custodial Handbook.

INTRODUCTION TO CUSTODIAL SERVICES

Custodial Services are provided to all schools and administrative facilities in LCPS. Custodial Services are administered by the Facilities Operations Department and are locally supervised by the school Principal or Building Administrator. This practice has proven effective by centrally hiring and training new custodial personnel, facilitating the transfer of Custodians, and coordinating the interview and selection of Head Custodians. The central procurement and distribution of custodial supplies and equipment has also proven cost effective and ensures schools have functioning equipment and adequate supplies to perform custodial tasks.

Custodial Services are provided to each school and location by the following eight positions.

Lead Head Custodian

Responsible for training, coordinating, monitoring, and quality control of all custodial work performed in Loudoun County Public Schools. Recommends to the Director, Facilities Operations, Custodial Operations Supervisor, and Custodial Services Coordinator, those individuals who should be hired as Custodians filling part and full-time positions. Actively assists in coordinating substitute custodian assignments, which cover absences of regularly assigned Custodians. Recommends changes and improvements to custodial practices, equipment, and products to the Custodial Operations Supervisor. Serves as a professional and technical source of guidance to current Head Custodians. Examples of duties include:

- Conducts and oversees training for newly hired Custodians,
- Conducts and coordinates periodic advanced custodial training,
- Coordinates training by vendors for new equipment or cleaning products,
- Observes the performance of Head Custodians and evening Custodians, providing guidance and improvement training,
- Performs quality control and safety monitoring with custodial personnel,
- Works with Director, Facilities, Custodial Operations Supervisor, and Custodial Services Coordinator in developing improved work processes, product evaluation, and custodial supply needs, and
- Ability to perform the duties of a Head Custodian in their absence.

Head Custodian

Working leader of the school or administrative facility custodial team and during the school year. For schools with four or more total Custodians, the Head Custodian works the evening shift. The Head Custodian is selected for both their supervisory ability and their technical knowledge and abilities. They develop and assign

cleaning tasks during the school year and during the summer period develops and leads the summer cleaning schedule. The Head Custodian is responsible for the leadership, daily oversight, assignment of duties, and mentorship of the custodial staff.

They also recommend corrective action to administrators and Lead Head Custodians. They are responsible for the maintenance of all equipment, building and grounds of the school/building and campus. All duties of the daytime and evening Custodians are the responsibility of the Head Custodian to ensure the direction, completion and timeliness of all duties required by all Custodians. The Head Custodian is responsible to secure the building at night and to ensure that building checks are performed before noon. The Head Custodian will have an LCPS email address and is required to check and respond to their email daily when at work. The LCPS official email address is the only authorized email address for communication purposes to all staff and outside parties while representing LCPS in any capacity on all issues.

Daytime Custodian

The daytime Custodian is normally responsible for opening the school or administrative facility in the morning and performing functions listed in the Work Assignments. The daytime Custodian must be able to read and communicate in English so that they can interface with the Principal/Building Administrator, staff, and visitors that they will encounter in performing their duties. They will have displayed initiative and abilities while serving as an evening Custodian in many cases. The Principal/Building Administrator will select the Custodian from their existing staff or from a pool of candidates identified through the on-line application process. All schools will have one daytime Custodian. The shift hours are established by the principal and are eight and one-half (8 ½) hours in duration, eight work hours and ½ hour unpaid lunch. This shift will start early enough to permit the building to be opened prior to teacher arrival and to ensure that heat or air conditioning systems are operating. The daytime shift should be scheduled to end at or near student dismissal. In schools that have fewer than four total Custodians, the Head Custodian may serve as the daytime Custodian.

Mid-shift Custodian

High school and middle school Principals may establish a mid-shift for a second Custodian to assist with lunch duties. The mid-shift should start no earlier than 30 minutes before the first lunch period and is an eight and one-half (8 ½) hours in duration. Assigning any more than two Custodians to a daytime shift in high and middle schools will compromise the ability of the remaining Custodians to accomplish all necessary cleaning during the evening shift. The Custodian working the mid-shift will also have cleaning responsibilities during the evening shift.

Evening Custodians

Evening Custodians will work the evening shift cleaning and preparing the school for the next instructional day. A Custodian will normally start their employment with LCPS as an evening Custodian. Evening shift hours are established by the Principal/Building Administrator, in concert with the Facilities Operations staff and should begin no more than 30 minutes before student dismissal but not before 2:00 pm. The closer to dismissal that the shift starts, the more time will be available for cleaning. All Custodians start the shift together and end together. The evening shift is eight hours in duration. Included in this shift is a 30-minute paid lunch. There is no shift differential for working the evening shift. In schools with four or more total Custodians, the Head Custodian is the working leader of the evening shift. The evening shift is responsible for ensuring that all exterior doors are locked, securely closed, and that the security alarm is activated when they complete their shift.

Substitute Custodians

Facilities Operations maintains a pool of Custodians able to be temporarily assigned to schools to augment the custodial staff during personnel shortages. Substitute Custodians are assigned on a daily basis and prioritized based on the relative need of a school in relation to the entire division.

Athletic Custodians

This position is found only at high schools and is responsible for maintaining competition and practice athletic fields (maintaining turf, mowing grass, preparing for competition, and cleaning up after competitions); mopping gyms; cleaning bleachers; and cleaning athletic offices, team locker rooms, training rooms, multi-purpose rooms, and the weight room. The Athletic Custodian is responsible for setting up and taking down support equipment for indoor/outdoor athletic events and for maintaining the athletic area.

The daily shift hours of the Athletic Custodian will vary so that they are on campus to support athletic events as part of their shift. Unlike the rest of the custodial positions, the Athletic Custodian works directly for the School Administration.

Custodian Apprentices

This position title refers to all newly hired custodial employees that haven't been selected for a full-time Custodian position. Immediately after being hired, Custodian Apprentices will enter the Custodial Training Program. During this two-week program, Custodian Apprentices will be trained on all aspects of the LCPS custodial program and upon successful completion will be considered technically proficient and able to compete for selection in any LCPS Custodian position.

Custodian Apprentices are considered part-time employees until they apply for and are selected for a full-time Custodian position. Custodian Apprentices are allowed to remain Custodian Apprentices as long as desired but will not receive LCPS benefits until selected for a full-time Custodian position. During this timeframe Custodian Apprentices will be assigned to schools with the greatest need for custodial support.

CUSTODIAL SHIFTS

Custodial personnel are assigned to LCPS facilities based on a staffing standard of one custodial person for 20,000 gross square feet of building area. Within this allotment, one of the persons assigned to a facility will be formally selected and appointed as the Head Custodian, the remainder of the assigned personnel will be Custodians assigned as either daytime, mid-shift, or evening shift. Below is a breakdown of the assignments.

Elementary schools

- One Head Custodian
- One daytime Custodian
- Remainder of the Custodians assigned to the school will work the evening shift
- In elementary schools with three or more total Custodians, Head Custodian works the evening shift

Middle schools

- One Head Custodian (works the evening shift)
- One daytime custodian
- One mid-shift custodian (optional)
- Remainder of the Custodians assigned to the school will work the evening shift

High schools

- One Head Custodian (works the evening shift)
- Two daytime Custodians (staggered start time is optional)
- One mid-shift custodian (optional)
- Remainder of the Custodians assigned to the school will work the evening shift

CUSTODIAL RESPONSIBILITIES

Director, Facilities Operations – Budget Manager for all custodial personnel, custodial overtime, custodial equipment, and consumable supplies. Responsible for oversight of Custodial Program.

Custodial Operations Supervisor – Responsible for custodial personnel management and recommending individuals for employment as Substitute Custodians and Apprentice Custodians. Assists Principal/Building Administrators in Head Custodian selections and resolving personnel issues. Responsible for researching current trends, processes and equipment and adapting those which are effective and efficient for Loudoun County Public Schools. Responsible for custodial training and the daily assignment of Substitute Custodians.

Custodial Services Coordinator – Responsible for providing technical guidance to Lead Head Custodians, Head Custodians, Custodians, Substitute Custodians, Apprentice Custodians, and Athletic Custodians. Evaluates new custodial equipment and products and makes purchase recommendations. Responsible for providing custodial equipment and supplies for new schools.

Principals/Building Administrators – Responsible for onsite direction and supervision of the Custodians assigned to their school or administrative facility and for the cleanliness and maintenance of their facility. Obtains support for unusual personnel issues from the Custodial Operations Supervisor and/or Custodial Services Coordinator. Responsible for the care and efficient use of custodial equipment and supplies. Requests replacement equipment, equipment repairs, and consumable supplies from the Facilities Operations Department as needed.

FACILITIES OPERATIONS – PRINCIPAL/BUILDING ADMINISTRATOR RESPONSIBILITIES

STAFFING	
Head Custodians	Facilities Operations – Provides the list of qualified candidates to Principal/Building Administrator, participates on interview panel, and submits hiring request.
	Principal/Building Administrator - Selects candidates to be interviewed from the list of qualified candidates and participates on interview panel.
Custodians	Facilities Operations – Provides the list of qualified candidates to Principal/Building Administrator or designated representative, participates on interview panel, and submits hiring request.
	Principal/Building Administrator – Selects candidates to be interviewed from the list of qualified candidates and participates on interview panel.
Substitute Custodians	Facilities Operations
Athletic Custodians	School Administration
Custodian Apprentices	Facilities Operations
Separations/Job Abandonment	School Administration
TIMECARDS	
Head Custodians	Facilities Operations – Reviews and approves all overtime and extra hours, reviews and approves all timecards.
	Principal/Building Administrator – Enforces onsite timekeeping, process paper timecards into Oracle. All overtime and extra hours must be approved by Facilities Operations.
Custodians	Facilities Operations – Reviews and approves all overtime and extra hours, reviews and approves all timecards.
	Principal/Building Administrator – Enforces onsite timekeeping, process paper timecards in Oracle. All overtime and extra hours must be approved by Facilities Operations.
Substitute Custodians	Facilities Operations – Completes and approves.
Athletic Custodians	Facilities Operations – Reviews and approves all overtime and extra hours.
	School Administration – Completes and approves. All overtime and extra hours must be approved by Facilities.
Custodian Apprentices	Facilities Operations
LEAVE APPROVAL	
Head Custodians	Principal/Building Administrator
Custodians	Principal/Building Administrator
Substitute Custodians	Facilities Operations
Athletic Custodians	School Administration
Custodian Apprentices	Facilities Operations
EVALUATIONS	
Head Custodians	Principal/Building Administrator
Custodians	Principal/Building Administrator
Substitute Custodians	Facilities Operations
Athletic Custodians	School Administration

DISCIPLINE/PERFORMANCE	
Head Custodians	Facilities Operations – Routinely monitors technical performance of custodial duties. If Facilities Operations becomes aware of an issue regarding discipline and/or performance, the issue will be escalated to Principal/Building Administrator for action.
	Principal/Building Administrator – Administers all discipline and/or performance related matters and carbon copies Facilities Operations on all memos provided to employees.
Custodians	Facilities Operations – Routinely monitors technical performance of custodial duties. If Facilities Operations becomes aware of an issue regarding discipline and/or performance, the issue will be escalated to School Administration for action.
	Principal/Building Administrator – Administers all discipline and/or performance related matters and carbon copies Facilities Operations on all memos provided to employees.
Substitute Custodians	Facilities Operations
Athletic Custodians	School Administration
OTHER FUNCTIONS	
Pest Management	Facilities Operations – Provides technical assistance to all school-based staff and manages the pest control contract.
	Principal/Building Administrator – Responsible for preventive measures, logging activity, and requesting contracted support.
Summer Cleaning Schedule	Facilities Operations – Provides technical assistance and reviews all summer cleaning schedules.
	Principal/Building Administrator – Develops summer cleaning schedule and manages summer staffing.
Snow Removal	Facilities Operations – Provides direction on initial event snow clearing
	Principal/Building Administrator – Responsible for ongoing snow/ice removal after initial event snow clearing.
Grounds Maintenance	Facilities Operations – At Elementary and Middle Schools provides all mowing outside of the fire lane, yearly playground mulch replacement, and tree maintenance for limbs over 10 feet off the ground or over 2 ½ inches in diameter.
	Principal/Building Administrator – Responsible for all ground maintenance inside the fire lane and parking lots, weekly playground mulch maintenance, flower beds, and tree maintenance for limbs less than 10 feet off the ground or under 2 ½ inches in diameter.

ASSIGNMENTS AND TRANSFERS

Current LCPS custodial employees in good standing are afforded the opportunity to apply for other custodial positions throughout the division. Existing LCPS employees can apply to open vacancies posted on the LCPS Careers Website, <https://lcps.tedk12.com/hire/index.aspx>.



Job Postings

All Lead Head Custodians, Head Custodians, Custodians, Substitute Custodians, and Apprentice Custodians vacancies will be posted until filled and reviewed per the following:

- Lead Head Custodian
 - Fifteen business days after the date of posting, Facilities Operations will generate the candidate list for Director, Facilities Operations review and interview scheduling.
 - If no applications are received with the first 15 business days, the job posting will remain open until 10 business days after the first application is received. Facilities Operations will generate a list of all qualified candidates for the Director, Facilities Operations review and interview scheduling.
 - Once the candidate list is forwarded to the Director, Facilities Operations, new applications will not be considered.
- Head Custodian
 - Fifteen business days after the date of posting, Facilities Operations will generate a list of all qualified candidates and forward it to the Principal/Building Administrator for review and interview scheduling.
 - If no applications are received with the first 15 business days, the job posting will remain open until 10 business days after the first application is received. Facilities Operations will then generate a list of all qualified candidates and forward it to the Principal/Building Administrator for review and interview scheduling.
 - Once the candidate list is forwarded to the Principal/Building Administrator, new applications will not be considered.
- Custodian
 - This position will be posted for internal, current Custodians only.
 - Five business days after the receipt of the first application, Facilities Operations will generate a list of all qualified candidates and forward it to the Principal/Building Administrator for review and interview scheduling.
 - Once the candidate list is forwarded to the Principal/Building Administrator, new applications will not be considered.
- Substitute Custodian
 - Applications will be reviewed upon receipt with positions offered to qualified applicants on a first come – first served basis.
- Athletic Custodian
 - Positions are managed by the school staff and shall follow the hiring practices of the responsible school.

Interviews

- Lead Head Custodian, Head Custodian, Custodian, Substitute Custodian, and Custodian Apprentice interviews will be conducted per the following:
 - Interviews shall be conducted within five days of receipt of the candidate list.
 - Principals/Building Administrators are responsible for coordinating the interviews of their Head Custodian and Custodians in conjunction with Facilities Operations.
 - The Custodial Operations Supervisor is responsible for coordinating the interviews of Lead Head Custodians, Substitute Custodians, and Apprentice Custodians.
 - A Facilities Operations Lead Head Custodian shall participate in all Custodian interviews. If due to scheduling a Lead Head Custodian is not available, the Custodial Operations Supervisor or Custodial Services Coordinator will support.
 - Facilities Operations will provide a list of baseline questions in English and Spanish for use during the interviews.
 - The entire candidate pool does not need to be interviewed if there are four or more candidates but to ensure adequate competition at least three candidates must be interviewed. If there are three or fewer candidates, all candidates must be interviewed.
- Athletic Custodian positions are managed by the school staff and shall follow the hiring practices of the responsible school.

Selections

- Lead Head Custodian, Head Custodian, Custodian, and Substitute Custodian vacancy selections will be completed per the following:
 - The Director, Facilities Operations is the selection official for all Lead Head Custodian, Head Custodian, Custodian, Substitute Custodian, and Custodian Apprentice positions and makes hiring selections based on feedback and recommendations from the Principal/Building Administrator and the Custodial Operations Supervisor.
 - To ensure adequate competition for Custodian, Head Custodian, and Lead Head Custodian positions, at least three candidates from the candidate list must be interviewed. If there are less than three candidates, all candidates must be interviewed.
 - Substitute Custodian positions will be offered to qualified applicants on a first come – first served basis.
 - During Custodian interviews, the Principal/Building Administrator must recommend both a primary and alternate candidate, if there is more than one candidate, from the candidate list. If a candidate declines the position, the declining candidate will be ineligible for a new placement for six months. If both the primary and alternate candidates decline the position, Facilities Operations will confer with the Principal/Building Administrator to determine the priority order of the remainder of the candidates on the candidate list. If all candidates on the candidate list decline the position, the vacancy will be reposted or refreshed.
 - During Head and Lead Head Custodian interviews, if a qualified candidate is not found, a selection is not required and the vacancy will be reposted or refreshed, and all candidates on candidate list will be rejected. Once a candidate is rejected, they will not be eligible for hiring under the current job posting.
 - Current non-custodial LCPS employees are eligible to apply for full-time Substitute Custodian positions and if selected will be immediately enrolled into the custodial training program. If the applicant was a LCPS Custodian in the previous 24 months, completion of the training program is not required.
 - Former LCPS Custodians that separated in good standing within the previous five years can be

rehired into a Substitute Custodian or Custodian position and do not need to recomplete the custodial training program. Former LCPS Custodians that separated in good standing more than five years ago can be hired as a Custodian Apprentice and will need to recomplete the custodial training program.

- Athletic Custodian positions are managed by the school staff and shall follow the hiring practices of the responsible school.

Interview Documentation

- All Lead Head Custodian, Head Custodian, and Custodian vacancy interviews will be documented per the following:
 - Each member of the interview panel must complete an appraisal of the candidate's responses and potential for hire.
 - Following the completion of each Head Custodian and Custodian interview, the Principal/Building Administrator shall submit all interview panel candidate appraisals along with their recommendations for the primary and alternate selections to Facilities Operations for inclusion into hiring records.
 - Following the completion of each Lead Head Custodian interview, the Custodial Operations Supervisor shall submit all interview panel candidate appraisals along with their recommendations for the primary and alternate selections to Facilities Operations for inclusion into hiring records.
 - If Facilities Operations does not agree with the Principal/Building Administrator's recommendation for hire, the Director, Facilities Operations is the hiring authority and will make the hiring decision.
- Athletic Custodian positions are managed by the School Administration and shall follow the hiring practices of the responsible school.

PowerSchool Process

- Lead Head Custodian, Head Custodian, Custodian, and Substitute Custodian vacancies will administer in PowerSchool per the following:
 - Step 1 – Facilities Operations identifies and coordinates posting of all vacancies on the LCPS Careers Page.
 - Step 2 – After the required posting durations, per above, Facilities Operations will review the candidate pool in PowerSchool and forward the listing of all qualified applicants to the Principal/Building Administrator.
 - Step 3 – After completion of interviews, Facilities Operations will enter interviews into PowerSchool.
 - Step 4 – Facilities Operations will send an email hiring request to HRTD noting the selected candidate.
 - Step 5 – HRTD will extend the offer and provide Facilities Operations updates on the offer acceptance.
 - Step 6 – If an offer is accepted, Facilities Operations will provide HRTD a start date for the selected candidate, the posting will be closed, and applicants not selected will be notified.
- Athletic Custodian positions are managed by the school staff and shall follow the hiring practices of the responsible school.

Daytime Shift Custodian Assignments

Daytime and evening shifts assignments are made at the discretion of the Principal/Building Administrator as daytime shifts have slightly different responsibilities than evening shifts. Personnel assigned to the daytime shift must be able to complete the following: lifting cafeteria tables, proficient operation of exterior lawn maintenance and snow removal equipment, able to climb and work from ladders, be able to communicate effectively with School/Building Administration and be able to report work in inclement weather. Attendance is a critical factor and custodians who are not able to meet the schools' expectations as a daytime custodian may/will be assigned to an evening position or a Substitute Custodian.

Substitute Custodian Assignments

Substitute Custodians are assigned daily and prioritized based on the relative need of a school in relation to the entire division. The current custodial staffing priorities are as follows:

1. Small Elementary Schools (Aldie, Banneker, Hamilton, Lincoln, Waterford)
2. Elementary Schools with (1) or more Custodian or Head Custodian absences
3. Middle Schools with greater than (1) or more Custodian or Head Custodian absences
4. High Schools with greater than (2) or more Custodian or Head Custodian absences
5. Administrative Support Building with (1) or more Custodian or Head Custodian absences

Transfers

- All Head Custodians, Custodians, and Substitute Custodians should serve at least six months in their current position and be in good standing before being eligible to apply to any like grade vacant position outside of their current school.
- Custodians, at the discretion of the school Principal/Building Administrator, can transfer to/from daytime and evening positions within their school provided they meet all the requirements of the position.

EVALUATIONS

All new employees will be evaluated during and at the end of their training period. All new employees are on a six-month probationary period once they receive a permanent assignment. All new employees will be evaluated annually for the first three years, after which they will be evaluated on a three-year cycle. If a Custodian transfers to a new position, they will be evaluated for the first three years at their new position and then every three years. If a Custodian receives a "Needs Improvement" evaluation, then they may be evaluated more often at the decision of the Principal/Building Administrator. If they receive an "unsatisfactory" on their annual evaluation, they may not receive a step increase or may be terminated.

TIME AND ATTENDANCE

Custodians document hours worked through utilization of paper timecards. All personnel shall punch in at the beginning of the shift (no more than seven minutes early) and punch out at the end of their shift, not before. Custodians who punch in late for their shift or leave earlier than their shift will be considered late or absent and subject to counselling or reprimand. Under **NO** circumstances shall anyone punch in or out for anyone else at any time, for any reason. This is a serious offense that may result in disciplinary action up to and including termination. All Custodians receive a 30-minute lunch/dinner break when working an 8 or 8 1/2-hour shift. If a Custodian leaves the building/property, they must punch out when they leave and then punch back in upon arrival. Personnel are only allowed to leave the premises for 30 minutes for lunch/dinner break.

Due to the operational needs of the school, Daytime Custodian(s) punctuality and attendance is essential.

Daytime Custodians that are not able to perform at the level expected by their school's administration may be moved from the daytime shift to an evening shift at their current or another school with a two-week notice.

ANNUAL LEAVE

Full-time Custodians accrue annual leave time. All annual leave time must be communicated to the Head Custodian and then approved by the Principal/Building Administrator. Annual leave for more than two days at a time during summer break may not be approved until your building is at least 80% finished. Annual leave may not exceed the amount of accrued annual leave time without the approval of the Principal/Building Administrator. Accrued annual leave time can be found on the pay stub and in your Employee Self-Service portal.

SICK LEAVE

LCPS has established a sick leave plan for full-time employees. This plan includes provisions for personal illness, family illness or death, other deaths, and other sick days, as defined in Section E of the LCPS policy 7712. Absences Covered:

- Personal illness is defined as incapacity to perform duties because of medical condition or confinement. An employee on sick leave may be required after three consecutive days absence to have verification from a licensed physician (or dentist) that he/she is unable to perform his/her duties because of a medical condition or confinement, or that he/she has a medical or dental check-up. A physician's excuse may also be requested by the immediate supervisor for patterns of sick leave taken by the employee or suspected abuse of the sick leave policy.
- Responsible use of sick leave is important to the effective and efficient operation of LCPS. When employees are absent, the ability of the division to provide high quality instruction to its students is often compromised. The division recognizes that illness is unavoidable and that there may be times when employees are unable to attend work; however, the division expects employees to use their leave benefit with discretion.
- Family Illness/Death. As used in this section, family of an employee as per LCPS Policy 7712.
- Misuse of Sick Leave. Employees who make excessive use of sick leave and/or who demonstrate a suspicious pattern of using sick leave may be subject to disciplinary action. The misuse of sick leave may result in termination of employment. At any time, the school administrator may request verification from a physician or dentist for each day's absence or appointment requested.
- Custodians must call into their school when reporting that they will be sick for the day(s). Unless otherwise directed by your Head Custodian or the school administrators, Custodians must call their schools front office and Head Custodian at least two hours before their shift. If the illness continues for more than just the one day, custodians must call each day they are sick until they produce a physician's note stating that they will be off for an extended (more than three days) period.
- Based on patterns or suspected misuse of your sick leave, a Custodian may be requested to provide a physician or dentists excuse/verification for each day of absence, or each appointment requested. If you are unable to provide documentation your time off will be coded as UNAPPROVED PERSONAL LEAVE versus SICK LEAVE and may be subject to disciplinary actions including termination.

WORK ASSIGNMENTS

Daytime Custodian Responsibilities

The Custodian working the dayshift is responsible for routinely performing the following functions:

- Deactivates alarm systems
- Open the school or administrative facility
- Open classrooms/offices
- Check building AND property for vandalism
- Pick up trash around building
- Make sure heat and air conditioning are working properly
- Unlock exterior doors for teachers' and students' arrival
- Prepare the cafeteria for lunch
- Clean up trash and spills during lunch
- Pick up tables and auto scrub cafeteria floor after lunch
- Dry mop hallways – twice a day – once after students arrive and once midday
- Check restrooms throughout the school day to make sure that all supplies are full
- Set up for special events that occur during the school day
- Clean up after student sickness or injury incidents
- Remove snow from sidewalks on school days
- Apply de-icing salt as needed
- Replace and recycle burned out light bulbs (elementary and middle schools)
- Grounds maintenance including but not limited to:
 - Grass mowing and edging
 - Hedge, shrub, and tree trimming
 - Spreading mulch
- Other duties as assigned by the Head Custodian and/or Principal/Building Administrator

Mid-shift Custodian Responsibilities

The Custodian working the mid-shift is responsible for routinely performing the following functions:

- Clean up trash and spills during lunch
- Pick up tables and auto scrub cafeteria floor after lunch
- After school hours, perform cleaning responsibilities assigned by head custodian
- As per the Principal/Building Administrator, landscaping duties as required.
- Other duties as assigned by the Head Custodian and/or Principal/Building Administrator

Evening shift Custodian responsibilities

The evening shift Custodians are responsible for cleaning the school or administrative facility so that it is ready for the next instructional or business day. These responsibilities include:

- Remove trash from classrooms and offices
- Pick up debris from floors
- Clean windows
- Clean marks from desks, chairs, and walls
- Vacuum classroom and office floors
- Clean and restocking restrooms

- Dust mop halls
- Clean stairwells
- Wet mop classrooms and halls to keep floors free of stains
- Clean stains from carpets
- Clean carpets
- Replace and recycle burnt out light bulbs (elementary and middle schools)
- Clean snow from sidewalks when school is closed for “Snow Days”
- Scrub and recoat floors when necessary
- Set-up and clean up for special evening events
- Supervise community use events that occur during the evening shift
- Close and lock interior doors as directed by the Principal/Building Administrator
- Ensure that all exterior doors are locked and securely closed at the end of the shift
- Activate security system
- Other duties as assigned by the Head Custodian and/or Principal/Building Administrator

TEAM / CLEANING RESPONSIBILITIES – SHORT STAFF CLEANING

Team cleaning is usually adopted when schools are short staffed. This allows each section to have the most important cleaning duties completed through the entire building.

Light Duty Specialist

- Empty the trash and recycling bins
- Dust horizontal surfaces (capture dust, don't move it around)
- Pick up large objects, paper clips, paper, and pencils from floor
- Spot clean door glass
- Spot clean horizontal and vertical surfaces
- Leave full trash bags in hallway for pick-up
- Spot mop as directed by Head Custodian

Vacuum Specialist

- Vacuum under trash cans AND all traffic areas
- Spot vacuum all other areas
- Vacuum crumbs and clean spills on furniture
- Reposition all furniture
- Turn off lights AND secure area upon completion of a room

Restroom Specialist

- Fill all dispensers
- Empty trash
- Clean and sanitize fixtures and floors
- Sweep and mop tile floors
- Turn off lights upon completion, lock doors as directed by Principal

Utility Specialist

- Check stairs and vacuum stairwells
- Pick up trash bags from hallway and take to dumpster
- Clean brass, glass, blinds, and carpets
- Handle light maintenance and any other specialty services
- Spot mop hallways and classrooms
- Replace burned out lights
- Replace damaged ceiling tile

The Head Custodian will normally perform the Utility Specialist duties and will also check rooms, ensure all lights are turned off, doors are locked, and building is secure. The Head Custodian will support and monitor community use functions as needed. In the case that an evening Custodian is absent, the Head Custodian will adjust assignments to ensure that all specialist duties are covered. If your school does not Team Clean, each individual Custodian is responsible for all duties within a specific area of responsibility.

SUMMER, SPRING, AND WINTER BREAK

All Custodians are expected to work the dayshift during the summer, spring, and winter breaks. In administrative buildings, schools that have summer schools, buildings being renovated, or buildings where summer programs are being held, the Principal/Building Administrator will establish shifts for working hours during the break. Custodians who work mid-shift or second shifts (mid-shift or evening) will be given reasonable notice (30 days) posted in the breakroom or time clock room if required to work a different shift than normal. Summer, spring, and winter break shifts and projects are essential duties requiring essential staff (all Custodians) to work different shifts than normal if requested.

During Summer Break all Custodians are expected to participate in both interior cleaning and exterior maintenance such as mowing, edging, bush trimming, and mulching.

DELAYED OPENING AND SNOW DAYS

Essential Staff

All custodial positions are considered essential staff and, in the winter, if a school opening is delayed, the daytime Custodian will report at normal time to remove snow and spread salt on icy sidewalk spots to prepare the school for student and staff arrival. The Facilities Operations maintenance team will plow and apply salt and sand to parking lots as necessary. Evening Custodians will report at their normal time.

If a school is closed for snow or ice, all Custodians are expected to report for the daytime shift or as directed by Facilities Operations if weather and road conditions don't allow for safe travel. Facilities Operations will communicate to Principal/Building Administrators and Head Custodians when Custodians shall report for work taking into consideration weather and road conditions.

As directed by the Head Custodian, Custodians will use plows, snow blowers, and shovels to remove snow from sidewalks and all entrances. Custodians who do not report to work during the day shift may not work during the evening shift and must use annual leave. Permission must be received from a school (Principal or Assistant Principal)/building administrator to be absent.

Snow Removal

Custodians are responsible for clearing snow and ice on sidewalks and school entrances using tractor-mounted plows, snow blowers, or snow shovels. Custodians may not operate tractor-mounted plows or snow blowers

until they have received training from the school's Head Custodian or Facilities Operations staff. For back safety, custodians must be careful not to overload their snow shovel.

Daytime Custodians should use ice melt sparingly and only on ice spots. Ice melt should not be used to melt snow. Snow must be shoveled or plowed.

School Emergencies

In the case of a building or equipment malfunction, Custodians may be required to come to work as called in by Facilities Operations, School/Building Administration, or the Head Custodian.

INJURIES

All injuries that occur during the normal workday must be reported to the Principal/Building Administrator or office staff. Injuries that occur after normal workday hours must be reported to the Principal/Building Administrator or office staff the next business day. Injuries should also be reported to the Head Custodian and/or the Lead Head Custodian. **Injured employees MUST use a provider on the Workers' Compensation Panel of Physicians.** If an injury happens after hours or the injury is an emergency, medical care should be rendered at the nearest Urgent Care or Emergency Room. All follow-up care must be with a provider on the Workers' Compensation Panel of Physicians. The Workers' Compensation Panel of Physicians is available in English and Spanish and is posted at each worksite. It is also available online at <https://www.lcps.org/Page/190203>. **Failure to see a Panel Physician may result in your claim being denied.**

CELL PHONES AND MUSIC DEVICES

Cell phones may not be used during work hours. Cell phones should be left in the Custodian's vehicle and only used during break mealtimes or in the event of an emergency. Listening to music during the work shift is at the discretion and approval of the Head Custodian and/or Principal/Building Administrator. If approved, music must be listened via a device that is not connected to the internet or a mobile wireless carrier, i.e., no streaming of music. Music must be downloaded and listened directly from the device's hard drive. Noise cancelling and/or headphones that sit on or cover the ear may not be used. To ensure personal safety as Custodians must be able to hear and be aware of surroundings in case of an emergency or they are called upon, earbud headphones can be used but in one ear only. Listening to music through speakers of any kind including the device speakers is not allowed for the safety and comfort of others who may not want to share or listen.

MEAL BREAKS

Custodians are limited to one 30-minute break per shift. Meal break starts when a Custodian stops working and ends when work resumes. If the Custodian leaves the school or administrative building to get their meal, they must punch out and punch back in after finishing their meal. If a Custodian leaves the school or administrative building, the 30-minute meal break includes travel time to get their food.

UNIFORMS

Custodians will be provided uniforms to wear during working hours once they are assigned to a permanent position. Principals/Building Administrator or supervisors have the discretion as to whether the wearing of uniforms is mandatory. Eleven sets of shirts and pants will be provided so that five sets can be turned in for laundering weekly.

Laundering of the uniforms is provided by the uniform rental company. Custodians are responsible for taking care of the uniforms that are provided to them to avoid damage. Minor repairs will be performed by the uniform company. Any repair or replacement that is due to negligence of the Custodian will be charged to the

employee. If a Custodian leaves LCPS, they are responsible for returning their uniforms before they leave. A Custodian's final paycheck will be docked for any uniforms not returned.

Wearing a hat inside the school must be approved by the Principal/Building Administrator and cannot have statements or logos endorsing drugs or activities or as determined by the School/Building Administration.

While a Custodian is in training, they will wear personal clothes. Clothes should be clean, suitable for work being performed, and cannot have logos or written statements endorsing illegal drugs or activities.

Custodians will be sent home for replacement clothes if their clothes or footwear are deemed inappropriate by the Principal/Building Administrator and the time will be recorded under annual leave.

SAFETY GUIDELINES

The following safe work practices must be followed by Custodians: Not following proper safety techniques may result in a Workman's Compensation claim being denied.

- Only use diluted chemicals from dispensing stations.
- Do not mix two different chemicals into a single solution.
- Label all containers/spray bottles with the name of the chemicals or cleaning solutions it contains.
- Check all your equipment daily before use to ensure it is safe including all cords/plugs/switches etc.
- Do not use electrical equipment that have frayed/torn insulation cords or are missing the ground plug.
- Always check the electrical outlet to make sure it's free from obstruction before plugging in equipment.
- Always unplug equipment by grasping the plug and removing. Do not pull cord out of the outlet.
- Always use the red bucket/blood spill kit when cleaning bodily fluid accidents.
- Always use the proper personal protective equipment designed for the specific task.
- Use only ladders for climbing. Do not climb on chairs, desks or tables, or any equipment not designed to be used for cleaning.
- Do not lift any object greater than 50 pounds without the help of a partner.
- Always lift objects by using the strength of your legs first – not your back.
- Split heavy loads of trash and other items into smaller, more manageable loads. Use desk movers, dolly, or four-wheel cart to move heavy objects.
- Do not use equipment unless you have been trained in its proper operation AND maintenance condition.
- Mop spills immediately and always put out wet floor signs until the area is dry.
- Always wear gloves when cleaning bathrooms and when cleaning up bodily fluid accidents.
- Always wear appropriate uniforms, clothes, and shoes to work (no open toed or heeled shoes).
- Be familiar with your role during an emergency.
- Use stripping shoes when stripping floors. If stripping shoes and safety procedures are not utilized/followed and you fall, any resulting injury may not be compensable.
- Know where the school Safety Data Sheet binder (SDS) is located.

PEST MANAGEMENT PROGRAM

To reduce the number of pesticides used in our schools, LCPS adopted an Integrated Pest Management Program in 1998. The goal of the Integrated Pest Management Program is to use non-toxic traps to identify the presence of pests in our facilities and eliminate any pest identified using the least toxic methods possible. Reducing or eliminating the use of pesticides in our schools provides a healthier instructional environment and is most important considering the numerous students and staff that are allergic to pesticides. In many cases the main method of pest control is to eliminate points of entry into our buildings. The Facilities Operations Department works in cooperation with an Integrated Pest Management contractor to eliminate these entry points when they are identified.

PEST MANAGMENT

The following describes what LCPS front office and custodial staff should do in the event of a pest problem, specifically mice.

Pest Logbook Process (located in front office of all schools)

- School Staff
 - Report all sightings of pests including the location AND date including day, month, year.
 - Record all pests caught/trapped/removed from school and the location.
- Pest Management Company
 - Review all school entered entries for locations and pest concerns
 - Record every inspection, type of inspection and result of inspections
 - Record all remediations

Process for setting and placing traps

- Traps are to be baited with a small amount of peanut butter, just enough so they have to ‘lick’ it to get it off.
- Traps should be placed against wall as mice travel along edges of a room, mostly.
- Traps should be set after students finish for the day.
- Traps must be removed in areas students frequent like classrooms, etc. early in the morning.
- Be sure to check the Log Book each day for reports of pest sightings
- Place traps in new locations from reported sightings.
- The Pest Control company will review to make sure there are no entry points for the mice that have been caught.
- Submit a School Dude Work Order for Facilities Operations to seal/repair any potential rodent entry points.

Process for tracking, placing, and baiting traps

- Set, bait (peanut butter) and lay the traps in areas where mice or their droppings have been seen.
- Record all traps set with the location marked on a school floor plan map.
- Leave the map in custodial office overnight so the daytime Custodian knows where the traps are and can be removed prior to students arriving.
- Daytime Custodian must check all the traps and dispose of any mice caught.
- Daytime Custodian must remove the traps in the rooms where students frequent before students arrive.
- Daytime Custodian must let the front office staff know where mice have been caught and have them log into the Pest Management Book.
- Continue placing traps every day including weekends.
- Place a work order for additional mouse traps and bait at least one week before the school’s inventory runs out.

Responsibilities

- Facilities Operations – Program Manager for the Integrated Pest Management Program. Responsible for establishing procedures, providing training, developing a specification for an Integrated Pest Management contract, and serving as the Project Manager for the contract. Responsible for budgeting the annual Integrated Pest Management contract costs.

- Principals/Building Administrators – Responsible for ensuring that Integrated Pest Management procedures are disseminated to their staff and are followed in their schools or administrative facilities.
- Building Staff
 - The school staff may be requested to place and monitor pest traps in schools to determine the number and type of pests collected. School staff must be careful not to move or dispose of monitoring traps. Care must be taken in the kitchen to prevent water from contaminating the traps and reducing their effectiveness. In no case should monitoring traps be discarded by staff other than the Custodians.
 - Ants and such pests are common after rain events. Pests enter buildings during rain events looking for refuge and most will not come back afterward if no food source is found. Ants AND roaches will continue to enter the building if they find food. The best solution for these pests is to remove the food source and then to wipe down their trail (using regular cleaner/disinfectant) from the food to the location they enter the building/room for at least two or three days. In classrooms that have doors leading to outdoors, teachers should keep the doorway clear of carpets and other furniture leaving a clear space so Custodians can wash the floor daily and remove any paths bugs use to find food. If the entry source is a windowsill, the sill should be kept clear so the Custodians can wipe it down daily.
- Integrated Pest Management Contractor
 - Responsible for performing monthly monitoring of our schools for pests. By contract these monitoring investigations are limited to the kitchen area, a general walk through of the school or administrative facility, and any location specifically identified in the school Pest Control Log.
 - The Integrated Pest Management contractor will use glue traps to monitor for pests and to catch pests as appropriate. When the monitoring program identifies a pest or a pest has been reported in the Pest Control Log, the contractor’s technician will investigate for pest points of entry. When a point of entry is found, this information will be reported to the Facilities Operations Department which will dispatch a technician to eliminate the point of entry. The pest control company technician will also place traps or non-toxic bait to capture pests that are already within the building.
 - The Integrated Pest Management is a cooperative program where Loudoun County Public Schools works with the Integrated Pest Management contractor to reduce or eliminate pests from our schools.

Integrated Pest Management Vocabulary

- Integrated Pest Management Contractor – The contractor that is responsible for performing routine pest monitoring in Loudoun County Public Schools and for recommending and implementing methods for eliminating pests that have been identified.
- Pest Control Log – A notebook located in each school, usually kept in the main office, where staff can document pest sightings or evidence of pests. The Pest Control Log is a source document used during the monthly pest management inspection.
- Physical Controls – Changes or repairs performed at a facility to eliminate points of entry for pests. Physical controls are normally installed by the Facilities Operations Department.
- Pest Identification – The process of determining the specific pest causing a problem in our schools. Identification is essential to determining methods that can be used to eliminate the pest. Often glue traps are used to capture pests for identification.

Pest Tolerance

While some pests are merely a nuisance, certain pests will not be tolerated in our schools and require immediate action when they are identified. Specifically, mice and stinging insects that have built nests near windows or doors must be reported to the Facilities Operations Department immediately. Sightings of these pests should also be recorded in the Pest Control log. These pests will be reported immediately to the Integrated Pest Management contractor, but the Pest Control Log can often provide more detailed information for the responding technician.

BUILDING CHECKS

The Building Check program provides two hours of pay on non-school days for one Custodian to check the building looking for facility emergencies. The building checks should be completed before noon on a non-school day, including all breaks, teacher workdays, holidays etc. Building checks are not paid if there is an activity (school based or community based) inside the school before noon on a non-school day, since the building check can be done while the custodial staff is supporting the other scheduled activities. The two hours allotted for the building check is the minimum amount of time that an LCPS non-exempt employee can be called into work outside of normal working hours and in most schools, it will not take two hours to perform the building checks. The supervisor can assign other cleaning work to be done during this two-hour window when needed, but if no additional work is assigned by the supervisor, the Custodian can depart as soon as they are finished with the building check process, and they will still be paid for two hours of work. We do encourage supervisors to assign additional cleaning work to be performed during the two-hour time window. (Academies of Loudoun and Trailside MS are allocated three hours for their building checks because of special areas included.)

SCHOOL, COMMUNITY, AND PARKS AND RECREATION SERVICE (PRCS) EVENTS

Building/Grounds Supervision

Facility oversight by an LCPS Custodian is required with extra/overtime hours are expected and approved (within reason) for all weekend/holiday events. It is the responsibility of the community organization or PRCS to provide supervision of their patrons. LCPS custodial staff will be scheduled for outdoor events that use restroom facilities of the sports fields and all indoor activities 365 days of the year, including weekdays, weekends, and holidays. The extent of oversight from the custodial team will be to ensure patrons are limited to the areas contracted and watch or limit damage to the school and property and call the emergency phone number if needed. Additional custodial services will be provided as identified below.

Event duties for Custodian on duty

- The Custodian on duty is expected to provide custodial services, while the community organization hosting the event or PRCS will provide supervision of their patrons.
- The Custodian on duty is responsible to ensure that all areas are opened, needed lights are turned on, and the building is ready for use at least 15 minutes before the scheduled reservation.
- The Custodian on duty must be available in person and by radio during the entire event and be accessible and/or visible to the event staff.
- The Custodian on duty must carry a radio and supply a radio to the representative of the group.
- At the conclusion of the event, the Custodian on duty is responsible for recovering the radio provided to representative of the group, all lights being turned off, areas are secured/locked, and that the building is ready for school or use by the next community organization or PRCS. No cleaning or clean-up tasks shall be left for the next day.

- The Custodian is not responsible for setting up non-school events.
 - This includes setting up tables, chairs, signs, or property/items that belong to the event.
 - Per the FS Direct/LCPS Facility Use Request, if the school administrator has given permission for the non-school event to use school chairs/tables, etc., these items must be accessible to the community organization or PRCS.
 - Representatives of the community organization or PRCS should be shown the storage location of tables/chairs, etc., be supplied with appropriate carts, pull the equipment from these locations, and return all items to storage locations after their event. If access to the storage location is not provided, the tables/chairs, etc. should be made accessible to the community organization or PRCS for use.
- The community organization or PRCS representatives are responsible for ensuring that the area they use is returned in the same condition when they leave as when they started.
 - The Custodian on duty will ensure cleaning equipment is available for event representatives to include: trash cans, brooms, and dust pans to clean up small dry trash messes.
 - Event representatives are responsible for taking the trash out of classrooms and consolidating into large trash cans staged in the hallways by the Custodian on duty.
 - The event representatives are responsible for cleaning between aisles in the auditorium/bleachers.
- The Custodian on duty should call LCPS Security Operations Center (SOC) at 703-779-8833 and/or 911 in the event of an emergency
- While on event shifts, custodians get paid for all breaks. Because of this, they are not allowed to leave the property.
- It is okay, and encouraged by the Department of Facilities Operations, for the Head Custodian to assign tasks and projects for the custodial staff while they are covering the event(s) in any area of the building/property.

LCPS schools are a part of the community and support community non-profit organizations with access to the property when approved. The Custodian on duty is an ambassador for LCPS. Non-profit community organizations and PRCS are our customers and should be treated as we would want to be treated if we were renting a facility for our own family. As the school benefits, the Custodian on duty benefits from these extra/overtime or holiday hours when our school is made available to these organizations.

Event cleaning for Custodian on duty

Cleaning protocols will be utilized for all after-hours events that have been scheduled through and approved in FSDirect:

- Custodians will begin onsite 15 minutes prior to the event start time and not leave until the leased space is cleaned and returned to normal operating condition.
- Prior to the event, Custodians will ensure all facilities and equipment (bathrooms, tables, chairs, high-touch surfaces, etc.) have been cleaned/disinfected with Virex II disinfectant cleaner.
- During the event, the Custodians will periodically (not to exceed every 1.5 hours) clean/disinfect reserved areas and between all breaks/changes. This includes all common areas that are not being occupied by students/patrons such as bathrooms, high touch surfaces, (door handles, countertops, tables, chairs, light switches, water fountains, etc.), sweep mop debris from halls and bathrooms.
- Once the event has started and students/visitors are in their assigned rooms, Custodians should clean/disinfect all touch surfaces from the entrance to the building to their rooms.
- Custodian should not enter an occupied area with students or patrons present to clean/disinfect. Unless

an incident has occurred and emergency cleaning is required (i.e. vomit, blood, other bodily fluid, or something has been spilled) requiring custodial services to clean up.

- At the conclusion of the event, the Custodian is responsible to thoroughly clean/disinfect all tables, chairs, bathrooms, high touch surfaces with Virex II disinfectant cleaner and then spray the surfaces with Virex II with enough solution to keep wet for 10 minutes; mop hallways and other areas used with Virex II 256. Ensure that Custodians are scheduled with enough time to properly clean/disinfect all areas used for the event.
- After cleaning/disinfecting of tables, chairs, the Custodian will stack and store all school owned tables, chairs, equipment, etc., and place in storage areas.
- If the event ends at the end of the day/evening, ensure that all lights are turned off, areas locked, and that the building is armed and ready for school the next morning. No cleaning or clean-up tasks are to be left the next day.
- Community organization representatives including PRCS, YMCA, and CASA, are responsible to ensure they clean their occupied area(s) with LCPS provided cleaner/disinfectant throughout their event.
- Community organizations representatives shall be supplied with LCPS cleaning equipment such as brooms, dust pans. Spray bottle of cleaner/disinfectant (Virex II 256) and paper towels are only distributed if the staff have taken the online training.
- Trash cans must be supplied for each room.

General

- Custodians shall be visible and accessible to the group.
- Custodian shall carry a two-way radio and give one to the community organization representatives to use.
- Custodian must wear LCPS provided uniforms or school spirit wear while working events.
- Food and drink are not allowed in the auditorium, classrooms, library, or gymnasiums.
- Custodians should call LCPS SOC at 703-779-8833 for any school-related emergency only after 4:00 p.m. on weekdays or anytime on weekends and holidays.

WORK REQUEST PROCESS

Work requests are submitted by designated staff at every school or administrative facility using the SchoolDude work order management system. The request is evaluated by Facilities Operations and then assigned to a maintenance technician for action or returned to the submitter with an explanation why their request cannot be accomplished. Once the request is approved as a work order it is forwarded to the appropriate Facilities Operations maintenance supervisor. The supervisor prioritizes the work order relative to all other work orders received. The supervisor must evaluate the work order to determine if parts or materials must be ordered before the work order can be assigned to a technician. If so, then parts are ordered. When this evaluation is completed the work order is assigned to the appropriate technician and scheduled for accomplishment. When the work is completed by the technician, the work order is reviewed and signed by the school office staff indicating their satisfaction with the work. When completed, the work order is returned to the assigning supervisor, then returned to the Maintenance Control Clerk for close out.

RECYCLING PROGRAM

Recycling of commonly used materials is a procedure adopted to help preserve our natural resources and reduce waste going to our county landfill. LCPS has been operating a recycling program since 1991. LCPS currently recycles the following commodities at all our facilities: cardboard, aluminum cans, plastic bottles, bi-metal cans, white and colored paper, newspaper, and fluorescent light tubes.

Responsibilities

- Facilities Operations – Program Manager for the Recycling Program and is responsible for establishing procedures, providing training and consultation for establishing or improving school recycling activities, developing recycling partnerships with private recycling companies, providing containers for collecting recyclable materials at schools and administrative facilities, providing for pickup of recycling commodities at schools and administrative facilities. Responsible for budgeting for annual recycling costs.
- Principals/Building Administrators – Responsible for implementing recycling program at their school or facility. Responsible for ensuring that recyclable commodities are collected in accordance with established procedures and are maintained in an uncontaminated state. Coordinates training of students and staff with the program manager.

Collection

Facilities Operations provides several different styles of containers for collecting recyclable material.

- Classroom and Office Containers – Every school is provided a blue recycling container for each classroom and office space for collecting recyclable items.
 - Recycled items can be comingled in the same recycle container.
 - Each school/building must be diligent to prevent contamination of materials for recycling with trash of any kind. LCPS transfer the materials for recycling by truckload to a recycling agent and they will not accept recyclable materials that are contaminated with trash. If the recycling agent rejects the load, the entire truckload is sent to the landfill.
 - Custodians shall transfer the contents from the classroom and office containers to the exterior dumpsters each day, inspecting all materials to ensure there is no trash comingled.
 - Custodians shall not sort items out of the recycling containers, if a recycling container contains trash the container shall be treated as trash.
- Kitchen Containers
 - Every kitchen will be provided a container to collect recyclable plastic and metal food containers. All materials must be washed or rinsed clean before being deposited into the recycling container.
 - Kitchen staffs are responsible for transferring the contents of the kitchen containers to the exterior dumpsters.
 - The school must be diligent in preventing the aluminum, bi-metal, and plastic from being contaminated by trash or any other foreign material. If recyclables are collected in plastic bags, they should be emptied from the plastic bags when they are deposited into the recycling container. There should be no plastic bags in the recycling dumpster.
 - Each school must be diligent to prevent contamination of materials for recycling with trash of any kind. LCPS transfer the materials for recycling by truckload to a recycling agent and they will not accept recyclable materials that are contaminated with trash. If the recycling agent rejects the load, the entire truckload is sent to the landfill.
- Exterior Dumpsters – Each school or building has been provided a large green dumpster for consolidating recyclable material at a school. The dumpsters are clearly labeled indicating all recyclables are accepted in that dumpster.
 - Facilities Operations Department will empty the dumpsters every two weeks, transporting the recyclables to the recycling agent's facility.
 - If the dumpster becomes full between pickups, the school can submit a SchoolDude Work Order for an off cycle pick up.

Procedures

The following procedures will be followed to ensure the orderly collection and disposal of recyclable material and to maximize the amount of material recycled.

- Paper, small cardboard, metal cans and plastic – Blue plastic recycling containers have been placed in all classrooms and offices for students and staff for collection of comingled recycling materials.
- Cardboard boxes – All cardboard boxes shall be broken down so that they are flat and deposited in designated locations in the school by the staff. The Custodians will collect the flattened cardboard boxes and deposit them in the recycling dumpster. It is essential that boxes be flattened before placing them in the dumpster.

Fluorescent light tubes and bulb recycling

LCPS recycles all its used fluorescent lamps and light bulbs at all schools and support facilities. Our current procedure utilizes a device that LCPS purchased to crush the lamps and bulbs at our Facilities Operations Building in Leesburg saving on cardboard, postal costs and eliminating the possibility of breakage during shipment.

Procedures

- Step 1. Save your lamp boxes and place the used/burnt lamps in the same box that the new ones were shipped in and mark RETURN on the box.
- Step 2. Place the box in or near the area where your main supplies are stored, or in/close to the custodial office.
- Step 3. When Facilities Operations brings custodial supplies to your building, the delivery technician will pick-up old lamps and return them to Facilities Operations for crushing and recycling.

CLEANING AND CARE OF WHITE BOARDS

White marker boards are being installed in new schools and in older schools as replacements for old chalk boards. Failure to properly clean dry erase boards will cause the surface to lose its gloss and it will be more difficult to remove the dry erase markers. Ghosting, which is the faint remnant of the marker left behind, will occur, and reduce the effectiveness of the board.

All dry erase boards should be cleaned using the following procedures:

- Each day, clean the surface thoroughly with water or with glass cleaner. Use only microfiber cloths to clean white boards.
- Routine maintenance:
 - Use dry erase markers only.
 - Do not use ball point pens or other sharp pointed instruments on white boards.
 - Do not use abrasive cleaners.
 - Do not use green pads on dry erase boards.
 - Do not use paper towels on dry erase boards.

THINGS CUSTODIANS MUST DO TO HELP SAVE ENERGY

- When the daytime Custodian arrives in the morning, turn on only enough lights to do morning duties. Do not turn on any lights that are not needed.
- Do not turn on the lights in offices, classrooms, gyms, the auditorium, the cafeteria, or the library. Let the staff who use those areas turn on the lights in those areas.
- Check all outside lights each morning and turn them off if necessary.

- Turn on lights when areas are occupied. Leave the lights off when areas are unoccupied.
- Stay alert throughout the day, turn off the lights in unoccupied areas.
- Only turn on hall lights when faculty and students are in the building. We turn off hall lights as soon as they are no longer necessary.
- Only turn on lights in the room that is being cleaned. Turn off the lights when you leave.
- Close all windows that have been left open.
- Turn off all lamps, radios, computer monitors, laminators, TVs, and other unnecessary equipment that have been left on.

AFTER HOURS EMERGENCY PROCEDURES

As the number of schools increases, the number of after hour emergencies has increased. To provide an orderly, efficient handling of after hour emergencies an On-call Facilities Operations Supervisor Program was established. All emergencies in school or administrative facilities are reported to the LCPS emergency dispatch center (SOC) which is operated 24 hours a day. A specific On-call Facilities Operations Supervisor who is responsible for handling after hours emergencies are designated for every day of the calendar year.

What is a facility emergency?

Facility emergencies are any situation that affects the safety of the school or administrative building; or where corrective action is necessary to prevent loss of life, personal injury, or property damage. Emergencies include, but are not limited to, leaking pipes, loss of electrical power, failure of refrigeration equipment, roof leaks, broken windows, and broken or non-functioning exterior locks. Failure of the heating or air conditioning system to operate for a scheduled event is not normally considered an emergency but can be during extreme cold conditions.

Failure of fire alarm systems will be reported to the Safety Supervisor, who will implement the LCPS fire safety procedures.

After hours emergency process

Loudoun County Public Schools facility emergencies will be reported to the LCPS SOC Dispatcher at 703-779-8833. The SOC Dispatcher will obtain the name of the individual reporting the emergency, the school from which they are calling, the nature of the emergency, and a telephone number at which they can be reached. They will advise the caller to stay at the telephone until they are called by the On-call Facilities Operations Supervisor. The Dispatcher will immediately contact the On-call Facilities Operations Supervisor and relay information concerning the emergency to them.

The On-call Facilities Operations Supervisor will immediately contact the individual reporting the emergency to obtain more detailed information about the emergency. The On-call Facilities Operations Supervisor shall be responsible for determining if a reported emergency requires immediate correction, or if correction can be delayed until the next working day. If the situation must be corrected immediately, the supervisor will inform the individual reporting the emergency that the On-call Facilities Supervisor will be responding personally, or they will arrange for a Facilities Operations technician or the appropriate service contractor to respond. The Facilities Operations Supervisor shall remain abreast of the repair status until the situation is corrected. The SOC Dispatcher will be informed of the status of emergency repairs.

The On-call Facilities Operations Supervisor will also notify the appropriate Facilities Operations Maintenance Supervisors, Senior Staff members, and the Principal/Building Administrator of the emergency and keep them informed of the progress in correcting the emergency.

Emergency phone numbers

- Facility Operations Department. 6:30 a.m. – 4:00 p.m. :571-252-2960
- After Hours Emergency. 703-779-8833 or 571-252-1700

CUSTODIAN STAFFING ISSUES AND COMPLAINTS

If issues arise in a school or administrative building, the Custodian must:

- Step 1. Report the issue to the Head Custodian.
- Step 2. If the issue cannot be resolved or is regarding the Head Custodian, it should be referred to the Principal/Building Administrator.
- Step 3. If the issue occurs after hours and there is no administrator or Head Custodian available, contact the Lead Head Custodian for your area
- Step 4. If the Lead Head Custodian of your area is not available or does not respond within a reasonable amount of time, call another Lead Head Custodian.
- In the case of an emergency, always call the After-Hours Emergency number.

At any time if the Custodian has a personnel issue, the custodian may reach out to LCPS Human Resources and Talent Development.

IMPORTANT CONTACT INFORMATION – Voice/Text, E-mail

Lead Head Custodians	Oscar Torres	571-233-0059	oscar.torres@lcps.org
	Tito Bolanos	571-291-0243	tito.bolanos@lcps.org
	Maria Cuadrado	571-420-2909	maria.cuadrado@lcps.org
	Marleny Medrano	571-291-0003	marleny.medrano@lcps.org
	Edgar Velasco	571-528-8823	edgar.velasco@lcps.org
	Michael Cook	571-424-5961	michael.cook@lcps.org
Custodial Services Coordinator	Kevin Primeau	571-233-9931	kevin.primeau@lcps.org
Custodial Operations Supervisor	Brian Hoover	571-252-2960	brian.hoover@lcps.org
Facilities Office	Susan Lynn	571-252-2960	susan.lynn@lcps.org
Facilities Office	Norys Schmitt	571-252-2960	norys.schmitt@lcps.org



Scan for Directions (First Time)
 Escanear para direcciones (Primera Vez)

SCAN ME



Scan for Directions (Continuing User)
 Escanear para direcciones (Usuario continuo)

SCAN ME



Want to be a custodian?



Scan this QR Code to apply



"Custodians are one of the most important members in our school family and always appreciated by all."



Advancement & Promotion Opportunities

- 40-hour work week
- Sick & vacation time
- Day & evening shifts
- Uniforms & shoes
- Great training

APPLY AT WWW.LCPS.ORG , CAREERS & SEARCH FOR CUSTODIAN APPRENTICE OR PS2628