

2022/2023

## LCPS Custodian Welcome! and Guide



*Our School*  
**Sparkles**  
*because of*  
**YOU!**

This book is belongs to

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Custodial Operations

Loudoun County Public Schools



**TAB**

**1**





Dear New Trainee,

Welcome to the LCPS Custodial Training Team! On behalf of the staff and myself, I want welcome you to our family. Should you complete the training ahead, you will find LCPS is a great environment, filled with great people. The mission of the Loudoun County Public Schools is to work closely with students, families, and the community to provide a superior education, safe schools, and a climate for success. The educational programs of Loudoun County Public Schools will strive to meet or exceed federal, state, and local requirements for assessment of achievement and to promote intellectual growth, individual initiative, mutual respect, and personal responsibility for productive citizenship.

For us to achieve this mission, it is critical that our department provide each and every facility with the most well trained, motivated, courteous, and knowledgeable custodial staff possible. You will find that you are one of the most valued people within any facility you are assigned. What you do on a daily basis will directly impact the safety and well-being of everyone you work with.

To ensure you can meet these expectations, we have developed this training plan in conjunction with on-the-job training, to give you the best chance of success. I encourage you to listen intently, and ask questions whenever they may arise. This training is an opportunity for you to not only learn something new, but a chance for growth; don't think of this as a job, but a career! All the lessons you will be reviewing, will be core knowledge needed for advancement through the custodial ranks. You will see that principals not only want, but require highly trained and motivated leaders for their custodial staff, so I encourage you to put in the extra effort. It will pay off in the long run.

Once again, I welcome you to LCPS, and look forward to working with you for years to come!

Sincerely,

Brian L. Hoover  
Custodial Operations Supervisor, LCPS

# CUSTODIAL ORGANIZATION & COMMUNICATION

During this block of training, we will review the information on the policies you will need to be aware of within the LCPS Employee Handbook and the Custodian Handbook. Along with policies, we will also review safe working practices.

## Hand Book Review

The Employee Handbook provided to you by personnel during your initial hiring orientation can answer most questions related to Loudoun County Public School System structure, policies, and general information. You can also find a copy of this on LCPS.org.

Custodial support falls under the Director of Facilities Services who reports to the Executive Director of Facilities and Construction. However, prior to reaching this level, custodial information, questions, suggestions or concerns should be filtered through the following flow chart working with your head custodian first:



Head Custodians  
are assigned  
to the school

**\*NOTE: The contact numbers listed are only to be used by current LCPS employees, or friends/family calling on behalf of a current LCPS employee.**

As indicated by the flow chart, all concerns should be directed to the immediate supervisor above you. However, if there is a concern with the person you report to, it is acceptable to contact the next supervisor in the flow chart.

For Example:

Head custodian John Smith has a problem concerning his/her Lead Custodian. It would be acceptable to then contact Kevin Primeau.

**It would be unacceptable for:**

Head custodian John Smith has a problem with 2<sup>nd</sup> shift custodian Joe Smith, and contacts Kevin Primeau to discuss. (John Smith should **first** contact his/her Lead custodian with the problem)

If an employee fails to follow the correct “chain of command”, they will be advised to contact the correct supervisor before getting a response. This method saves time for all supervisors involved, and filters the information to the correct person.

**Work Hours**

Your work hours will be determined by the shift that you work, the time of the year, and the schedule of the school you are assigned. Pages 9 - 11 in the LCPS Employee Handbook lists the classes start and end times for each school.

\*Elementary school classes start between 7:40AM-8:15AM, and end between 2:35PM-3:05PM.

\*Middle school classes start between 8:30AM-8:55AM, and end between 3:18PM-3:43PM.

\*High school classes start between 9:10AM-9:15AM, and end between 3:58PM-4:03PM.

You will be expected to report to your school at the time indicated by the principal of your school, regardless of the schools start or end time. Day custodians are typically required to report to their schools early enough to allow entry to the cafeteria staff. Evening custodians typically report to their buildings between 2PM-4PM, depending on the school. You should arrive to work at least 10 minutes before your shift, and be ready to work. Please keep in mind, you are being hired with the understanding that you can work either shift, unless arrangements have been agreed upon by the hiring supervisor.

## Call Off Policy

In the event you may need to call off of work, you are required to give the following notice:

- DAY Shift custodians are expected to give at least a (4) hour notice, BEFORE their assigned shift starts
- NIGHT Shift custodians are expected to give at least a (2) hour notice, BEFORE their assigned shift starts

When calling off of work, you are required to:

- Contact your immediate supervisor **AND** the main office of the school you are assigned
- Leave voice messages or Text messages, for a record of the call off, if you do not get an answer

## Leave Policy

LCPS has multiple types of leave available to their employees, such as:

- Sick Leave
- Personal Annual Leave
- FMLA
- Family Illness
- Advanced Notice and Medical Certification
- Pregnancy, Childbirth, and Adoption of Infant Child

Each type of leave comes with requirements. Please see the LCPS Handbook and the Custodian Handbook for further explanation. **\*Note: Abuse of leave is subject to disciplinary action, up to and including termination.**

Please keep in mind, the following for Annual Leave and to prevent injury which will result in you using Sick Leave.

- ALL Annual Leave must be requested and approved before being taken.
- Annual Leave requests should be submitted at least (2) weeks in advance.
- Annual Leave is not guaranteed. It is approved on a case-by-case basis, determined by the needs of the school.
- Safety is a team effort. Ensure that all coworkers know the safety requirements before the job is started.
- Safety is your responsibility.
- Always communicate with co-workers during a job in order to maintain safety.
- Don't create unnecessary hazards. Notify others of both new and old ones.
- Never take shortcuts. Always follow correct procedures.
- Keep your work area clean and orderly.
- Wear proper safety equipment when required.
- Proper foot wear and clothing must to be worn at all times.
- Know where fire extinguishers, first aid kits, and MSDS books are located.

**TAB**

**2**





**LOUDOUN COUNTY PUBLIC SCHOOLS**  
 SUPPORT SERVICES DEPARTMENT  
 FACILITIES SERVICES DIVISION  
 1002C SYCOLIN ROAD, S. E.  
 LEESBURG VA 20175  
 TEL: 571-252-2960

## NEW CUSTODIAN UNIFORM & CONTACT INFORMATION

As an LCPS custodian, your school may request that you wear a LCPS, provided to you at no cost consisting of up to 7 shirts and 7 pants. If your school requests this of their custodians, you will be required to wear the shirt and or pants. If your school does not require you to wear them, please find following this memo the LCPS dress policy. Your schools dress policy may be different than the LCPS policy and if so, please conform to your school's policy.

To receive your uniform, please fill this form and give a copy to Susan Lynn, FACS offices at 1002C Sycolin Rd, SE, Leesburg, VA 20175. 571-252-2962.

Name: \_\_\_\_\_ Employee number: \_\_\_\_\_ Phone/text# \_\_\_\_\_

Signature, I understand the dress code policy as below: \_\_\_\_\_ Date: \_\_\_\_\_

	size	Long sleeve qty	Short sleeve qty	Waist size	Inseam size
Ladies shirt, max of 7					
Men's shirt, max of 7					
Ladies pant, max of 7					
Men's pant, max of 7					
Shoe size & width					

### POLICY: 7564 Page 1 DRESS CODE FOR STAFF

LCPS employees are expected to dress appropriately for a professional and educational environment. Any clothing that interferes with or disrupts the educational environment or fails to present a professional image is not permitted.

#### A. Expectations

1. Employees are expected to report for work in neat, clean attire. Dress and grooming of employees may not present a danger to the health and safety of themselves or to the students, may not prevent them from performing their duties, may not disrupt the functioning of the school, and may not cause excessive wear or damage to school property.

2. Employees are to serve as adult role models for appropriate attire.

3. Clothing with language or images that are vulgar, lewd, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats is prohibited.

4. Employees who are issued uniforms are required to wear them when in a duty status. When employees report for work, their uniforms should be clean, neat and not in need of repair. Uniforms are the property of Loudoun County Public Schools and must be returned when the employee leaves LCPS service.

B. Application. Any employee who comes to work in clothing that does not meet the above standards will be required by his or her principal or supervisor to take immediate corrective action, which may include being asked to go home and change into appropriate attire. Annual, personal or leave without pay will be charged for time away from work.







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**TAB**

**3**



2022-2023

Loudoun County Public Schools

CUSTODIAN 12-MONTH

Calendar



July						
S	M	T	W	T	F	S
					B	2
3	1	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	F	26	27
28	29	30	31			

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
S	M	T	W	T	F	S
1	1	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	L	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	E	

Legend

B	Begin Date
F	First Day for Students

O	Non-Working Day
X	Red is a Holiday

L	Last Day for Students
E	End Date

Month	Calendar Days	Student Days
July	20	0
August	23	5
September	21	19
October	18	17
November	18	17
December	20	12
January	19	18
February	19	19
March	23	21
April	17	14
May	22	22
June	21	6
<b>Total Days</b>	<b>241</b>	<b>170</b>

<b>Begin Date</b>	7/1/2022
<b>End Date</b>	6/30/2023



**TAB**

**4**







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SUPPORT SERVICES DEPARTMENT  
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## **CUSTODIAN ESSENTIAL PERSONNEL**

### **Operational Procedures for School Closing, Delays, or Holidays**

#### **Essential Personnel**

- When directed by their supervisor, Essential Personnel are required to report to work during emergency closures to assist in returning schools to normal operations.
- Non-exempt employees will be paid at their regular rate of pay for the period of closure plus they will be paid at their regular rate of pay for additional hours physically worked as essential personnel during the period of the emergency closure.
- Non-exempt employees will be paid an overtime rate of one and one half times their regular rate of pay when required to perform essential operations on a weekend without regard to the forty-hour rule. Essential Personnel will not have time deducted for a lunch break when directed to work on a weekend, holiday or during emergency closures.
- If a custodian, as an essential personnel, fails to report to work as directed by their supervisor on a weekday or weekend, the employee must take annual leave for the full day missed.

#### **Delayed Start of School**

- Essential Personnel will report to work as normally scheduled, if they fail to report to work as scheduled they will be charged annual leave for the time they did not physically work.

#### **Early Closing of School or After-School Activities**

- Essential Personnel will not be charged annual leave for time after the official closing time if they have been released by their supervisor.
- Essential Personnel will be charged annual leave through the hours remaining in their regularly scheduled shift if they leave prior to being released by their supervisor.
- Essential Personnel will be paid at their regular rate of pay for the period of the closure plus they will be paid at their regular rate of pay for additional hours physically worked.

#### **Holiday**

Per Policy §7-52: Non-exempt employees will be eligible to be paid an overtime rate of one and one half times their regular rate of pay when they are required to report to work on scheduled holidays listed on the School Board adopted calendar for 12 month employees. Such overtime rate of pay shall be without regard to the forty-hour rule.



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### **Custodial Duties for Non-School Events**

- The custodian on duty is the building supervisor. The custodian is responsible to ensure that all areas are opened up, the lights are on, and that the building is ready for safe use at least 15 minutes before the scheduled arrival of the group that has reserved the facility.
- The custodian on duty must be available in person, and by radio, during the entire event.
- The custodian must carry a radio and supply a radio to be used as needed during the event to a representative of the group. If the custodian is settling in an area from where they will supervise, eat, etc., then this area must be accessible and/or visible to the event staff.
- At the conclusion of the event, the custodian is responsible to ensure that all lights are turned off, areas locked, and that the building is ready for school the next morning. No cleaning or clean-up tasks are to be left the next day.
- The custodian is not responsible for setting up non-school events.
  - This includes:
    - Setting up tables, chairs, signs, etc.
    - Any property/items that belong to the event.
  - Per the FS Direct/LCPS Facility Use agreement, **if** the school administrator has given permission for the non-school event to use school chairs/tables etc., then these items should be made accessible.
  - Event staff 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.
- Event staff are responsible to ensure that the area that they use is in the same condition when they leave as when they started.
  - The custodian should have cleaning equipment available for event staff such as trash cans, brooms, dust pans, spray cleaner and rags.
  - All areas that are used must have trash cans inside the room.
    - Event staff are responsible for taking the trash out of classrooms.
    - Large trash cans should be set up in the hallways outside these areas so the event staff can dispose of trash.
  - The event people should clean up between all aisles in auditorium/bleachers.
  - Excess trash and food containers (pizza boxes) should be disposed of by event people in our trash dumpsters.
- Food and drink should never be allowed to be consumed in the auditorium, classrooms, and gymnasiums.
- The custodian must call LCPS Dispatch at 703-779-8833 for any school related **emergency only** after 4:30 p.m. on weekdays or all day on weekends and holidays and stay in the area of the building to assist cleaning, supporting of efforts of the On-Call Supervisor until released.



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### **Expectativas de custodia para eventos no escolares**

- El custodio de servicio es el supervisor del edificio. El custodio es responsable de asegurar que todas las áreas estén abiertas, que las luces estén encendidas y que el edificio esté listo para su uso seguro por lo menos 15 minutos antes de la llegada programada del grupo que ha reservado la instalación.
- El custodio de servicio debe estar disponible en persona, y por radio, durante todo el evento.
- El custodio debe llevar una radio y suministrar una radio para ser utilizada según sea necesario durante el evento a un representante del grupo. Si el custodio se instala en un área desde donde supervisará, comerá, etc., entonces esta área deberá ser accesible y / o visible para el personal del evento.
- Al concluir el evento, el custodio es responsable de asegurar que todas las luces estén apagadas, las áreas bloqueadas y que el edificio esté listo para la escuela a la mañana siguiente. Ninguna limpieza o tareas de limpieza se deben dejar al día siguiente.
- El custodio no es responsable de establecer eventos no escolares.
  - Esto incluye:
    - Instalación de mesas, sillas, letreros, etc.
    - Cualquier propiedad / artículo que pertenezca al evento.
  - De acuerdo con el acuerdo de uso de FS Direct / LCPS, si el administrador de la escuela ha dado permiso para que el evento no escolar use sillas / mesas escolares, entonces estos artículos deben estar accesibles.
  - El personal del evento debe mostrar el lugar de almacenamiento de las mesas / sillas, etc., suministrarse con los carros apropiados, retirar el equipo de estas ubicaciones y devolver todos los artículos a los lugares de almacenamiento después de su evento.
- El personal del evento es responsable de asegurar que el área que usan esté en las mismas condiciones cuando salen como cuando empezaron.
  - El custodio debe tener equipo de limpieza disponible para el personal del evento, como basureros, escobas, bandejas de polvo, limpiador de spray y trapos.
  - Todas las áreas que se usan deben tener botes de basura dentro de la habitación.
    - El personal del evento es responsable de sacar la basura de las aulas.
    - Los contenedores de basura grandes deben ser colocados en los pasillos fuera de estas áreas para que el personal del evento pueda deshacerse de la basura.
  - La gente de eventos debe limpiar entre todos los pasillos en el auditorio / gradas.
  - El exceso de basura y los contenedores de comida (cajas de pizza) deben ser desechados por la gente del evento en nuestros contenedores de basura.
- Nunca se debe permitir que la comida y la bebida se consuman en el auditorio, las aulas y los gimnasios.
- El custodio debe llamar a LCPS Dispatch al 703-779-8833 para cualquier emergencia relacionada con la escuela solamente.



**TAB**

**5**













**ТАВ**

**6**





LOUDOUN COUNTY  
PUBLIC SCHOOLS

2022 - 2023

# HRTD EMPLOYEE HANDBOOK





## HOW TO USE THE DIVISION HANDBOOK

The Loudoun County Public Schools' Employee Handbook provides alphabetized sections, as well as policy/regulation reference numbers, and a comprehensive index to help the user find information quickly. Alphabetized sections which outline important rules, regulations, policies, and benefits are followed by administrative, classified, and teacher salaries for the year. Policy and/or regulation reference numbers are shown where applicable. These numbers correspond to the specific location in the School Board Policy Manual where an in-depth account of the relevant policy is provided. This handbook provides no expectation of continued employment, is not part of any employment contract, confers no entitlement to employment for a definite period of time, and is not a substitute for a careful reading of all policies and regulations. Contact the Department of Human Resources and Talent Development with questions.

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# Superintendent's Message



Dear LCPS Staff Member,

As Superintendent of Loudoun County Public Schools, it's my honor to welcome you to the 2022-2023 school year.

Thanks to your commitment to excellence, LCPS ranks among the best school divisions in our Commonwealth and the nation academically. We have a lot to be proud of as we endeavor to prepare and empower every LCPS student to achieve their dreams and to make meaningful contributions to the world.

Students are at the center of our work. Together, we will do everything we can to make sure our work continues to reflect the diverse needs of our students, families and community. And LCPS is committed to creating a generation that graduates from our schools ready to enroll, to enlist, to employ or to entrepreneur their way into a bright future.

I want to share with you that LCPS has committed to the implementation of the One LCPS: 2027 Strategic Plan for Excellence which serves as a foundation to guide the work of our school division over the next five years. As One LCPS, we are accountable to our families and community, proud of our staff and schools' commitment to excellence and equitable opportunity for all, and excited for the limitless potential of our students.

Thank you for your commitment to create learning communities that are places where students and teachers can devote their attention to learning and teaching in a safe, welcoming, affirming and academically rigorous learning environment.

With appreciation for all your hard work,

Scott A. Ziegler, Ed.D.  
Superintendent



## 2022 – 2023 School Calendar

Date	Description
August 10 – 16	New Teacher Workdays
August 17 – 18	In-School Staff Development
August 19	Unencumbered Planning
August 22	County-Wide Staff Development
August 23-24	Unencumbered Planning
<b>August 25</b>	<b>FIRST DAY OF SCHOOL</b>
September 2,5	Holiday (Labor Day)
September 26	Student Holiday (County-Wide Staff Development)
October 5	Holiday (Yom Kippur)
October 10	Holiday (Indigenous Peoples' Day)
October 24	Holiday (Diwali)
October 28	End of the Grading Period
October 31 – November 1	Student Holiday (Unencumbered Planning)
November 8	Holiday (Election Day)
November 23-25	Holiday (Thanksgiving)
December 19-January 2	Winter Break (Classes Resume January 3, 2023)
January 16	Holiday (Martin Luther King Jr. Day)
January 20	End of Grading Period
January 23	Holiday (Lunar New Year)
January 24	Student Holiday (Unencumbered Planning)
February 20	Holiday (Presidents' Day)
March 13	Student Holiday (County-Wide Staff Development)
March 24	End of Grading Period
March 27	Student Holiday (Unencumbered Planning)
April 3-7	Holiday (Spring Break)
April 21	Holiday (Eid al Fitr)
May 29	Holiday (Memorial Day)
<b>June 8</b>	<b>LAST DAY OF SCHOOL / End of Grading Period</b>
June 9 and 12	Unencumbered Planning

# 2022 – 2023 School Directory

Elementary Schools				
School	Principal	Address	Phone Number	Start & End Times
Aldie ES	Ms. T. Stephens	23269 Meetinghouse Lane Aldie, VA 20105	703-957-4380	7:30 - 2:15
Algonkian ES	Mr. B. Blubaugh	20196 Carter Court Sterling, VA 20175	571-434-3240	8:00 - 2:45
Arcola ES	Mr. A. Stevens	41740 Tall Cedars Parkway Aldie, VA 20105	703-957-4390	7:30 - 2:15
Ashburn ES	Ms. M. Walthour	44062 Fincastle Drive Ashburn, VA 20147	571-252-2350	8:00 - 2:45
Ball's Bluff ES	Ms. J. Ewing	821 Battlefield Parkway, NE Leesburg, VA 20186	571-252-2880	8:00 - 2:45
Banneker ES	Mr. R. Carter	35231 Snake Hill Road Middleburg, VA 20117	540-751-2480	7:30 - 2:15
Belmont Station ES	Ms. E. Timothy	20235 Nightwatch Street Ashburn, VA 20147	571-252-2240	7:30 - 2:15
Buffalo Trail ES	Ms. A. Rogaliner	42190 Seven Hills Drive Aldie, VA 20105	703-722-2780	7:30 - 2:15
Cardinal Ridge ES	Dr. M. Adejumo	26155 Bullrun Postoffice Rd. Centerville, VA 20120	571-367-4020	7:30 - 2:15
Rosa Lee Carter ES	Ms. D. Mackey	43330 Loudoun Reserve Drive Ashburn, VA 20148	703-957-4490	8:00 - 2:45
Catoctin ES	Ms. J. Platenberg	311 Catoctin Circle, SW Leesburg, VA 20185	571-252-2940	7:30 - 2:15
Cedar Lane ES	Mr. R. Marple	43700 Tolamac Drive Ashburn, VA 20147	571-252-2120	7:30 - 2:15
Cool Springs ES	Mr. C. Cadwell	501 Tavistock Drive, SE Leesburg, VA 20185	571-252-2890	8:00 - 2:45
Countryside ES	Mr. R. Rudnick	20624 Countryside Boulevard Sterling, VA 20175	571-434-3250	7:30 - 2:15
Creighton's Corner ES	Mr. B. Quigley	23171 Minerva Drive Ashburn, VA 20148	703-957-4480	8:00 - 2:45
Kenneth W. Culbert ES	Ms. M. Edwards	38180 West Colonial Highway Hamilton, VA 20158	540-751-2540	7:30 - 2:15
Discovery ES	Mr. C. Painter	44020 Grace Bridge Drive Ashburn, VA 20147	571-252-2370	7:30 - 2:15
Dominion Trail ES	Mr. J. Joseph	44045 Bruceton Mills Circle Ashburn, VA 20147	571-252-2340	8:00 - 2:45
Frederick Douglass ES	Ms. M. Logan	510 Principal Drummond Way Leesburg, VA 20185	571-252-1920	7:30 - 2:15
Emerick ES	Ms. D. Haddock	440 South Nursery Avenue Purcellville, VA 20132	540-751-2440	8:00 - 2:45
Evergreen Mill ES	Mr. D. Lani	491 Evergreen Mill Road, SE Leesburg, VA 20175	571-252-2900	8:00 - 2:45
Forest Grove ES	Ms. R. Lopez	46245 Forest Ridge Drive Sterling, VA 20174	571-434-4560	7:30 - 2:15
Goshen Post ES	Mr. B. Klippel	24945 Lobo Drive Aldie, VA 20105	571-367-4030	8:00 - 2:45
Guilford ES	Mr. R. Tillman	600 West Poplar Road Sterling, VA 20174	571-434-4550	8:00 - 2:45
Hamilton ES	Ms. K. Meisenzahl	54 South Kerr Street Hamilton, VA 20158	540-751-2570	8:00 - 2:45
Hillsboro Charter Academy	Mr. P. Vickers	37110 Charles Town Pike Purcellville, VA 20132	540-751-2560	7:40 - 2:55

**Elementary Schools (continued)**

<b>School</b>	<b>Principal</b>	<b>Address</b>	<b>Phone Number</b>	<b>Start &amp; End Times</b>
Hillside ES	Mr. C. Mills	43000 Ellzey Drive Ashburn, VA 20148	571-252-2170	8:00 - 2:45
Horizon ES	Mr. N. Kraus	46665 Broadmore Drive Sterling, VA 20175	571-434-3260	8:00 - 2:45
Hovatter ES	Ms. L. Mercer	41135 Collaboration Drive Aldie, VA 20105	571-367-4120	7:30 - 2:15
Hutchison Farm ES	Ms. H. Smith	42819 Center Street South Riding, VA 20152	703-957-4350	8:00 - 2:45
Leesburg ES	Mr. S. Lacey	323 Plaza Street, NE Leesburg, VA 20186	571-252-2860	8:00 - 2:45
Legacy ES	Ms. K. O'Hara	22995 Minerva Drive Ashburn, VA 20148	703-957-4425	7:30 - 2:15
Liberty ES	Mr. P. Pack	25491 Riding Center Drive South Riding, VA 20152	703-957-4370	8:00 - 2:45
Lincoln ES	Mr. D. Michener	18048 Lincoln Road Purcellville, VA 20132	540-751-2430	8:00 - 2:45
Little River ES	Mr. K. Murphy	43464 Hyland Hills Street South Riding, VA 20152	703-957-4360	7:30 - 2:15
Lovettsville ES	Ms. L. Textoris	49 South Loudoun Street Lovettsville, VA 20180	540-751-2470	7:30 - 2:15
Lowes Island ES	Ms. K. Puschak	20755 Whitewater Drive Sterling, VA 20175	571-434-4450	7:30 - 2:15
Lucketts ES	Ms. C. Clement	14550 James Monroe Highway Leesburg, VA 20186	571-252-2070	8:00 - 2:45
Madison's Trust ES	Mr. D. Stewart	42380 Creighton Road Ashburn, VA 20148	703-957-4470	8:00 - 2:45
Meadowland ES	Ms. A. Purdy	729 Sugarland Run Drive Sterling, VA 20174	571-434-4440	7:30 - 2:15
Middleburg Community Charter	Mr. S. Robinson	101 North Madison Street Middleburg, VA 20117	540-505-0456	8:15 – 3:00
Mill Run ES	Mr. J. Cornely	42940 Ridgeway Drive Ashburn, VA 20148	571-252-2160	8:00 - 2:45
Moorefield Station ES	Ms. P. Williams	22325 Mooreview Parkway Ashburn, VA 20148	571-252-2380	7:30 - 2:15
Mountain View ES	Ms. J. Broaddus	36803 Allder School Road Purcellville, VA 20132	540-751-2550	7:30 - 2:15
Newton-Lee ES	Mr. S. Lyons	43335 Gloucester Parkway Ashburn, VA 20147	571-252-1535	8:00 - 2:45
Pinebrook ES	Mr. P. Thiessen, Jr.	25480 Mindful Court Aldie, VA 20105	703-957-4325	8:00 - 2:45
Potowmack ES	Mr. M. Hayden	46465 Esterbrook Circle Sterling, VA 20175	571-434-3270	8:00 - 2:45
Frances Hazel Reid ES	Ms. B. Jochems	800 North King Street Leesburg, VA 20186	571-252-2050	7:30 - 2:15
Rolling Ridge ES	Ms. A. Sacco	500 East Frederick Drive Sterling, VA 20174	571-434-4540	7:30 - 2:15
Round Hill ES	Mr. A. Davis	17115 Evening Star Drive Round Hill, VA 20141	540-751-2450	7:30 - 2:15
Sanders Corner ES	Mr. M. Jacques	43100 Ashburn Farm Parkway Ashburn, VA 20147	571-252-2250	8:00 - 2:45
Seldens Landing ES	Mr. G. Brazina	43345 Coton Commons Drive Leesburg, VA 20186	571-252-2260	8:00 - 2:45

**Elementary Schools (continued)**

Sterling ES	Ms. J. Short	200 West Church Road Sterling, VA 20174	571-434-4580	8:00 - 2:45
Sugarland ES	Dr. G. Mihalik	65 Sugarland Run Drive Sterling, VA 20174	571-434-4460	7:30 - 2:15
Sully ES	Mr. J. Tuck	300 Circle Drive Sterling, VA 20174	571-434-4570	8:00 - 2:45
Sycolin Creek ES	Mr. D. Racino	21100 Evergreen Mills Road Leesburg, VA 20185	571-252-2910	7:30 - 2:15
Elaine Thompson ES	Mr. T. Sparbanie	24200 Pissaro Drive Sterling, VA 20166	571-367-4230	7:30 - 2:15
John W. Tolbert Jr. ES	Ms. S. Mullen	691 Potomac Station Drive, NE Leesburg, VA 20186	571-252-2870	8:00 - 2:45
Waterford ES	Mr. A. Heironimus	15513 Loyalty Road Waterford, VA 20197	540-751-2460	7:30 - 2:15
Waxpool ES	Mr. M. Pellegrino	42560 Black Angus Drive Ashburn, VA 20148	571-440-2577	7:30 - 2:15
Steuart W. Weller ES	Ms. J. Burton	20700 Marblehead Drive Ashburn, VA 20147	571-252-2360	7:30 - 2:15

**Middle Schools**

<b>School</b>	<b>Principal</b>	<b>Address</b>	<b>Phone Number</b>	<b>Start &amp; End Times</b>
Belmont Ridge MS	Ms. K. Johnson	19045 Upper Belmont Place Leesburg, VA 20176	571-252-2220	8:50 - 3:38
Blue Ridge MS	Mr. B. Bell	551 East A Street Purcellville, VA 20132	540-751-2520	8:50 - 3:38
Brambleton MS	Mr. C. O'Brien	23070 Learning Circle Ashburn, VA 20148	703-957-4450	8:30 - 3:18
Eagle Ridge MS	Mr. S. Phillips	42901 Waxpool Road Ashburn, VA 20148	571-252-2140	8:50 - 3:38
Farmwell Station MS	Ms. S. Loya	44281 Gloucester Parkway Ashburn, VA 20147	571-252-2320	8:30 - 3:18
Harmony MS	Mr. E. Stewart	38174 West Colonial Highway Hamilton, VA 20158	540-751-2500	8:50 - 3:38
Harper Park MS	Ms. Shena Brown	701 Potomac Station Drive, NE Leesburg, VA 20186	571-252-2820	8:30 - 3:18
J. Michael Lunsford MS	Ms. C. Simms	26020 Ticonderoga Road, Chantilly, VA 20152	703-722-2660	8:30 - 3:18
Mercer MS	Ms. N. Diehl	42149 Greenstone Drive Aldie, VA 20105	703-957-4340	8:50 - 3:38
River Bend MS	Mr. D. Shaffer	46240 Algonkian Parkway Sterling, VA 20175	571-434-3220	8:50 - 3:38
Seneca Ridge MS	Mr. N. Cottone	98 Seneca Ridge Drive Sterling, VA 20174	571-434-4420	8:30 - 3:18
J. Lupton Simpson MS	Mr. L. Compton	490 Evergreen Mill Road, SE Leesburg, VA 20185	571-252-2840	8:30 - 3:18
Smart's Mill MS	Mr. W. Waldman	850 North King Street Leesburg, VA 20186	571-252-2030	8:50 - 3:38
Sterling MS	Ms. C. O'Neil	201 West Holly Avenue Sterling, VA 20174	571-434-4520	8:50 - 3:38

**Middle Schools (continued)**

Stone Hill MS	Ms. T. Rohini	23415 Evergreen Ridge Drive Ashburn, VA 20148	703-957-4420	8:50 - 3:38
Trailside MS	Ms. B. Beichler	20325 Claiborne Parkway Ashburn, VA 20147	571-252-2280	8:50 - 3:38
Willard MS	Mr. J. Rounsley	40915 Braddock Road Aldie, VA 20105	571-367-4040	8:30 - 3:18

**High Schools/Instructional Centers**

School	Principal	Address	Phone Number	Start & End Times
Academies of Loudoun	Dr. T. Priddy	42075 Loudoun Academy Drive Leesburg, VA 20175	571-252-1980	9:30 - 4:00
Briar Woods HS	Ms. S. Colbert – Alzate	22525 Belmont Ridge Road Ashburn, VA 20148	703-957-4400	9:30 - 4:18
Broad Run HS	Mr. D. Spage	21670 Ashburn Road Ashburn, VA 20147	571-252-2300	9:30 - 4:18
John Champe HS	Mr. K. Tyson	41535 Sacred Mountain Street Aldie, VA 20105	703-722-2680	9:30 - 4:18
Dominion HS	Dr. J. Brewer	21326 Augusta Drive Sterling VA 20174	571-434-4400	9:30 - 4:18
Freedom HS	Ms. N. Chaudry	25450 Riding Center Drive South Riding, VA 20152	703-957-4300	9:30 - 4:18
Heritage HS	Mr. J. Adam	520 Evergreen Mill Road, SE Leesburg, VA 20185	571-252-2800	9:30 - 4:18
Independence HS	Mr. J. Gabriel	23115 Learning Circle Ashburn, VA 20148	571-367-4200	9:30 - 4:18
Lightridge HS	Dr. R. Hitchman	41025 Collaboration Drive Aldie, VA 20105	571-367-4100	9:30 - 4:18
Loudoun County HS	Dr. M. Luttrell	415 Dry Mill Road, SW Leesburg, VA 20185	571-252-2000	9:30 - 4:18
Loudoun Valley HS	Dr. S. Ross	340 North Maple Avenue Purcellville, VA 20132	540-751-2400	9:30 - 4:18
The North Star School	Ms. S. Ahrens – Mininberg	715 Childrens Center Road Leesburg, VA 20175	571-252-2920	9:50 - 4:00
Park View HS	Dr. J. Jefferson	400 West Laurel Avenue Sterling, VA 20174	571-434-4500	9:30 - 4:18
Potomac Falls HS	Dr. B. Wolfe	46400 Algonkian Parkway Sterling, VA 20175	571-434-3200	9:30 - 4:18
Riverside HS	Mr. D. Anderson	19019 Upper Belmont Place Leesburg, VA 20186	703-554-8900	9:30 - 4:18
Rock Ridge HS	Mr. J. Duellman	43460 Loudoun Reserve Drive Ashburn, VA 20148	703-996-2100	9:30 - 4:18
Stone Bridge HS	Mr. T. Flynn	43100 Hay Road Ashburn, VA 20147	571-252-2200	9:30 - 4:18
Tuscarora HS	Ms. P. Croft	801 North King Street Leesburg, VA 20186	571-252-1900	9:30 - 4:18
William Obediah Robey HS	Ms. J. Sims	21326 Augusta Drive Sterling VA 20174	571-434-4590	8:00 – 1:30 3:00 - 8:00
Woodgrove HS	Dr. W. Shipp	36811 Allder School Road Purcellville, VA 20132	540-751-2600	9:30 - 4:18

# 2022 – 2023 School Support Directory

Department	Phone Number
Loudoun County Public Schools Administration Building	571.252.1000
Superintendent's Office - Chief of Staff - Public Information - Safety and Security	571-252-1020
Department of Business and Finance - Budget and Financial Analytics - School Nutrition Services - Financial Services - Procurement and Risk Management	571-252-1400
Department of Digital Innovation - DDI Administration - Enterprise Solutions - Digital Experience - Infrastructure and Engineering	571-252-2135
Department of Human Resources and Talent Development - Employee Relations - Employee Benefits and Retirement - Recruitment - Talent Development - Title IX - Leave and Disability - Sub-Central	571-252-1100
Department of Instruction - Adult Education - Assessment Services - Educational Technology - Equity - Gifted Education - Instructional Programs - Pre-School Programs - Research - School Improvement - Virtual Loudoun Education - Athletics - Elementary, Middle, and High School Education - English Learner Program - Library Media Services - Mentoring and Coaching - Professional Learning - School Administration - Teaching and Learning - Teacher Mentoring - Welcome Center	571-252-1300
Department of Student Services - Autism Services - Deaf and Hard of Hearing - Eligibility Services - Homebound Services/Home Instruction - Outreach Services - School Counseling Services - Special Permissions - Student Health Services - Student Support Services - Student Services - Assistive Technology - Child Find Services - Diagnostics and Prevention Services - Emotional/Intellectual/Multiple Disability Services - Multi-Tiered System of Support - Parent Resource Services - Special Education Services - Student Assistance Services - Student Registration	571-252-1200
Department of Support Services - Management and Coordination - Facility Services - Transportation Services - Construction Services - Planning Services	571-252-1385

# School Board Members



DULLES

Jeff Morse

Chair  
571.252-2411  
Jeff.Morse@lcps.org



BLUE RIDGE

Ian Serotkin

Vice Chair  
571.252-2411  
Ian.Serotkin@lcps.org



ALGONKIAN

Atoosa Reaser

Member  
571.252-2411  
Atoosa.Reaser@lcps.org



ASHBURN

Harris Mahedavi

Member  
571.252-2411  
Harris.Mahedavi@lcps.org



BROAD RUN

Andrew Hoyler

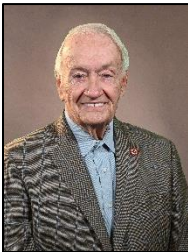
Member  
571.252-2411  
Andrew.Hoyler@lcps.org



CATOCTIN

John Beatty

Member  
571.252-2411  
John.Beatty@lcps.org



LEESBURG

Tom Marshall

Member  
571.252-2411  
Tom.Marshall@lcps.org



STERLING

Brenda Sheridan

Member  
571.252-2411  
Brenda.Sheridan@lcps.org



AT-LARGE

Denise Corbo

Member  
571.252-2411  
Denise.Corbo@lcps.org

# Employee Information

## ABSENCE FROM WORK – EMERGENCIES AND SEVERE WEATHER

When schools are in session, Division employees are responsible for the safety and supervision of students. During severe weather conditions or emergency situations, no employee is authorized to leave his/her assigned duties until these responsibilities have been fulfilled as determined by the principal or immediate supervisor.

### Employee Responsible to Obtain School Opening and Closing Information

When severe weather or emergency conditions exist, the Division Superintendent decides to close or to continue operating the schools. This decision is based primarily on student safety and welfare. While schools are in session, the decision is communicated by telephone to the principal. When such conditions occur during hours other than school hours, the decision is communicated over local radio and television stations, as well as the Loudoun County Public Schools' website—[www.lcps.org](http://www.lcps.org). Weather-related closing and delay messages are also sent using the Blackboard Mass Notification System.

## ACCEPTABLE/ RESPONSIBLE USE POLICY FOR EMPLOYEE TECHNOLOGY (P7566)

Please refer to REG 7566 for additional information regarding the Acceptable Use Policy. Each staff member will annually acknowledge the acceptance of this Policy and Regulation by signing the Employee Handbook Form. The Loudoun County School Board provides technologies, including access to internet, to promote educational excellence by facilitating resource sharing, innovation, and communication. The term technology includes hardware, software, data, communication lines and devices, terminals, printers, servers, mainframe and personal computers, the internet and other internal or external networks.

### A. Purpose

All use of the Division's technology must be consistent with the educational or instructional mission or administrative function of the Division or for legitimate school business. Loudoun County Public Schools may provide staff with access to online services and websites through contracts with educational companies and vendors. Staff may be provided with a username and password to access these websites and shall follow the password security protocol located in Regulation 3065.

### B. Monitoring

Loudoun County Public School routinely monitors an individual's usage of the Division's technology. The normal operation and maintenance of the school division's technical infrastructure and services requires that usage and activity are monitored, date and electronic communications are routinely backed up, and programs and other devices are employed to maintain the functionality, integrity, or security of the network infrastructure. Any communication or material using School Division technology, including electronic mail and documents created, stored, or shared from a user's account, may be monitored, read, recorded, copied, seized, and/or provided to appropriate authorities by school officials without prior notice. Staff shall have no right or expectation of privacy. None of the Division's technologies shall constitute a traditional, limited or designated public forum. Staff shall not send, receive, view, or download illegal materials.



### **C. Content Filtering**

The School Division operates technology protection measures that monitor, filter, or block internet access for all devices connected to LCPS and LCPS-OPEN networks. The protections prevent access to the following:

1. Child pornography
2. Obscenity; and,
3. Material that the School Division deems to be harmful and otherwise inappropriate.

Employing measures to circumvent the content filter is prohibited.

### **D. Technical and Administrative**

The Division Superintendent shall establish technical and administrative procedures containing the appropriate uses, ethics and protocols for use of technology. The procedures shall include:

1. Provisions establishing that the technology protection measures are enforced during any use of the Division's computers by staff.
2. Provisions establishing that the online activities of staff will be monitored.
3. Provisions designed to educate staff about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and Cyber Bullying awareness and response.
4. Provisions designed to prevent unauthorized online access, including "hacking" and other unlawful activities; and
5. Provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information.

### **E. Personal Devices**

Personal technology devices are permitted to use the LCPS OPEN wireless network only. Personal technology devices are prohibited from accessing the LCPS network (wired or wireless). All Personal Devices used within school or at school functions must be free from anything that would violate this policy including the use of a Virtual Private Network (VPN) to subvert the division's protection measures.

### **F. Personal Use**

School division technology is not to be used for personal commercial purposes or for personal financial or other gain. Occasional personal use of school division technology for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other school division responsibilities, and is otherwise in compliance with this and other school policies. Further limits may be imposed upon personal use in accordance with normal supervisory procedures concerning the use of school division equipment.

### **G. Signature Form**

Each staff member shall annually acknowledge the acceptance of this Policy and Regulation 7566. By doing so, staff agree to accept the terms of this policy and the failure of any staff to follow the terms of this policy or accompanying regulation may result in disciplinary action as defined by School Board policy, and/or law.

### **H. Limited Liability**

The Loudoun County School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer or network system.

## **I. Review Process**

The School Board will review, amend if necessary, and approve this policy every two years.

## **ACCIDENTS AND INJURIES**

All personnel should ensure that steps are taken to prevent accidents and injuries. If an adult or student accident does occur, state liability regulations require that the principal be notified immediately. The school will attempt to notify the student's parents and/or the adult's designee without delay. Statutory Workers' Compensation benefits cover injuries resulting from accidents arising out of or sustained in the course of employment. Safety procedures should be followed at all worksites. Safety equipment is available at all worksites, including but not limited to, step ladders, step stools, reaching devices, etc. In all instances, employees and/or supervisors must immediately report injuries and safety issues to the Leave & Disability Administration office at 571-252-1690.

## **ANNUAL LEAVE SCHEDULE (P7710)**

### **Exempt Personnel (P7710)**

A new employee in an exempt position will be advanced their annual leave (depending on date of hire). Thereafter, annual leave will be advanced in July of each year. The exempt personnel definition is outlined in School Board Policy 7022, Employee Classification

Exempt personnel shall earn annual leave as follows:

- 20 days for the first and second years of service
- 21 days after two (2) years of service
- 22 days after four (4) years of service
- 23 days after six (6) years of service
- 24 days after eight (8) years of service

Annual leave will be prorated based on the number of contract/assignment days actually worked after July 1 of the current school year.

### **Non-Exempt Personnel (P7710)**

A new employee in a non-exempt position earns one day of annual leave a month (depending on date of hire) for the first six consecutive months of employment for a maximum of six (6) days. At the completion of six months, the remainder of the first year's annual leave will be advanced. Thereafter, annual leave will be advanced in July of each year. One additional day is earned for each additional year of service up to the thirteenth (13th) year. A maximum of twenty-four (24) days of annual leave are earned after the 13th year of service. The non-exempt personnel definition is outlined in School Board Policy 7022, Employee Classification.

Annual leave for a person hired after the first working day of the month is prorated according to the number of days worked in the month.

### **Credit of Annual Leave Upon Transfer of Position.**

An employee who is moving from a ten- or eleven-month position to a twelve-month position will be given credit for all full-time contract years worked for Loudoun County Public Schools in computing initial annual leave. The employee will receive all annual leave at the beginning of the 12-month position for the fiscal year. Thereafter, leave will be advanced in July of each year. A full-time employee not covered by annual leave, as set forth in this policy, is eligible for personal leave each year. Personal leave is outlined in School Board Policy 7714, Personal Leave.

### **Earned Annual Leave.**

A 12-month non-exempt employee will earn (one) 1 additional day of annual leave each July, up to a maximum of 24 days per fiscal year.

## **CHILD ABUSE AND NEGLECT (P7530)**

Pursuant to the Code of Virginia 63.2-1509 et seq., any person employed in the Loudoun County Public Schools who, in his or her professional or official capacity has reason to suspect that a child or student is an abused or neglected child or student pursuant to the Code of Virginia 63.2-1509, shall report the matter as soon as possible but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect.

Pursuant to the Code of Virginia 63.2-1606, any person employed in the Loudoun County Public Schools who, in his or her professional or official capacity, has reason to suspect abuse, neglect or exploitation of a student 18 years old or over, shall immediately report the matter in accordance with this policy.

Any person required to file a report pursuant to this section who fails to do so as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$1,000. In cases evidencing acts of rape, sodomy, or object sexual penetration as defined in Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2, a person who knowingly and intentionally fails to make the report required pursuant to this section shall be guilty of a Class 1 misdemeanor.

Mandatory reporters are not required to make a report if they have actual knowledge that the same matter has already been reported to Child Protective Services (CPS). Failure to report may result in disciplinary action, up to and including termination.

### **A. Reporting Requirements**

1. Any teacher or other school employee who has reason to suspect abuse, neglect, or exploitation of a child or student shall immediately report it to:
  - a. The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, who shall make such report forthwith. The principal, or his/her designee, or supervisor of the department, that makes the report to the local or state agencies (CPS, and/or APS as applicable) must notify the person making the initial report when the report of the suspected abuse or neglect is made to the local or state agencies (CPS, and/or as applicable; APS if the student is 18 years or older) and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report; and
  - b. The Virginia Department of Social Services toll-free child abuse and neglect hotline and/or Adult Protective Services toll-free hotline if the employee has the need to report after business hours. The Virginia Department of Social Services child abuse and neglect hotline number is (800) 552-7096. The Virginia Adult Protective Services toll-free hotline number is (888) 832-3858. In addition, the principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, must also be notified of the report as soon as practicable.

2. If any principal is suspected of abuse or neglect of a child or student, the school employee who has this suspicion shall report it to the division superintendent, or his/her Department of Human Resources and Talent Development designee, who shall report it to the local or state agencies (CPS, and if applicable, APS).
3. Reports of reasonable suspicion that a student age 18 and older is the subject of abuse or neglect shall be reported immediately, in accordance with this policy, to Child Protective Services and also to Adult Protective Services regardless of the student's intellectual ability. In addition, the principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, must also be notified of the report.

### **B. Example of Employee Behavior to Report**

Principals or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, shall report the following alleged or observed employee behaviors to an administrator in HRTD in addition to appropriate reporting to law enforcement, if he or she has reason to believe a crime may have been committed, and to CPS and/or APS in accordance with this policy. Reporting to HRTD shall occur as soon as possible but within one workday of becoming aware of the allegations. Allegations or observed behaviors to report include but are not limited to the following:

1. Allegations of employee sexual misconduct with a student
2. Allegations of an employee using physical force or making a threat of physical harm to a student
3. Behavior which includes but is not limited to the following:
  - a. Sexual or romantic invitations to students
  - b. Dating students or soliciting dates with students
  - c. Engaging in sexualized dialogue with students
  - d. Making suggestive comments to students or in the known presence of students
  - e. Physical exposure of a sexual, romantic, or erotic nature
  - f. Self-disclosure of a sexual or erotic nature to students or in the known presence of students
  - g. Sexual contact or inappropriate overtures to students whether they be physical, verbal, non-verbal, written or electronic

### **C. Principal, his/her Designee, or Supervisor of the Department Responsibilities**

1. The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department shall report the suspected abuse or neglect by a non- LCPS employee to the local or state department of social services. upon making such report, he/she shall also inform the division superintendent's Department of Instruction and Department of Student Services designees.
2. If any LCPS employee is suspected of abuse or neglect of a child or student, the principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, shall report it to the division superintendents Department of Human Resources and Talent Development designee and to the local or state department of social services.
3. The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, is responsible for ensuring that all personnel are fully informed of their responsibilities under the law and the procedures of this policy.

4. Notice of the duty to report suspected child abuse or neglect shall be posted in each school pursuant to Code of Virginia 22.1-291.3. The notice of the duty to report posting shall state that:
  - a. any teacher or other person employed in a public or private school who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and
  - b. all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline.

#### **D. Records**

The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department shall, upon request, make available to the child and/or adult protective services worker any school records or reports which document the basis of the report. The Federal Education Rights and Privacy Act (FERPA) prohibits the sharing of student information without explicit parental or eligible student consent unless the Child or Adult Protective Services worker has a court order to review the record or unless release without parental consent would not violate FERPA. In a health or safety emergency situation, the school could provide access to the record. The school principal will determine what constitutes an emergency in accordance with Board Policy 8640.

#### **E. Memorandum of Understanding with Child Protective Services**

A written interagency agreement between the local department for social services and the Board shall be adopted as a protocol for investigating child abuse and neglect reports.

## **CLASSIFICATION AND PLACEMENT OF POSITIONS FOR THE UNIVERSAL SALARY SCALE (P7614)**

The universal salary scale applies to all employees currently assigned to those positions listed by job title on the universal salary scale and to any new positions assigned to the universal salary scale.

#### **A. Generally**

1. Positions covered by the compensation plan are assigned to a level on the salary scale.
2. The School Board approves the universal salary scale as part of the budget process.
3. Special rate ranges may be established for certain classes of positions to meet labor market challenges. When it is determined that special rate ranges are no longer required, the positions assigned to such ranges shall return to their evaluated salary levels.
4. Determining classification level placement may include a job analysis. A job analysis may entail some or all of the following: a review of a written description of duties, a comparative ranking using objective measurement of job factors and/or a market analysis.

**B. Initial Placement on the Salary Scale**

1. Initial placement of a new employee is determined by the Department of Human Resources and Talent Development and based on applicable full-time experience.
2. A former employee who left in good standing and who is re-employed may be placed at the same step equivalent to the employee's former step placement. Any additional experience gained after the employee left may also be considered in step placement.

**C. Annual Step Increases**

1. Employees who have 12-month assignments and who have been employed on or before January 1, or the first workday thereafter, are eligible to receive a step increase in their salary for the next school year assignment.
2. Employees whose assignments are less than 12-months and who have been employed on or before the last working day of the first semester are eligible to receive a step increase in their salary for the next school year assignment.
3. Annual step increases are contingent upon funding.
4. Any employee who receives an unsatisfactory/unacceptable evaluation shall not receive a step increase in pay the next year if employment continues.

**D. Step Placement Upon Reassignment or Transfer**

1. When an employee is reassigned or transferred to another position within the same level, no change is made in step placement on the salary scale.
2. When an employee is assigned to a position on a higher level, by reassignment, transfer, or reclassification of position, the employee's step placement will be determined based on relevant full-time experience and current placement practices.
3. An employee who accepts a lower-level position because of reorganization or elimination of the employee's position will retain their current rate. However, if the employee's current rate exceeds the maximum rate of the new position, the employee's rate will be reduced to the maximum rate of the new position after one year in the new position. This does not apply to employees who are first offered a position of the same level or higher level, but decline and subsequently accept a position of a lower level.
4. An employee in a position that has been downgraded will be placed at a step at the lower level that is nearest to the employee's current rate of pay without exceeding the employee's current rate of pay or, if the employee's current rate exceeds the maximum rate of the lower level, the employee's pay rate will be reduced within one year to the new maximum rate of the lower level.
5. An employee who accepts a position at a lower level voluntarily or as the result of a demotion will be placed on the same step at the lower level.

**E. Temporary Assignment to Positions of Higher or Lower Level**

1. Employees who are assigned the full scope and duties of a higher level position on an interim or acting basis may be assigned a rate of the higher position.

The level of acting/interim position, step placement will be based on placement practices (minimum of 5% increase in daily rate for one level above their current position or a minimum of 10% increase in daily rate for two levels above their current position).

The Department of Human Resources and Talent Development will notify employees of this temporary assignment in writing. Upon returning to the regular assignment, the employee's salary shall revert to the former rate.

2. An employee assigned to perform work of a lower level will retain the employee's current rate.

#### **F. Classification and Compensation Reviews**

1. Positions will be reviewed on a cyclical basis. Implementation of any changes is dependent upon funding approved through the budget process.
2. An off-cycle review may be requested by any member of senior staff, with approval by the appropriate Cabinet member, based upon organizational change, substantive repurposing of a role, and/or market conditions.
3. The Department of Human Resources and Talent Development will review the request to ensure that it meets the criteria for an off-cycle review. Requests that meet the criteria will be reviewed and a recommendation may be made to change the level of the position.

## **CLASSIFIED EMPLOYEE DISMISSAL AND DEMOTION GRIEVANCE PROCEDURES (P7024)**

The School Board adopts the following procedure for the dismissal or demotion of classified employees in accordance with §22.1-79(6) of the Code of Virginia. Nothing in this procedure is intended to create, nor shall it be construed as creating, a property right in employment or expectation of continued employment, nor shall this procedure be interpreted to limit in any way whatsoever the School Board's exclusive final authority over the management and operation of the school division.

Please see Policy 7024 for further information. If you have questions, please contact the Department of Human Resources and Talent Development.

## **COMMITMENT TO EQUITABLE TREATMENT (P7560)**

The Loudoun County School Board is committed to an equitable and inclusive work and educational environment for employees and students. As outlined in the Superintendent's Statement on Equity, Loudoun County Public Schools reject racist and other racially motivated behavior and language, recognizing that it encourages discrimination, hatred, oppression, and violence. Employees are expected to support the school division's commitment to action-oriented equity practices through the performance of their job duties, as the Division engages in the disruption and dismantling of white supremacy, systemic racism, and language and actions motivated by race, religion, country of origin, gender identity, sexual orientation, and/or ability.

## **CORPORAL PUNISHMENT (P8280)**

No employee of Loudoun County Public Schools shall subject a student to corporal punishment. "Corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline. Corporal punishment does not include physical pain, injury or discomfort caused by participation in practice or competition in an interscholastic sport, extracurricular activity, or participation in physical education.

## CREDIT UNION

**Loudoun Credit Union**, founded in 1977, provides financial services for all employees of the School Board, County, County municipalities, and contracted groups with the County. The credit union offers savings and checking accounts, loans, club accounts, and IRAs. Payroll deduction and direct deposit are available for all of the above. There is a minimum balance requirement in a savings account. Dividend and loan finance rates vary.

Call or visit Loudoun Credit Union at 801 Sycolin Road, SE, Suite 101, Leesburg, VA 20185. Office hours are Monday through Friday from 8:00 AM to 5:30 PM.

Communications can be sent through the School Board courier system.

Please phone 703-777-4744 for information.

**Apple Federal Credit Union**, created for teachers, by teachers, was established in 1956. As the premier credit union serving the educational community, Apple FCU has designed products and services exclusively for you.

All LCPS faculty, staff, students and their families are eligible for membership. Learn more at [www.applefcu.org](http://www.applefcu.org).

Membership eligibility rules apply. Federally Insured by NCUA. Equal Opportunity Lender.

## CRIMINAL CONVICTION OR FOUNDED COMPLAINT OF CHILD ABUSE OR NEGLECT (P7540)

The Board will not hire or continue the employment of any employees that are determined to be unsuited for service by reason of criminal conviction or founded complaints of child abuse and neglect.

### A. Applicants for Employment

All applicants for employment, whether full-time or part-time, permanent or temporary, shall be subject to a background investigation, which includes a check of employment history as well as a release of criminal and investigatory information possessed by any state, local or federal agency. Other areas of inquiry shall include criminal convictions, involvement in drug/alcohol abuse, and a search of the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services.

1. All applicants for employment, whether full-time or part-time, permanent or temporary, shall certify:
  - a. That the applicant has not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child; and
  - b. Whether the applicant has been convicted of a crime of moral turpitude and if so convicted, the applicant shall provide full particulars thereof.
2. All such applicants for employment shall certify that the applicant has not been the subject of a founded case of child abuse and neglect.

### B. Criminal Convictions

All applicants who are offered or accept employment with the Loudoun County School Board shall submit to fingerprinting and shall provide personal descriptive information to be forwarded along with the applicant's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the



purpose of obtaining criminal history record information regarding such applicant. Satisfactory report of this record check is a condition of employment.

### **C. Founded Complaints of Child Abuse and Neglect**

All applicants who are offered or accept employment shall provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services. In addition, where the applicant has resided in another state within the last five years, the school board shall require as a condition of employment that such applicant provide written consent and the necessary personal information for the School Board to obtain information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in such state. The School Board shall take reasonable steps to determine whether the applicant was the subject of a founded complaint of child abuse and neglect in the relevant state. Satisfactory reports of these registry searches are a condition of employment. If the information obtained pursuant to section D of this policy indicates that the applicant or employee is the subject of a founded case of child abuse or neglect, such applicant or employee shall be denied employment, or the employment shall be rescinded.

**D.** Any person making a materially false statement regarding his or her criminal history or child abuse record shall be subject to denial of employment, or dismissal if already employed; further a materially false statement as to a criminal offense may constitute a crime.

**E.** The Division Superintendent shall inform the School Board of any notification of arrest of an employee received pursuant to Virginia code 19.2-83.1.

## **DRUG-AND ALCOHOL-FREE WORKPLACE (P7550)**

The Loudoun County School Board is committed to maintaining a Drug- and Alcohol-Free Workplace.

### **A. On School Board Property or at School Activities**

It is the policy of the Loudoun County School Board to prohibit employees from being under the influence of and to prohibit the use, dispensing, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on its premises, at any school activity, on any school-sponsored field or foreign trip and on or in school buses and vehicles. Violations may be grounds for discipline up to and including termination.

### **B. Off School Board Property**

The use, sale, dispensing, possession, being under the influence or manufacture of illegal drugs and narcotics or alcoholic beverages off School Board property which affects an employee's ability to perform his/her duties, or which generates publicity or circumstances which adversely affect the school division, its employees, or students may be grounds for discipline up to and including termination.

### **C. Enforcement**

1. The above prohibitions also cover the misuse/abuse of all legal prescription drugs, "over the counter" drugs or any other substance which impair an employee's ability to perform his/her job safely or properly.
2. Violations may result in discipline up to and including termination and/or the requirement to participate in a drug or alcohol abuse assistance and rehabilitation program. In addition, School Board Policy 7324, Drug and

Alcohol Testing for Employees Required to Hold a Commercial Driver's License (CDL), provides more extensive requirements for employees required to have a CDL.

#### **D. Notification to School Board**

Employees who are criminally convicted of any drug or alcohol offense must notify in writing the Department of Human Resources and Talent Development immediately, but not later than, five calendar days after such conviction. Within 30 calendar days of learning of the conviction, appropriate disciplinary action up to and including termination may be taken and/or the employee may be required to satisfactorily participate in a drug or alcohol abuse and rehabilitation program approved under federal, state or local law or regulations.

#### **E. Employee Awareness Program**

An employee awareness program will provide employees information on the dangers of drug and alcohol use/abuse, the provisions of this policy, the availability of the Employee Assistance Program for help and the disciplinary repercussions for violations of this policy. Information will be provided in the annual employee handbook, new employee orientation and periodic reminders.

#### **F. Monitoring and Reporting**

All supervisors are required to observe, monitor, and take effective action to detect and address alcohol and drug use and abuse among employees. All employees who reasonably suspect alcohol or drug use or abuse by other employees on school board property or at school activities shall report their observations to their own supervisor or to another onsite supervisor. If the reasonable suspicions are about the supervisor, employees should report their observations to another on-site supervisor. Supervisors shall immediately contact law enforcement, which could be the assigned School Resource Officer for the school or area, if a violation is suspected. Once law enforcement has been contacted, the supervisor shall immediately notify the Department of Human Resources and Talent Development. If a supervisor cannot be contacted and an employee believes there is an imminent safety risk to students, staff, the public and/or to the suspected employee, the employee should immediately contact law enforcement, which could be the assigned School Resource Officer for the school or area, to report his/her observations. Following the contact to law enforcement, the employee should continue to try to reach his/her supervisor or another member of the supervisory chain to report what has been observed and what he/she has reported to law enforcement.

#### **G. Distribution of Policy**

All employees shall be provided access to the electronic copy of the employee handbook which will contain information about this policy.

## **DRUG AND ALCOHOL AWARENESS**

The source of the following information is the National Council on Alcoholism and Drug Dependence, Inc. (NCADD).

Two specific kinds of alcohol use/abuse behavior significantly contribute to the level of work-performance problems: drinking right before or during working hours (including drinking at lunch company functions) and heavy drinking the night before that causes hangovers during work the next day.

Impact of alcohol use/abuse in the workplace can include: premature death, fatal accidents, higher injury and accident rates, increased absenteeism and use of extra sick leave, and loss of production.

Additional problem areas can include Tardiness/sleeping on the job, theft, poor decision making, loss of efficiency, lower morale of co-workers, increased likelihood of having trouble with co-workers/ supervisors or tasks, higher turnover, training of new employees, and disciplinary procedures.

According to NCADD Affiliates that provide Employee Assistance Program (EAP) services, the following job performance and workplace behaviors may be signs that indicate possible workplace drug problems:

1. Job Performance: Inconsistent work quality, poor concentration and lack of focus, lowered productivity or erratic work patterns, increased absenteeism, unexplained disappearances from the jobsite, carelessness, mistakes, errors in judgment, needless risk taking, disregard for safety for self and others, on the job and off the job accidents, extended lunch periods, and early departures.
2. Workplace Behavior: Frequent financial problems, avoidance of friends and colleagues, blaming others for own problems and shortcomings, complaints about problems at home, deterioration in personal appearance or personal hygiene, complaints, excuses, and time off for vaguely defined illnesses or family problems.

Information regarding LCPS EAP Services, including contact information, is located under the **FRINGE BENEFITS** section of the employee handbook.

## **ELECTIVE DEFERRAL PLANS (P7624)**

All employees may participate in the LCPS 403(b) and 457 Elective Deferral plans.

## **EMPLOYMENT OF TEMPORARY EMPLOYEES (P7330)**

Loudoun County Public Schools has established guidelines for the employment of temporary employees. A temporary employee is defined as a substitute teacher who is not working as a volunteer, or substitute, temporary, or part-time employees.

**A. Temporarily Employed Teacher Substitutes.** A temporarily employed teacher, as used in this section, means (1) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (2) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

1. All substitute teachers shall be at least 18 years of age and hold a high school diploma or have passed a high school equivalency examination approved by the Board of Education.

2. Complete an application and an overview of substitute expectations for school policies and procedures conducted by Loudoun County Public Schools. The building principal, or their designee, is responsible for obtaining substitutes. The building principal, or their designee, is responsible for ensuring established school rules and emergency procedures are provided to the substitute.

3. Any request for a substitute must give as much advance notice as possible and ensure lesson plans are available for the substitute.

4. The School Board reserves the right to approve all substitutes.

5. Reports of absences and employment of substitutes shall be made by the principal to the Payroll Office.

## **B. Temporary Long-Term Teacher Substitutes**

1. Temporary long-term teacher substitutes may be employed when (1) the term of substitution is of indeterminate length, for a minimum of eleven consecutive days, or (2) when the circumstances are such that the substitute may temporarily replace the regular teacher, or (3) under other conditions that the Division Superintendent may deem necessary. Temporary long-term teacher substitutes may be paid a daily salary as established by the School Board without any regular fringe benefits.

2. Any temporary substitute for a long-term teacher assignment shall be paid the long-term substitute teacher daily rate effective on the eleventh day of the assignment in a single position. The long-term substitute teacher daily rate will be retroactively applied to the first ten (10) consecutive teaching days of the assignment. The long-term teacher daily rate is established by the School Board and is without any regular fringe benefits. Temporary substitutes will not be issued contracts and temporary services is not counted as part of a probationary term leading to a continuing contract.

**C. Student Teachers.** The school division shall accept student teachers only from accredited institutions. All student teachers shall meet the same health requirements as all other personnel. The superintendent shall have the responsibility for the assignment and placement of student teachers in the school system. Student teachers may be used as substitute teachers during the active period of their scheduled student teaching experience with prior approval from Human Resources and Talent Development.

**D. Employment of Temporary Employees.** A substitute, temporary, or part-time employee is an employee hired to fill a temporary need for a limited duration of time. The appropriate budget holder, Superintendent's Cabinet or designee, is authorized to employ substitute, temporary, and part-time employees as needed for the operation of business. Budget holders will follow procedures defined in the accompanying regulation to employ substitute, temporary, and part-time employees. The budget holder is responsible for ensuring the availability of funds to employ such substitute, temporary, and part-time employees. Substitute, temporary, and part-time employees do not hold contracts and are employed on an as-needed basis. Services of a substitute, temporary, or part-time employee may be discontinued with or without cause at any time.

**E. Expectations.** Temporary employees are to conduct themselves in a professional manner and abide by all Loudoun County Public Schools policies.

## **EMPLOYMENT PERIODS**

Contracts or assignment letters are issued for various periods of time as determined by the requirements of specific positions and assignments.

All classified employees are employed "at will" and do not have an expectation of continued employment or employment for a definite period. The employment periods stated in this handbook are informational only and confer no right or entitlement to continued employment for a specific duration.

## **EQUAL OPPORTUNITY (P1040/P7012)**

The Loudoun County School Board is committed to providing for an equitable, safe and inclusive learning and working environment.

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and

excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

Loudoun County Public Schools is committed to making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures have been established for employees who feel discrimination has been shown by the School Division (P7018).

## **EQUAL OPPORTUNITY FOR EQUITABLE, SAFE AND INCLUSIVE ENVIRONMENT**

The Loudoun County School Board is committed to providing for an equitable, safe and inclusive learning and working environment.

The Loudoun County School Board affirms a commitment to this principle for all persons regardless of race, color, national origin, religion, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, marital status, disability, age, or genetic information.

If a disability prevents you from fully performing your duties, using our facilities, or having access to our programs, services, or activities, you are encouraged to contact the Leave and Disability Specialist responsible for compliance with the Americans with Disabilities Act (ADA).

For more information, contact the Leave & Disability Administration office at 571- 252-1690.

## **EVALUATION (P7312)**

Employees are formally evaluated as described in their appropriate evaluation manuals.

The evaluation process for teachers and all other licensed personnel on continuing contract is generally completed every three years and follows the procedures established by the State Board of Education to implement the Standards of Quality. (Refer to appropriate evaluation manual.)

(P7652) Any employee who fails to receive a satisfactory evaluation shall not receive a "step increase" in pay the next year.

## **EXPERIENCE CREDIT FOR TEACHER, LICENSED, AND AUXILIARY NEW HIRES (P7612)**

Loudoun County Public Schools may allow returning and newly hired teachers, and licensed and auxiliary employees, credit for prior experience under the following circumstances and subject to the maximum credit herein provided. The new hire is responsible for providing verification of creditable experience to the Department of Human Resources and Talent Development.

**A. Type of service for which credit for teaching experience may be allowed**

1. For full-time teaching in public schools in the Commonwealth of Virginia and elsewhere;
2. For full-time teaching in accredited institutions of higher learning in the Commonwealth of Virginia and elsewhere;
3. For teaching in schools operated in military installations, supported by federal tax funds, and for which academic credit is accepted for admission to the public schools in the Commonwealth of Virginia;
4. For full-time teaching in public resident schools such as the Virginia School for the Deaf and Blind;
5. For full-time teaching in accredited private schools and in private schools for which teachers receive credit under the provisions of Virginia Retirement System; and
6. Teachers in the field of vocational education, where the requirement calls for occupational work experience beyond the apprenticeship level, may be allowed credit for one year of teaching experience for each year of relevant, full-time work experience.
7. For other experience deemed relevant by the Chief Human Resources Officer, or their designee.

**B. Type of service for which credit for licensed and auxiliary experience may be allowed**

1. For full-time licensed and auxiliary positions in public schools, accredited private schools, and institutions of higher learning;
2. For full-time experience in hospitals and health related organizations that are specifically job related;
3. For other experience deemed relevant by the Chief Human Resources Officer, or their designee.

**C. Military Service or Peace Corps Credit.** A maximum of two years' credit may be given to newly hired teachers, and licensed and auxiliary employees, for honorable military or Peace Corps service, for non-job-related service.

**D. Maximum Allowable Credit.** Except as otherwise noted below, the total maximum allowable credit, for newly hired teachers and licensed and auxiliary employees, for experience outside Loudoun County Public Schools will be 15 years. Any credit granted beyond 15 years under this policy may only be done within the discretion of the Division Superintendent.

**E. Experience Credit Not Allowable.** Credit will not be granted for part-time, hourly, substitute, student teaching, and internship experience, either inside or outside of Loudoun County Public Schools.

## **FRINGE BENEFITS**

In order to facilitate customized communications, personal identifying information for employees and their dependents may be shared with approved service providers. Transmission of all information exchanges will be governed by Code of Virginia and applicable federal regulations.

### **Direct Deposit Plan (P7620)**

All employees will have their paychecks electronically deposited in the bank of their choice or on a pay card.

**Pay Schedule (P7620)**

All staff: Will receive bi-weekly installments based on a predetermined, published calendar, for services rendered.

**Employee Assistance Program**

Loudoun County Public Schools offers an employee assistance program to all employees.

Program Highlights:

- 24-hour telephone service for arranging appointments (1-800-327-7272)
- Services to family members as well as employees
- Workshops on relevant topics, such as the role of the single parent, job stress, family disorders, and financial management
- Newsletters and flyers

Appointments with a professional counselor may be made by calling the 24-hour telephone service. For further information on the Employee Assistance Program, please contact the Leave & Disability Administration at 571-252-1690.

**Flexible Benefits Plan**

A flexible benefits plan is available to full-time employees. This plan allows for pre-tax payroll deductions for:

- Flexible Spending Accounts
- Dependent Care Expense
- Reimbursement Account
- Healthcare Expense
- Health Insurance Premiums

Upon initial eligibility, you must file the appropriate election form(s) within 30 days. As a general rule, IRS Code does not allow changes to pre-tax elections after the start of a coverage period.

Changes are permitted for qualifying events, providing that notification is provided to Employee Health, Wellness and Benefits within 30 days of the event.

General examples of qualifying events include, but are not limited to:

- Change in legal marital status
- Birth or adoption of dependent
- Death of dependent
- Change in employment status of employee, spouse or dependent which results in eligibility or ineligibility for coverage

The information provided here is considered a summary. Administration of the Flexible Benefits Plan will be governed by the details set forth in the Plan Documents — available on the Employee Health, Wellness and Benefits website.

If you have questions or would like to request a copy of this Document, please contact Employee Health, Wellness and Benefits at 571-252-1810.

**Flexible Spending Accounts**

Full-time employees may choose to enroll in a Healthcare Expense Reimbursement Account and/or Dependent Care Expense Reimbursement Account. Once enrolled in one or both of these Accounts, you can pay for eligible healthcare and/or dependent care expenses with pre-tax dollars.

The effective date of coverage for a new hire or a newly full-time employee will be the 1st of the month following the later of:

- The date of full-time hire/ assignment;
- The date the employee completes their Flexible Spending Account Enrollment and supporting documentation.

As a general rule, IRS Code does not allow changes to pre-tax elections after the start of a coverage period. Changes are permitted for qualifying events, providing that notification is provided to Employee Health, Wellness and Benefits within 30 days of the event. General examples of qualifying events include, but are not limited to:

- Change in legal marital status
- Birth or adoption of dependent
- Death of dependent
- Change in employment status of employee, spouse or dependent which results in eligibility or ineligibility for coverage

The effective date of change for an employee making an election as a result of a qualifying event will be the 1st of the month following the later of:

The date the employee incurs a qualifying change in the family, dependents or employment status; or The date the employee submits a completed and signed Flexible Spending Account Enrollment/Change Form.

The effective date of coverage for a child added to the plan following birth or adoption will be the date of birth, adoption or placement for adoption. The information provided above is considered a summary. Administration of the Flexible Spending Accounts will be governed by the details set forth in the Flexible Benefits Plan Document available on the Employee Health, Wellness and Benefits website. If you have questions or would like to request a copy of this Document, please contact Employee Health, Wellness and Benefits at 571-252-1810.

### **Group Life Insurance**

This insurance is available only to VRS members and is mandatory. The premium will be paid by the School Board as a fringe benefit.

### **Liability Insurance**

Loudoun County Public Schools provides extensive liability and other insurance coverage for all employees and authorized volunteers.

General and Professional Liability — Insurance coverage is provided by LCPS as per the following:

Persons Covered: Board members, employees, student teachers, and authorized volunteers.

Persons Not Covered: Volunteers acting in their capacities as medical professionals, students, organizations, and other entities (such as parent teacher associations or booster clubs) that do not operate under the direction and control of the School Board.

Various exclusions may apply.



## **Vehicle Liability Insurance — Coverage**

Vehicle risk exposures is provided by LCPS as per the following:

**Persons Covered:** Board members, employees, student teachers, and authorized volunteers all while using, with permission, vehicles owned, hired, or borrowed by the School Board. In addition, covered persons using privately owned vehicles on official School Board business are insured for liability on an excess basis, over and above the insurance protection on the privately-owned vehicle used.

**Persons Not Covered:** Students, organizations, or other entities (such as parent-teacher associations or booster clubs) that do not operate under the direction and control of the School Board.

Various exclusions may apply. Important Note — All inquiries from citizens, parents, and students concerning reimbursement for expenses because of school-related accidents should be referred to Business and Financial Services. No employee or volunteer may ever agree on behalf of the School Board, to pay any expenses or attempt to evaluate liability for any incident. All claims against Loudoun County Public Schools are investigated by professional claims adjusters, and persons making claims are officially notified of the results of these investigations.

## **Employee's Possessions**

Loudoun County Public Schools has no responsibility for an employee's personal belongings he/she brings to work. When an employee brings personal items to the work site, the employee is accepting responsibility for the items. If an employee's personal materials are stolen or damaged at the work site, they will not be replaced by the school system.

For detailed explanation, secure an Insurance Facts Brochure from the Department of Business and Financial Services.

## **Health Insurance (P7626)**

Health insurance coverage will be provided for eligible employees. You are considered eligible if you are:

- Grandfathered as a result of a FT status on June 30, 2013, or
- Hired full-time on or after July 1, 2013 upon initial eligibility, you must file the appropriate election form and supporting documentation within 30 days.

The effective date of coverage for a new hire or a newly full-time employee will be the 1st of the month following the later of:

- The date of benefits eligible hire/ assignment; or
- The date the employee submits their completed Health Insurance Enrollment with the appropriate documentation of spouse/ dependent's relationship.

The Board will make a monthly contribution toward payment of the premium. Premiums are deducted on a pre-tax basis. As a general rule, IRS Code does not allow changes to pre-tax elections after the start of a coverage period. Changes are permitted for qualifying events providing that the appropriate election and supporting documentation is provided to Employee Health, Wellness and Benefits within 30 days of the event.

The effective date of change for an employee making an election as a result of a qualifying event will be the 1st of the month following the later of:

- The date the employee incurs a qualifying change in the family, dependents or employment status; or
- The date the employee submits their completed Health Insurance Enrollment and the corresponding supporting documentation.

The effective date of coverage for a child added to the plan following birth or adoption will be the date of birth, adoption or placement for adoption.

By applying for membership in the health plan you agree, for yourself and your eligible dependents, to abide by the rules and regulations of the health plan and certify that all information provided through the enrollment process is true and correct — and acknowledge that your benefits could be affected if this is not the case. Additionally, LCPS reserves the right to deduct from your wages/compensation the appropriate premium to provide your health insurance coverage and, further, to deduct from your paycheck and/or bill you for any missed health insurance premiums. Your coverage may be canceled if premiums are at any time deemed uncollectible by LCPS.

The information provided above is considered summary. Administration of the Health Insurance Program is governed by the details set forth in the Health Insurance Plan Document available on the Employee Health, Wellness and Benefits website. If you have questions or would like to request a copy of this Document, please contact Employee Health, Wellness & Benefits at 571-252-1810.

### **Short-Term Disability**

Loudoun County Public Schools offers a short-term disability plan for full-time employees. After a 20-day elimination period, this plan provides a maximum disability benefit of 60 percent of income for up to 10 weeks. The School Board pays for the full cost of this insurance. Questions about Short-Term Disability should be directed to the Leave and Disability Administration at 571-252-1690.

Employees enrolled in the VRS Hybrid plan are covered under the provisions of that plan for short-term disability. Please view the information at [www.varefire.org/Hybrid Retirement Plan](http://www.varefire.org/HybridRetirementPlan).

### **Tuition Refund Program (P7630)**

Full-time employees of Loudoun County Public Schools may be eligible for tuition reimbursement not to exceed the amount approved in the operating budget each fiscal year. The fiscal year is defined as July 1 through June 30. A maximum amount of tuition reimbursement per employee per fiscal year may be established and priority may be given to employees participating in a cohort established to meet critical areas of need.

### **Voluntary Employee Benefits**

Loudoun County Public Schools offer voluntary benefits in which employees may participate, such as, but not limited to:

- Apple Federal Credit Union
- Loudoun Credit Union
- Health Insurance Package
- Loudoun Education Association
- United Way Contributions
- Flexible Spending Accounts
- CIGNA Critical Illness Policy
- CIGNA Accidental Illness Policy

- Principal Dues
- Virginia Prepaid Educational Plan
- Virginia Education Savings Trust
- VRS Optional Life Insurance
- 403 (b) Elective Deferral Plan
- 457 Elective Deferral Plan
- Long-Term Disability

Please contact Employee Health, Wellness & Benefits Div. at 571-252-1810.

### **Employees' Responsibility to General Safety and Accident Prevention**

Accident prevention is important. Safety is everyone's responsibility. No one wants to be injured.

Loudoun County Public Schools can be a safer place to work if you do your part.

- Follow the rules
- Report all injuries IMMEDIATELY
- Avoid horseplay
- Don't take shortcuts
- Wear personal protective equipment
- Wear clothing appropriate for the job
- Keep tools in good repair, use the proper tool for the job and use it safely
- Don't tamper with machine guards. Keep revolving parts shielded when machinery is in operation
- Maintain good housekeeping
- Read and understand Material Data Safety Sheets when working with chemicals
- Do not undertake a task that appears to be unsafe.
- Do not use hazardous materials without knowing and understanding the hazards, the proper way to handle the material, and the emergency procedures.
- Report all unsafe and hazardous conditions
- Maintain a safe attitude
- Take advantage of Employee Assistance Program professionals when necessary. Concentration on safety is difficult when you are struggling with personal problems
- Use proper lifting and carrying positions at all times when moving materials/equipment; bend your knees and lift with your legs
- Watch for slippery walking surfaces or obstacles that may cause a fall
- Don't substitute extension cords for required wiring
- Use vehicle safety belts
- Do not block emergency equipment or exits

When weather conditions are icy/snowy:

- Wear shoes with good traction
- When exiting your vehicle, use its doors to help support your weight. If you lose your footing, you may be able to catch yourself and keep from falling.
- Stay on designated paths; do not take short cuts through piles of snow or use uncleared/untreated areas

### **Workers' Compensation (P7640)**

All employees of the Loudoun County School Board are covered by Workers' Compensation insurance as provided by Virginia State Law §65.2-100 et seq. Any employee injury or illness sustained directly in the performance of employment duties

must be immediately reported to the appropriate supervisor. The First Report of Injury shall be completed by the supervisor or designee using PMA's CINCH online system. NOTE—If the injury or illness is an EMERGENCY, please either call 911 immediately or go to the nearest Emergency or urgent Care facility. Loudoun County Public Schools requires that all employees injured during work activities choose a treating physician from the LCPS Authorized Panel of Physicians and Treatment Facilities list. This listing may be obtained from the site supervisor or found on the Leave & Disability Administration website.

## **GRIEVANCE PROCEDURE (P7018/P7024)**

The procedure by which a grievance is processed by Loudoun County Public Schools was prescribed by the Code of Virginia and the Virginia Board of Education and adopted by the Loudoun County School Board. It provides an orderly procedure for resolving disputes concerning local School Board policies, rules, and regulations as they affect the work of employees, and disciplinary actions which include dismissal. For licensed and classified staff, please see Policy 7018 Appendix A for appropriate forms. For classified employee dismissal and demotion grievance procedures, please see Policy 7024. If you have questions, please contact the Department of Human Resources and Talent Development.

## **INTRODUCTORY PERIOD (P7022-3A)**

All new Classified Employees will serve an introductory (probation) period of six months. Such employees will be given regular status upon the successful completion of the introductory period.

## **LICENSED EMPLOYEE TRANSFERS & INVOLUNTARY REASSIGNMENT (P7304)**

The purpose of this policy is to establish a procedure by which Loudoun County Public Schools will permit voluntary transfers of licensed employees, and to establish a procedure for involuntarily reassigning school-based licensed personnel when the Superintendent determines that an excess number of school-based licensed personnel exist at a particular school. Reassignment situations will arise, from time to time, when the School Board or the Superintendent have increased class sizes, eliminated or reduced programs, or due to enrollment reductions. The Superintendent will inform the School Board when an involuntary reassignment process will be implemented.

### **A. Voluntary Transfers**

The Process for licensed employees to apply for voluntary transfers to other licensed positions within the school division is administered by the Department of Human Resources and Talent Development through the Licensed Transfer Process. The Licensed Transfer Process begins on a date established by the Department of Human Resources and Talent Development and ends on June 30 or the last business day of the month if June 30 falls on a weekend. Limited exceptions may be granted to permit voluntary transfers following the conclusion of the Licensed Transfer Process through the start date of the teacher contract for the upcoming school year. In those instances, both principals must agree to the transfer, the Department of Human Resources and Talent Development must approve the transfer and the transfer should not create a vacancy in a high need area.

Eligible licensed employees who are on Annual or Continuing contracts may enter the Licensed Transfer Process to apply for voluntary transfers.

### **Reassignment Decisions by School Principals**

Whenever a principal must make recommendations as to specific individuals to reassign from his/her school, the principal will first identify the pool of employees in the teaching assignment or endorsement areas designated for staff reallocation. The principal shall then ask for volunteer(s) for reassignment from the pool. If there are no volunteers, the principal will then use an employee's length of service within the school division to identify the least senior employee(s) to be reassigned from the school. Length of service within the school division is defined as the employee's effective date as a licensed employee beginning with the most recent term of continuing employment in a licensed position.

The least senior employee(s) may be eligible for an exception to reassignment, for reasons including but not limited to holding one or more of the following responsibilities: dean, co-curricular or extra-curricular responsibilities, lead teacher, or participation in other specialized responsibilities within the school. Exceptions may also be made for reassignments that would cause a hardship for the school division. An exception to reassignment may also be granted for employees who have not yet been released from the Mid-Year support program. An employee who has two or more Developing/Needs Improvement individual ratings on his/ her completed performance review for the same school year (regardless of their overall final performance rating), may also be excluded from consideration for reassignment. Employees who are not otherwise eligible for continued employment for the following school year are exempted from consideration for reassignment.

Teacher reassignment recommendations for special education teachers shall also ensure all federal and state mandates and school division needs are met, which may mean that certain teachers are excluded from reassignment regardless of seniority ranking. Reassignment decisions regarding special education teachers is made in collaboration with the Director of Special Education.

In the circumstances where an exception applies, the next least senior employee who does not qualify for an exception shall be reassigned. This process shall continue until staffing reallocation numbers have been met.

Being eligible for one or more exceptions does not automatically exclude an employee for selection for reassignment. All exceptions must be approved by the Department of Human Resources and Talent Development.

### **Placement of Involuntarily Reassigned Employees**

Principals shall submit to the Department of Human Resources and Talent Development their recommendations for employees to be involuntarily reassigned from their schools. Upon receipt of the recommendations, the Department of Human Resources and Talent Development will ensure the correct employees have been identified using the length of service and exception criteria and will approve or deny the recommendations. The Department of Human Resources and Talent Development will then identify placements for the affected employees that are comparable to their current FTE assignment and by using the following criteria, in no prescribed order: the employee's endorsement areas, the employee's most recent teaching assignment, the employee's home address, and if the employee has made a request for a particular placement location or assignment that can be granted.

## **LACTATION SUPPORT (P7170)**

Loudoun County Public Schools site administrators, (such as a principal, director or building administrator), shall designate a non-restroom location in each school as an area in which any mother who is employed by the Loudoun

County School Board may take breaks of reasonable length during the school day to express milk to feed her child until the child reaches the age of one. The area must be shielded from public view.

## **LEAVE POLICIES (P7712 – B, C, and D)**

### **B. Eligibility and Accumulation.**

A full-time employee under regular contract (probationary or continuing) or an assignment letter shall accumulate sick leave during time the employee performs his/her assigned duties, including paid leave, under terms of the contract. The maximum allowance per year is:

Personnel Covered — Eligibility and Accumulation (P7-57[a])

1. 12 - month position: 14 days
2. 11 - month position: 11 days
3. 180-206-day position: 10 days

### **C. Prorated Days**

When the length of a contract has been shortened (e.g. for a late start or early release), the number of sick leave days will be prorated. Employees who have resigned and overused their earned sick leave will be charged in their final paycheck and/or will be invoiced for any amounts not recouped.

### **D. Generally**

1. Sick leave for the contract or assignment year is credited at the beginning of the contract year. (An employee who leaves before the contract year has been completed must repay any unearned anticipated sick leave that was used.)
2. An employee who is unable because of illness to begin work when current contract begins may be allowed to use all accumulated sick leave.
3. Unused sick leave may accumulate without a max limit. Employees will be given an accounting of accumulated sick leave each pay period.
4. A full-time employee transferring from another Virginia public school division or Loudoun County Government or a former Loudoun County Public School (LCPS) employee returning directly to LCPS may be credited with sick leave accumulated, provided:
  - a. That the employee has not received payment for such unused accumulated sick leave;
  - b. That in the case of an employee transferring from Loudoun County or another Virginia public school division, the entity provides documentation of available leave, maximum transfer allowed is 90 days.
  - c. Employees and their supervisors are responsible for correctly recording leave usage.

## **MISUSE OF LEAVE**

Misuse of any type of leave may result in termination or other disciplinary action. Unauthorized leave of any nature may be ground for dismissal.

### **Absences covered (P7712-E)**

1. Personal Illness. Personal illness is defined as incapacity to perform duties because of medical condition or confinement. An employee on sick leave may be required after 3 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.
2. 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.
  3. Responsible use of sick leave is important to the effective and efficient operation of Loudoun County Public Schools. 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.
  4. Family Illness/Death. As used in this section, family of an employee shall be regarded to include: parents, foster parents, legal guardian, stepmother, stepfather, wife/husband, children (including stepchildren and foster children), brother/sister, grandparent, great-grandparents, grandparents-in-law, mother-in-law/father-in-law, sisters-in-law/brothers-in-law, son/daughters-in-law, grandchildren, aunts/uncles, nieces/nephews, any other relative not listed above living in the household of the employee, and anyone over whom the employee has "power of attorney."

Sick leave may be used for the death of a family member (as defined above).

An employee will be allowed five (5) days for attendance at funerals not covered in the family relationships listed above by utilizing their sick leave, annual leave or personal leave. If leave is not available, the employee will be assessed Leave without Pay in accordance with 7722.

#### **Transfer of Leave (P7712 – F)**

Upon separation from employment, except for retirement, employees are not entitled to payment for unused accumulated sick leave. The system will provide documentation of accumulated sick leave balances to another Virginia division within three years of separation from LCPS.

A full-time employee transferring from another Virginia public school division or Loudoun County Government or a former Loudoun County Public School employee returning directly to LCPS may be credited with sick leave accumulated, provided that the employee has not received payment for such unused accumulated sick leave; and that in the case of an employee transferring from Loudoun County or another Virginia public school division, the entity provides documentation of available leave, maximum transfer allowed is 90 days.

#### **Misuse of Sick Leave. (P7712 – g)**

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.

#### **Family Medical Leave Act (FMLA) (P7716)**

The Loudoun County School Board will provide leave for family and medical purposes. The Superintendent shall develop regulations in compliance with the Family and Medical Leave Act of 1993 as amended for all eligible employees to take unpaid, job protected leave for specified family and medical reasons.

#### **Leave Without Pay (P7722)**

The School Board recognizes that in certain instances an employee may need to have extended leave. For that purpose, the School Board establishes this Policy

enabling it to grant discretionary leave without pay for reasons other than those specified in statute, including but not limited to:

1. Family and Medical Leave Act (see Policy 7716)
2. Religious Observance (see Policy 7730)
3. Personal Leave (see Policy 7714)
4. Sick Leave (see Policy 7712)
5. Professional Learning (see Policy 7562)
6. Restoration of Health (see Regulation 7-58[D])

The School Board reserves the right to specify the conditions under which leave without pay may be granted and to modify these conditions as it sees fit.

Leave without pay is not a regular leave benefit; it is a discretionary leave provision designed to address unusual circumstances that cannot be addressed by other forms of leave. The abuse of leave without pay shall be subject to disciplinary action, up to and including termination.

During leave without pay COBRA is offered for health insurance. Life insurance may be elected to continue by paying the total cost of the premium. At the end of the leave period, employees may be eligible to purchase Virginia Retirement System credit for this absence. The Division Superintendent has developed regulations to implement this Policy and provide the terms and circumstances for the utilization of leave without pay.

Regulations that support the implementation of Policy 7722 include information outlining the guidelines for each type of Leave Without Pay requested with regard to 1) Eligibility, 2) Period of Leave, 3) Application Process, 4) Benefits, and 5) Return to Work procedures.

### **Military Leave (P7726)**

It is Loudoun County Public Schools' objective to grant military leave to employees for active duty in the armed services of the United States or for employees who are former members of the armed services, or current members of the reserve forces of any of the United States' armed services, or of the Commonwealth's militia (National Guard, naval militia, and Virginia State Defense Force), or the National Defense Executive Reserve in accordance with federal and state law and is based upon the state military leave policy.

### **Personal Leave – Personnel Covered (P7714)**

All employee leaves and absences are subject to school division policy and regulations. The Superintendent shall establish any regulations necessary for the application of the division's policies regarding leaves and absences.

#### **A. General Provisions**

1. A full-time employee not covered by annual leave, as set forth in Policy 7710, is eligible for personal leave each year.
2. The maximum allowance of personal leave per year is three days.

Personal leave for the contract year is credited (i.e., anticipated) at the beginning of the contract year.

#### **B. Limitations**

1. A personal leave request may be limited during the following periods or circumstances:
  - a. The first five instructional days and the last five instructional days of the school year.



- b. On any teacher in-service or orientation workday that involves the employee: (i) in a central office sponsored in-service or (ii) on a day that the employee is scheduled to hold parent conferences.
- c. When in the judgment of the immediate supervisor a qualified substitute cannot be secured.

### **C. Transfer of Personal Leave**

Personal leave not used during a school year will be automatically transferred to the eligible employee's accumulated sick leave.

Persons transferring from a 10-month or 11-month position to a 12-month position who have unused personal leave will have their unused personal leave rolled into their sick leave balance.

### **Public Service Leave (P7724)**

The School Board is providing provisions for Public Service Leave for full-time employees who have completed three (3) continuous years of satisfactory service in Loudoun County.

### **Religious Observance (P7730)**

To the extent that modifications in work schedules do not interfere with the efficient accomplishment of the school division's mission, an employee whose personal religious beliefs require the absence from work for certain times of the workday or workweek may use up to 5 days of accumulated paid leave or leave without pay. Such leave will be deducted from the employee's accumulated leave or documented as leave without pay. Request for leave under this policy shall have the approval of the employee's supervisor. Requests shall be submitted in advance of the need for such leave with sufficient notice to obtain a substitute or other back-up coverage, as required. Employees should provide documentation in support of their request for leave.

### **Jury Duty or Subpoenaed Witness (P7720)**

An employee shall not have any adverse personnel action taken against them upon being called for Jury Duty due to absence from employment for such service. Except for criminal defendants, employees subpoenaed shall similarly not have any adverse personnel action taken against them for absence from employment due to the subpoena.

- a. Full-time equivalent employees (FTEs) will not be charged leave and will earn their regular salary.
- b. Part-time hourly employees do not earn leave and do not earn a salary when absent from work, regardless of the reason.

### **LICENSURE (P7301)**

No teacher or other school personnel required to hold a license issued by the State Board of Education may be regularly employed by the School Board or paid from public funds unless such individual holds a license or provisional license issued by the State Board of Education.

The State Board of Education prescribes, by regulation, the requirements for the licensure for teachers and other school personnel required to hold a license. A person not meeting the requirements for a license or provisional license may be employed and paid from public funds by a school board temporarily as a substitute teacher to meet an emergency.

## NATIONAL BOARD CERTIFICATION

At its May 23, 2002 meeting, The Loudoun County School Board approved a National Board Certification incentive for teachers. Any teacher employed by Loudoun County Public Schools earning National Board Certification will be awarded ninety (90) relicensure points in addition to the (90) points awarded by the State of Virginia, all or part of which shall be eligible for credit in "one" relicensure cycle.

Additionally, Loudoun County Public Schools will reimburse the teacher any out-of-pocket expenses of the certification process application fee when National Board Certification is achieved. Each teacher achieving National Board Certification will receive a stipend each year he or she is employed in the classroom with Loudoun County Public Schools.

## PARENTAL AND MEDICAL LEAVE (P7715)

Loudoun County Public Schools (LCPS) shall provide Parental and Medical Paid Leave for eligible employees.

**A. Eligibility.** Employees will be considered eligible for Parental and Medical Paid Leave if they have been:

1. Employed by LCPS in a benefits-eligible position for a minimum of one (1) calendar year (i.e., 365 days) immediately preceding the leave; and
2. Approved for leave under the Family & Medical Leave Act (FMLA) or School Board Policy 7712 or 7722 for absences related to:
  - a. Birth, adoption, foster care or surrogacy;
  - b. Their own serious health condition; or
  - c. The serious health condition of a spouse, child or parent.

**B.** Paid Parental Leave will be available to eligible LCPS employees for the birth, adoption, foster care or surrogacy of their child.

**C.** Paid Medical Leave will be available to eligible LCPS employees who have:

1. A non-work-related injury or illness and who apply for short-term disability; or
2. A spouse, child or parent who has a serious health condition employee must be absent from work in order to care for them.

Parental and Medical Paid Leave shall be implemented by the Human Resources and Talent Development department by appropriate regulation.

## PERSONNEL RECORDS AND FILES (P7306)

All information in an employee's file, with the exception of pre-employment records, is available for the employee to inspect. Employees who wish to review their files should contact the Department of Human Resources and Talent Development in advance to request such an inspection.

A personnel file shall be kept for all employees of Loudoun County Public Schools. This file shall be retained within the Department of Human Resources and Talent Development.

### **A. Definitions**

"Personnel Records" – Documents or information, however stored, relating to identifiable individuals maintained by Loudoun County Public Schools

"Personnel File" – A personnel file is the folder, electronic or otherwise, that includes demographic information, salary, contract information, licensure

information, benefits information, training, policy acknowledgements and certifications, performance reviews, disciplinary memoranda, and letters of commendation.

All past and present employees have the right to review their personnel file in accordance with the Freedom of Information Act.

**B. Maintenance of Personnel Records.** The Department of Human Resources and Talent Development retains and maintains the official personnel file for each employee.

**C. Confidentiality of Personnel Records.** The Department of Human Resources and Talent Development is responsible for maintaining the security of each employee's personnel file.

1. The School Board will generally protect the confidentiality of personnel files, personnel references, academic credits and other similar documents, but reserves the right to release such information in accordance with law and written School Board policy or regulation.

2. In the event that an employee or former employee engages in conduct which becomes the subject of public concern as reported in the news media, or such person otherwise discloses matters related to his/her employment to the news media, the School Board authorizes the Superintendent or designee to disclose accurate and relevant information regarding such person's actions and employment.

**B. Employee's Right to Review and Receive Copies of Personnel File.** A former or current employee may request to review their personnel file and receive a copy of the file or requested portion thereof. The employee shall make the request in writing to the Department of Human Resources and Talent Development, or via the link on the Human Resources and Talent Development homepage. The Department of Human Resources and Talent Development shall schedule a time for the employee to review their file as expeditiously as possible following the request.

**D.** Employees have the right to review their personnel file in the presence of an approved Human Resources member, in accordance with applicable law. Records that will not be considered part of the personnel file include, but are not limited to:

1. References and other pre-employment forms;
2. Interview forms;
3. Records which contain confidential personnel information regarding other employees;
4. Educational records relating to identifiable students; and
5. Confidential Human Resources and Talent Development reports or other investigative reports prepared in anticipation of litigation, for use in active administrative investigations, and/or protected by the attorney-client work product privileges.

**E.** At no time shall an employee or employee representative remove any materials from a personnel file.

**F. Corrections to or Request to Remove Personnel Record Documents.** A former or current employee may request in writing to the Department of Human Resources and Talent Development that a document in their file be corrected or removed from their personnel file. The Department of Human Resources and Talent Development will review the request and determine whether to

approve or deny it. Requests to correct or remove a document should be submitted as soon as practicable, but within the same school year (July 1–June 30). If the request to remove or correct a document is denied or in lieu of such a request, an employee may also submit a rebuttal to a document contained in the file within 30 calendar days of review of the file.

- G. All challenges to the content of the personnel file shall be resolved under this policy.

## **PREGNANCY**

Employees may be entitled to reasonable accommodation for limitations related to pregnancy, childbirth or related medical conditions. In order to apply for consideration of reasonable accommodations, employees should contact the Leave and Disability Administration office.

The Leave and Disability Administration office can be reached:

phone: 571-252-1690

email: [lcpsleavedisability@lcps.org](mailto:lcpsleavedisability@lcps.org)

mail: Leave and Disability Administration, 21000 Education Court, Ashburn, VA 20148.

## **PROFESSIONAL CONDUCT**

The conduct and conversation of persons employed by Loudoun County Public Schools should not reflect adversely upon the Division. Consult the policy manual for specific information on such issues as use of tobacco (P7552), drug use (P7554, P7550), dress code (P7564), harassment (P7014), and professional conduct (P7560).

## **PROVISION OF PROFESSIONAL REFERENCES OR ASSISTANCE (P7308)**

Professional references are often requested by employees or former employees for employment, promotion, college or university program admission, or acceptance into other professional programs.

Professional references provided by a Loudoun County Public Schools (LCPS) employee is a reflection of his or her professional reputation and that of Loudoun County Public Schools.

LCPS has many high-performing team members who may choose at various times to grow their careers within LCPS or via other opportunities. As an organization, LCPS seeks to hire, cultivate, promote and support high-performing team members. This may involve the provision of professional references.

Any LCPS employee violating this policy may be disciplined up to and including termination.

### **A. General Reference Requests**

1. For the purposes of this policy, a professional reference request is one that seeks information concerning an employee's performance or eligibility for rehire.
2. Principals and/or direct supervisors are encouraged to take the time to provide references for high-performing employees. For the purposes of this policy, direct supervisors are those who evaluate the employee.

Principals and/or direct supervisors may choose to provide a reference for an employee if Section B does not apply to the employee.

3. It is acceptable for a principal or direct supervisor to communicate to an employee that he or she is not comfortable serving as a reference, provided the withholding of a reference is not being done for an unlawful discriminatory reason.
4. Any LCPS employee offering a reference for a current or former LCPS employee should ensure that he or she does not make any statements about the employee that he or she knows to be false.
5. Care should be taken to ensure references contain no discriminatory information related to race, ancestry, color, sex, pregnancy, childbirth or related medical conditions, marital status, age, religion, national origin, disability,
6. Genetic information or any leave protected by federal law.

#### **B. Reference/Assistance Requests: Sexual Misconduct or Founded Cases of Child Abuse or Neglect or Ongoing Investigations of the Same**

1. Neither LCPS nor any employee, contractor, or agent of LCPS shall assist an LCPS employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if such individual knows or has probable cause to believe that the employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of law or is the subject of an on-going investigation of sexual misconduct in violation of law.
2. Neither LCPS nor any employee of LCPS shall assist an LCPS employee in obtaining a new job, apart from the routine transmission of administrative and personnel files, if such individual knows or has probable cause to believe that the employee engaged in a founded case of child abuse or neglect.
3. A vendor contract clause containing the prohibition in B.1 shall be required in every LCPS contract and in all sub-contracts, if any.
4. Any contractor or contractor employee found violating B.1 of this policy may be prohibited from being awarded or working on future LCPS contracts and a contractor employee may be removed immediately from working on any current LCPS contract.
5. Any employee, contractor, or agent who receives a reference or assistance request covered by Section B. 1 shall immediately notify the appropriate Department of Human Resources and Talent Development (HRTD) director of the request. The HRTD Director shall not assist the individual in obtaining new employment apart from the routine transmission of administrative and personnel files.

#### **REDUCTION IN FORCE (P7910, P7920)**

A reduction in force policy has been adopted by the School Board. The complete text of policies P7910 and P7920 can be found in the School Board Policy Manual.

#### **REPORTING PUPIL PROGRESS**

Communication between teacher and parent is regarded as an essential element of the instructional process. Teachers are encouraged to use a variety of methods to communicate notes, telephone calls, and conferences.

A formal Progress Report is given to the parents of all elementary, middle, and high school students at nine-week intervals.

## **REQUIRED NOTIFICATION AND CONSEQUENCES OF CRIMINAL CHARGES, CONVICTIONS, AND PLEAS; AND DEPARTMENT OF SOCIAL SERVICES INVESTIGATIONS OR DISPOSITIONS FOR EMPLOYEES P7542)**

The Loudoun County School Board requires that employees notify the Superintendent or the Superintendent's Designee of any criminal charges, convictions, or pleas; and investigations or dispositions of child abuse and neglect. An employee may be dismissed from employment if they are determined to be unsuited for service by reason of criminal conviction or founded complaint of child abuse and neglect. The Superintendent's Designee for this policy is the Chief Human Resources Officer.

### **A. Employee Notification to Superintendent or Superintendent's Designee**

1. When any employee has been charged by summons, warrant, indictment or information with the commission of any felony or misdemeanor, that employee shall notify the Superintendent or the Superintendent's Designee of the charge.

2. When any employee is the subject of a Department of Social Services (Child Protective Services (CPS), Adult Protective Services (APS), or equivalent organization) investigation into an allegation of child abuse or neglect, that employee shall notify the Superintendent or the Superintendent's Designee of the investigation.

**B.** When any employee receives a Department of Social Services (Child Protective Services (CPS), Adult Protective Services (APS), or equivalent organization) founded disposition of child abuse or neglect, that employee shall notify the Superintendent or the Superintendent's Designee of the disposition.

**C.** The notification to the Superintendent or the Superintendent's Designee shall be in writing and shall be accompanied by the name and address of the complainant, date of the alleged offense and a copy of the summons, warrant, indictment, information or other document served upon the employee notifying the employee of the charge. The written notification to the Superintendent or the Superintendent's Designee from the employee shall be provided to the Superintendent or the Superintendent's Designee, no later than the first working day following the service of the summons, warrant, indictment or information upon the employee, or as soon as practical in extenuating circumstances.

**D.** Failure of the employee to give the Superintendent or the Superintendent's Designee written notice, as set forth above, may be cause for disciplinary action up to and including dismissal from employment.

**E. Superintendent Notification to School Board.** The Superintendent or the Superintendent's Designee shall inform the School Board of any notification of the felony arrest of a School Board employee which is provided by the employee or which is provided to the Superintendent by a state official or agency or a local law-enforcement agency pursuant to § 19.2-83.1 of the Code of Virginia, as amended.

**F. Central Criminal Records Background Check.** The Superintendent or the Superintendent's Designee may require any employee identified pursuant to this policy or pursuant to § 19.2-83.1 of the Code of Virginia, as amended, to submit to a Federal Bureau of Investigation (FBI) background check via the Central Criminal Records Exchange.

## **G. Criminal Convictions**

1. The School Board will not employ any person who is convicted of a violent felony set forth in the definition of barrier crime in subsection A of § 19.2-392.02 of the Code of Virginia or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child. If an employee is convicted of any such charge, such employee will be deemed unsuited for service and will be dismissed from employment.
2. If an employee is convicted of a class one misdemeanor or a crime of moral turpitude, such employee may be deemed unsuited for service and may be dismissed from employment.

**H. Founded Complaints of Child Abuse and Neglect.** If an employee is the subject of a founded case of child abuse or neglect, such employee will be deemed unsuited for service and will be dismissed from employment.

## **RETIREMENT (P7628)**

### **Retiree Health Insurance**

Retiree health insurance is available only for employees hired prior to July 1, 2013.

Employees who wish to continue health insurance coverage into retirement must:

- Retire from LCPS service and immediately begin receiving a retirement benefit from VRS.
- Have been covered as an active employee for three (3) consecutive years preceding retirement. This requirement applies to any dependent to be covered in retirement as well.
- Have 15 cumulative years of full-time LCPS service.
- Have been covered as an active employee for The School Board will from time-to-time, if and to the extent funds are budgeted and appropriated for such purposes, make monthly contributions towards the cost of such health insurance coverage on behalf of the participating retirees.

If you have questions about retiree health insurance, please contact Employee Health, Wellness and Benefits at 571-252-1810.

### **Supplement for Retiring Personnel**

A supplement of equal to 0.5 percent of final salary multiplied by the number of years of service to Loudoun County Public Schools — the amount not to exceed \$2,500 nor be less than \$500 — will be paid to a retiring employee during his/her final year of employment in Loudoun County Public Schools, under the following conditions:

1. Eligibility for retirement under the Virginia Retirement System.
2. Retirement after ten (10) years of full-time service in Loudoun County Public Schools.
3. Retirement benefit application must have been filed in accordance with the provision of the Virginia Retirement System.
4. With service retirement, the supplement during the retirement year will be calculated based on length of full-time service.

### **Retiree's Terminal Pay for Sick Leave**

Any employee who retires from Loudoun County Public Schools will be eligible to receive 25% of his/her daily wage for each day of unused accumulated sick leave, the total amount not to exceed an index of 25% of the previous year's average teacher salary for Loudoun County Public Schools as reported in the State of Virginia's Annual School Report under the following conditions:

1. Eligibility for retirement under the Virginia Retirement System.
2. Retirement after ten (10) years of full- time service in Loudoun County Public Schools.
3. Retirement benefit application must have been filed with the Virginia Retirement System.

## **SALARY DEDUCTION (P7622)**

### **Required Deductions**

- Federal Withholding Tax
- Social Security and Medicare
- State Withholding Taxes
- Virginia Retirement Member Share

All Full-Time Employees are covered under the Virginia Retirement System. During the 2012 session of the General Assembly, legislation was passed to change the funding make-up of the plan. Effective July 1, 2012, School Division VRS members must begin to pay the member contributions. Continuing staff for 2015-2017 will pay 4% and all new full-time hires or rehires will pay the full 5% share. The school division has until July 1, 2017 to fully implement the full 5% share. The school system also pays an employer share at a rate which is regulated by actuarial information provided to the General Assembly. (For full details about the Virginia Retirement System Plans, you can visit the Leave and Disability Administration home page at [www.lcps.org](http://www.lcps.org) or log on to <http://www.varetire.org/Default.asp> and click on the Members link to view the Plan 1, Plan 2, and Hybrid descriptions.)

Employees are eligible to purchase prior service, military service, maternity leave of absence, public or federal service, non-covered part-time service, workers compensation leave, educational leave and refunded service. All purchase of service applications must be filed within one year of employment of leave taken. Applications must be sent to the Leave and Disability Administration.

See "Voluntary Employee Benefits" for a list of optional deductions.

## **SEX DISCRIMINATION, HARASSMENT, AND BULLYING (P7014)**

The School Board has established a policy, and the Division Superintendent shall follow implemented procedures, for resolving complaints arising from alleged sex discrimination, harassment, and bullying of alleged violations of Title IX of the Educational Amendments of 1972 (P.L. 92–318) as amended.

Employees should contact their supervisor, or the appropriate Human Resources and Talent Development Coordinator to file a complaint.

Loudoun County Public Schools' compliance officers are as follows:

### **Compliance Officers:**

1. Lisa Boland  
Chief Human Resources Officer  
21000 Education Court  
Ashburn, VA 20148  
571-252-1000



2. Lottie Spurlock  
Director, Equity  
21000 Education Court  
Ashburn, VA 20148  
571-252-1000
  
3. E. Don Treanor  
Executive Director, Facilities  
21000 Education Court  
Ashburn, VA 20148  
571-252-1000

**Alternate Compliance Officers:**

Justin Donovan  
Nereida Gonzalez-Sales  
John Lody  
Neil Slevin  
Sharon Willoughby

Employees with actual knowledge of sexual harassment must immediately report it to their supervisor who will promptly notify the Title IX Coordinator. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any employee. This means if you reasonably suspect sexual harassment is taking place, even if you are only a bystander, you are obligated to report it. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

**Title IX Coordinator**

Christopher Moy  
21000 Education Court  
Ashburn, VA 20148  
571-252-1000  
Christopher.Moy@lcps.org

**Retaliation**

Retaliation against an employee for filing a complaint of unlawful harassment/discrimination is prohibited.

**SMOKE-FREE ENVIRONMENT (P7552)**

Smoking and the use of tobacco products represent a serious health and safety problem for users and non-users.

**A. Tobacco-Free School Zone**

1. In an effort to establish a smoke-free and smokeless tobacco-free environment on Loudoun County Public Schools' property, buses and at school sponsored events at all times, smoking and the use of tobacco products or electronic cigarettes are prohibited in all Loudoun County

Public School buildings, vehicles and facilities, including the property on which those buildings and facilities are located.

2. This policy covers, but is not limited to, the smoking of any tobacco product, the use of oral tobacco products, electronic cigarettes, and it applies to both employees and non-employee visitors of LCPS.

## **STAFF DEVELOPMENT/ IN-SERVICE EDUCATION**

Local in-service education during the school year and during the summer months is provided for the purpose of curriculum development and staff training.

Loudoun County Public Schools sponsors classes during the fall and spring. These classes are conducted by institutions such as University of Virginia, George Mason University, and Northern Virginia Community College. Contact the Professional Learning Supervisor for further information.

## **STAFF DISCIPLINE (P7310)**

The Loudoun County School Board holds employees to the highest standards of performance and professional conduct. The Loudoun County School Board may discipline and dismiss employees in accordance with Virginia Law. Any dismissal or discipline of employees should be done in a manner to respect the employee's right to privacy to the extent practicable.

**A. Discipline of Employees.** Disciplinary actions may include, but are not limited to, verbal reprimand, written reprimand or warning, suspensions, demotions, or dismissals. If practicable, progressive discipline should be used. Employee evaluations, placement on professional improvement plans, and referral of an employee to an employee assistance program, training or other resource or support program is not considered disciplinary action. Employees should be afforded an opportunity to provide a written or oral rebuttal of the reasons for the disciplinary action within 30 calendar days of receipt of the action.

### **B. Dismissal**

1. Regularly employed full-time principals, assistant principals, and supervisors required to have a State Board of Education license and who are regularly employed full time in that supervisory capacity, teachers, and other licensed staff may be dismissed in accordance with State law, regulations and School Board policies. The term "teachers" means a regularly employed full time teacher, a visiting/school social worker, a school counselor, or a librarian, all of whom must hold a valid teaching license.

2. Classified staff may be terminated for disciplinary reasons in accordance with Policy 7024 (Classified Employee Dismissal and Demotion Grievance Procedures).

**C. Duty to Report to the Virginia Board of Education.** In those instances when licensed personnel are dismissed or resign due to a conviction of any felony; any offense involving the sexual molestation, physical or sexual abuse or rape of a child; any offense involving drugs; or due to having become the subject of a founded case of child abuse or neglect, the School Board shall notify the Virginia Board of Education.

**D. Suspension.** All employees are subject to the suspension procedures stated in Section 22.1-315 of the Code of Virginia.

**E. Effect of Probation Pursuant to Va. Code §18.2-251.** For purposes of this policy, a court's placing an individual on probation pursuant to Va. Code § 18.2-251 shall be treated as a conviction and as a finding of guilt.

## **STAFF PARTICIPATION IN POLITICAL ACTIVITIES (P7524)**

The Loudoun County School Board recognizes that all employees have the right to engage in political activity. An employee's participation in such political activities must not adversely affect the employee's job performance and be in compliance with all laws, rules and regulations. No School Board resources shall be used by employees for non-LCPS business including, but not limited to, use of the email system, vehicles, buildings, copying machines or other assets.

**A. Guidelines.** "Employees", as used in this policy, refers to individuals employed by the School Board but who are not School Board members. No employee shall engage in the following activities:

1. Use their position within the school division to further a political cause, campaign, or support of any issue on any referendum matter during work hours.
2. Distribute campaign materials to any students and/or staff during school hours, except when such distribution is relevant to the curriculum and current candidates for the same office are treated equitably in accordance with Section B of this policy.
3. Suggest in any official work capacity that the school division or any component of it supports or opposes a candidate for election to any office or any particular political party.
4. Discuss internal confidential affairs in a public forum.

### **B. Instructional Practices**

1. This policy shall not be construed to prohibit the discussion or use of political or issue-oriented materials as part of classroom discussions or projects or to prohibit the delivery of informational materials. If debates or other activities consistent with the curriculum are held, all candidates for a particular office must be offered the opportunity of comparable time to speak.
2. These guidelines are not intended to limit the rights of school division employees to support or oppose any political candidate or party on their own time or to prevent officeholders from performing duties associated with their offices. They are intended to minimize distractions from instruction, to assure that no public funds and/or resources are used to support any candidate for public office, and to assure that the public is not given the impression that the school division supports or opposes any political candidate or party.

### **C. Personal Political Activities**

1. School division employees who engage in political activities on their own time must make it clear that their views and actions represent their individual positions and do not represent the views of the school division.
2. Employees planning to act as a campaign manager or seek, accept an appointment or be elected to public office must give prior notice of their intentions to the Chief Human Resources Officer or designee. The Chief Human Resources Officer or designee will review with the employee the school system's continuing requirements to avoid conflicts of interest and to maintain satisfactory attendance, effort, and performance standards.

### **D. Absences**

1. Time spent working on political activities normally should be outside of the employee's working hours and, in such circumstances, will not be considered hours worked for pay purposes. Voluntary employee participation in political activities

that involves an extended period of time away from the job should be handled in accordance with the provisions contained in the Leave without Pay, Policy and Regulation §7-58.

2. Time spent in community affairs at the school system's request or under its direction or control, will be considered hours worked for pay purposes in accordance with the Fair Labor Standards Act (FLSA). Also, in these circumstances, the school system will reimburse employees any reasonable expenses, if approved in advance.

3. Employees who accept appointment to public office will be permitted time away from the job in accordance with Policies and Regulation §7710, Annual Leave; §7722, Leave without Pay; and §7714, Personnel Leave.

4. Employees who campaign, seek and are elected to public office will be permitted time away from the job in accordance with Policies and Regulations §7710, Annual Leave; §7722, Leave without Pay; and §7714, Personnel Leave.

5. Under this policy an employee may be permitted leave of absence without pay beyond which is provided in §7722 upon the recommendation of the Superintendent and approval of the School Board.

## **TUBERCULOSIS TEST (P7320)**

As a condition of employment, every new employee shall submit a certificate, signed by a licensed healthcare professional, stating that such employee appears free of communicable tuberculosis. Such certificate shall be based upon recorded results of skin tests, x-rays, screenings, or other examinations deemed necessary by a licensed healthcare professional that have been performed within the three-month period immediately preceding submission of the certificate.

After consulting with the local health department director, the School Board may require the submission of such certificates at such intervals it deems appropriate, as a condition of continued employment.

## **UNITED WAY**

Loudoun County Public Schools joins local industries and other organizations in supporting the community and other agencies which are financed by the United Way. Employees are offered the opportunity to contribute funds collected by school representatives. Authorized contributions may be deducted from salary checks.

## **VIOLATIONS RELATED TO SECURE MANDATORY TESTS (§ 22.1-292.1)**

The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who knowingly and willfully commits any of the following acts related to secure mandatory tests administered to students as required by this title or by the Board of Education:

1. Giving unauthorized access to secure test questions.
2. Copying or reproducing all or any portion of any secure test booklet.
3. Divulging the contents of any portion of a secure test.
4. Coaching or assisting examinees during testing or altering test materials or examinees' responses in any way.
5. Making available any answer keys.
6. Failing to follow test security procedures established by the Department of Education.
7. Providing a false certification on any test security form required by the Department of Education.
8. Retaining a copy of secure test questions.
9. Excluding students from testing who are required to be assessed; and

10. Participating in, directing, aiding assisting in, or encouraging any of the acts prohibited by this section

## **VISITORS**

Visitors are welcome to our schools, but all visitors including employee family members are required to report to the school office and obtain visitor passes while on school property. Schools are responsible for maintaining an environment conducive to learning and protecting students. School officials ask that parents and other citizens support their effort.

## **VISITOR MANAGEMENT PROTOCOL**

We are reminding all visitors, staff and students that admittance to our schools during the school day requires verification of authorization and a planned purpose for visiting. Expectations for visitors include the following:

- Have government issued photo ID ready and present when requested.
- Engage in two-way communication via the visitor management intercom system (iPhone) located at the main entrance to all schools.
- State your name and your reason for visiting.
- Requests to meet with particular staff must be preceded with an appointment.
- When the door is unlocked remotely by school staff, enter the facility as directed to the main office.
- Do not hold the door open or allow anyone else to enter – all visitors must check in individually; and
- Sign in at the greeter's table or at the main office.

## **WORKERS' COMPENSATION**

If you are injured on the job, you must immediately report the incident to your supervisor. You must choose a physician from the Workers' Compensation Panel of Physicians (Panel\_ for treatment if medical treatment is needed. If a Panel physician is unavailable at the time of an emergency, an emergency facility may treat you. However, any follow-up care must be rendered by the physician you chose from the Panel. A list of Panel physicians is available at each worksite, online at [www.lcps.org/Page/190203](http://www.lcps.org/Page/190203) or you may contact the Leave and Disability Administration office at 571-252-1690.

## 2022 – 2023 Teacher’s Salary Lanes

Salary Level Definitions	
<b>Bachelor and Technical Professional License</b>	Technical Professional License (non-degree) or a Bachelor’s Degree and a current, valid Virginia teaching license
<b>Bachelor’s Degree Plus 15 Graduate Hours</b>	Bachelor’s Degree, plus 15 graduate-level hours and a current, valid Virginia teaching license
<b>Bachelor’s Degree Plus 30 Graduate Hours</b>	Bachelor’s Degree, plus 30 graduate-level hours and a current, valid Virginia teaching license
<b>Master’s Degree</b>	Master’s Degree and a current, valid Virginia teaching license
<b>Master’s Degree Plus 30 Graduate Hours</b>	Master’s Degree, plus 30 graduate-level hours completed <u>before</u> or <u>after</u> the Master’s Degree was awarded and a current, valid Virginia teaching license ( <b>Does not</b> include courses that were used to obtain your Bachelor’s or Master’s Degree)
<b>Doctoral Degree</b>	Doctoral Degree and a current, valid Virginia teaching license
Special Notes Regarding Salary Level	
<b>Note 1:</b>	A degree or course work towards a degree must be completed for academic credit at a regionally accredited university.
<b>Note 2:</b>	To apply for a salary lane change, the <b>Salary Supplement Application Form</b> must be completed and forwarded to the Department of Human Resources and Talent Development along with official transcripts to confirm course(s) completion and/or degree(s) awarded.
<b>Note 3:</b>	Initiative for application and responsibility for proper confirmation of accredited coursework rests with the license holder.

## 2022 – 2023 Teacher’s Salary

	Technical Professional License or Bachelor’s	Bachelor’s Plus 15	Bachelor’s Plus 30	Master’s	Master’s Plus 30	Doctorate
1	55,889	57,338	58,787	61,688	63,137	67,823
2	57,449	58,898	60,347	63,248	64,697	69,383
3	59,010	60,459	61,908	64,808	66,258	70,943
4	60,569	62,019	63,468	66,368	67,817	72,503
5	62,130	63,579	65,029	67,929	69,378	74,064
6	64,242	65,692	67,142	70,044	71,494	76,182
7	66,324	67,774	69,224	72,126	73,575	78,263
8	68,405	69,855	71,305	74,207	75,657	80,345
9	70,487	71,936	73,386	76,288	77,738	82,089
10	72,568	74,018	75,468	78,370	79,820	84,170
11	74,662	76,126	77,590	80,519	81,983	86,374
12	76,725	78,208	79,691	82,660	84,143	88,593
13	78,740	80,241	81,742	84,747	86,248	90,752
14	79,823	81,324	82,825	85,829	87,331	91,835
15	80,905	82,407	83,908	86,912	88,413	92,918
16	81,988	83,489	84,990	87,995	89,496	94,000
17	83,071	84,572	86,073	89,077	90,578	95,083
18	84,153	85,655	87,156	90,160	91,661	96,165
19	85,236	86,737	88,238	91,243	92,744	97,248
20	86,319	87,820	89,321	92,325	93,826	98,331
21	87,401	88,902	90,404	93,408	94,909	99,413
22	88,484	89,985	91,486	94,491	95,992	100,496
23	89,567	91,068	92,569	95,573	97,074	101,579
24	90,649	92,150	93,651	96,656	98,157	102,661
25	91,732	93,233	94,734	97,738	99,240	103,744
26	92,813	94,321	95,829	98,848	100,356	104,882
27	93,979	95,472	96,964	99,951	101,443	105,922
28	95,362	96,833	98,304	101,247	102,718	107,132
29	97,113	98,566	100,019	102,926	104,379	108,738
30	99,056	100,505	102,033	105,054	106,562	111,089

## 2022 – 2023 Universal Salary Scale

Level	1	2	3	4	5	6	7	8	9	10
Step										
1	32,325	33,888	35,783	38,199	40,782	43,551	46,488	49,634	52,966	56,569
2	33,283	34,907	36,907	39,386	42,072	44,926	47,967	51,216	54,653	58,381
3	34,221	35,949	38,011	40,573	43,343	46,300	49,446	52,799	56,361	60,193
4	35,158	36,970	39,136	41,781	44,635	47,675	50,924	54,382	58,048	62,005
5	36,095	38,011	40,239	42,968	45,926	49,029	52,403	55,965	59,755	63,817
6	37,032	39,032	41,365	44,155	47,196	50,403	53,882	57,548	61,443	65,629
7	37,969	40,073	42,468	45,343	48,488	51,779	55,361	59,130	63,150	67,441
8	38,927	41,093	43,593	46,530	49,758	53,153	56,819	60,714	64,837	69,253
9	39,864	42,135	44,718	47,717	51,049	54,528	58,298	62,296	66,545	71,065
10	40,802	43,156	45,822	48,925	52,320	55,902	59,776	63,879	68,232	72,878
11	41,739	44,197	46,946	50,112	53,612	57,277	61,255	65,463	69,941	74,710
12	42,677	45,218	48,050	51,299	54,903	58,652	62,734	67,045	71,627	76,522
13	43,614	46,259	49,175	52,486	56,173	60,026	64,213	68,628	73,336	78,335
14	44,551	47,279	50,278	53,674	57,465	61,401	65,691	70,232	75,023	80,146
15	45,509	48,321	51,404	54,882	58,735	62,775	67,150	71,815	76,710	81,958
16	46,447	49,341	52,528	56,069	60,026	64,151	68,628	73,398	78,418	83,770
17	47,384	50,362	53,632	57,257	61,318	65,525	70,107	74,981	80,105	85,582
18	48,321	51,404	54,757	58,443	62,589	66,900	71,586	76,563	81,812	87,395
19	49,258	52,424	55,860	59,630	63,879	68,274	73,065	78,147	83,500	89,207
20	50,195	53,465	56,986	60,839	65,150	69,649	74,543	79,730	85,207	91,018
21	51,154	54,486	58,089	62,026	66,442	71,003	76,022	81,312	86,894	92,830
22	52,091	55,527	59,214	63,213	67,712	72,377	77,480	82,896	88,602	94,642
23	53,028	56,548	60,318	64,400	69,003	73,752	78,959	84,478	90,289	96,455
24	53,965	57,590	61,443	65,588	70,295	75,126	80,438	86,061	91,997	98,267
25	54,903	58,610	62,567	66,775	71,566	76,501	81,917	87,645	93,684	100,099
26	55,860	59,672	63,692	68,004	72,878	77,897	83,417	89,269	95,413	101,932
27	56,839	60,734	64,858	69,233	74,190	79,334	84,937	90,914	97,163	103,807
28	57,818	61,818	66,046	70,503	75,544	80,792	86,499	92,580	98,954	105,744



## 2022 – 2023 Universal Salary Scale

Level	11	12	13	14	15	16	17	18	19
<b>Step</b>									
1	60,359	64,442	68,111	74,325	78,825	84,688	89,852	92,043	93,901
2	62,317	66,525	70,328	76,565	81,136	87,573	92,746	94,970	96,900
3	64,254	68,628	72,544	78,807	83,447	90,459	95,640	97,900	99,900
4	66,212	70,711	74,760	81,048	85,759	93,346	98,533	100,827	102,899
5	68,149	72,815	76,978	83,288	88,071	96,232	101,427	103,756	105,897
6	70,107	74,898	79,194	85,530	90,382	99,118	104,321	106,684	108,896
7	72,044	77,001	81,411	87,771	92,693	102,004	107,215	109,612	111,895
8	74,002	79,084	83,627	90,011	95,004	104,889	110,110	112,541	114,894
9	75,960	81,187	85,843	92,253	97,317	107,777	113,002	115,469	117,892
10	77,897	83,270	88,059	94,493	99,628	110,662	115,897	118,397	120,892
11	79,855	85,374	90,275	96,733	101,939	113,548	118,790	121,326	123,890
12	81,792	87,457	92,492	98,975	104,251	116,434	121,685	124,254	126,889
13	83,750	89,560	94,709	101,216	106,563	119,321	124,577	127,182	129,888
14	85,707	91,643	96,925	103,456	108,874	122,207	127,471	130,110	132,887
15	87,645	93,747	99,141	105,697	111,186	125,093	130,366	133,039	135,886
16	89,602	95,829	101,357	107,939	113,497	127,978	133,259	135,967	138,885
17	91,539	97,934	103,573	110,179	115,810	130,865	136,154	138,895	141,884
18	93,496	100,037	105,790	112,420	118,121	133,751	139,046	141,823	144,883
19	95,434	102,120	108,006	114,662	120,432	136,638	141,941	144,753	147,882
20	97,391	104,223	110,222	116,902	122,745	139,523	144,835	147,680	150,881
21	99,349	106,306	112,439	119,143	125,056				
22	101,286	108,410	114,655	121,385	127,368				
23	103,244	110,493	116,873	123,625	129,679				
24	105,181	112,596	121,330	125,866	131,991				
25	107,139	114,679	123,574	128,195					
26	109,117	116,824	125,860						
27	111,139	118,990							
28	113,200	121,198							

## 2022 – 2023 Universal Salary Scale

Level	20	21	22	23	24	25	26	27	28	29
Step										
1	96,082	99,528	104,638	107,056	110,268	115,754	123,504	126,155	131,600	136,539
2	99,228	102,715	107,911	110,401	113,694	119,239	127,044	129,778	135,300	140,310
3	102,373	105,903	111,184	113,745	117,119	122,725	130,584	133,402	139,001	144,081
4	105,519	109,091	114,457	117,090	120,544	126,210	134,124	137,025	142,702	147,853
5	108,664	112,279	117,729	120,434	123,969	129,695	137,666	140,647	146,402	151,624
6	111,810	115,467	121,003	123,779	127,394	133,181	141,206	144,271	150,103	155,397
7	114,956	118,656	124,276	127,124	130,819	136,666	144,745	147,894	153,803	159,169
8	118,101	121,844	127,549	130,468	134,244	140,152	148,286	151,518	157,505	162,943
9	121,246	125,032	130,822	133,813	137,670	143,637	151,826	155,140	161,205	166,716
10	124,392	128,219	134,095	137,157	141,094	147,122	155,366	158,763	164,906	170,490
11	127,539	131,407	137,367	140,502	144,520	150,608	158,908	162,387	168,607	174,264
12	130,683	134,596	140,640	143,847	147,944	154,093	162,447	166,010	172,308	178,038
13	133,829	137,784	143,913	147,191	151,370	157,578	165,987	169,632	176,008	181,811
14	136,975	140,971	147,186	150,536	154,796	161,064	169,528	173,256	179,709	185,587
15	140,121	144,159	150,459	153,881	158,220	164,549	173,068	176,880	183,409	189,361
16	143,266	147,348	153,733	157,225	161,646	168,035	176,609	180,503	187,111	193,137
17	146,411	150,536	157,005	160,569	165,070	171,520	180,149	184,126	190,811	196,911
18	149,557	153,724	160,278	163,915	168,496	175,005	183,689	187,748	194,511	200,686
19	152,702	156,912	163,551	167,258	171,920	178,491	187,230	191,373	198,212	204,461
20	155,848	160,100	166,824	170,603	175,346	181,976	190,770	194,995	201,913	208,236
21										
22										
23										
24										
25										
26										
27										
28										

## FY23 Universal Salary Scale (Hourly Rates)

Level	1	2	3	4	5	6	7	8	9	10	11	12
Step												
1	15.91	16.68	17.61	18.80	20.07	21.43	22.88	24.43	26.07	27.84	29.70	31.71
2	16.38	17.18	18.16	19.38	20.70	22.11	23.61	25.20	26.90	28.73	30.67	32.74
3	16.84	17.69	18.71	19.97	21.33	22.79	24.33	25.98	27.74	29.62	31.62	33.77
4	17.30	18.19	19.26	20.56	21.97	23.46	25.06	26.76	28.57	30.51	32.58	34.80
5	17.76	18.71	19.80	21.15	22.60	24.13	25.79	27.54	29.41	31.41	33.54	35.83
6	18.22	19.21	20.36	21.73	23.23	24.80	26.52	28.32	30.24	32.30	34.50	36.86
7	18.69	19.72	20.90	22.31	23.86	25.48	27.24	29.10	31.08	33.19	35.45	37.89
8	19.16	20.22	21.45	22.90	24.49	26.16	27.96	29.88	31.91	34.08	36.42	38.92
9	19.62	20.74	22.01	23.48	25.12	26.83	28.69	30.66	32.75	34.97	37.38	39.95
10	20.08	21.24	22.55	24.08	25.75	27.51	29.42	31.44	33.58	35.87	38.34	40.98
11	20.54	21.75	23.10	24.66	26.38	28.19	30.15	32.22	34.42	36.77	39.30	42.01
12	21.00	22.25	23.65	25.25	27.02	28.86	30.87	32.99	35.25	37.66	40.25	43.04
13	21.46	22.77	24.20	25.83	27.64	29.54	31.60	33.77	36.09	38.55	41.22	44.07
14	21.92	23.27	24.74	26.41	28.28	30.22	32.33	34.56	36.92	39.44	42.18	45.10
15	22.40	23.78	25.30	27.01	28.91	30.89	33.05	35.34	37.75	40.33	43.13	46.14
16	22.86	24.28	25.85	27.59	29.54	31.57	33.77	36.12	38.59	41.23	44.10	47.16
17	23.32	24.78	26.39	28.18	30.18	32.25	34.50	36.90	39.42	42.12	45.05	48.20
18	23.78	25.30	26.95	28.76	30.80	32.92	35.23	37.68	40.26	43.01	46.01	49.23
19	24.24	25.80	27.49	29.35	31.44	33.60	35.96	38.46	41.09	43.90	46.97	50.26
20	24.70	26.31	28.04	29.94	32.06	34.28	36.68	39.24	41.93	44.79	47.93	51.29
21	25.17	26.81	28.59	30.52	32.70	34.94	37.41	40.02	42.76	45.68	48.89	52.32
22	25.64	27.33	29.14	31.11	33.32	35.62	38.13	40.80	43.60	46.58	49.85	53.35
23	26.10	27.83	29.68	31.69	33.96	36.30	38.86	41.57	44.43	47.47	50.81	54.38
24	26.56	28.34	30.24	32.28	34.59	36.97	39.59	42.35	45.27	48.36	51.76	55.41
25	27.02	28.84	30.79	32.86	35.22	37.65	40.31	43.13	46.10	49.26	52.73	56.44
26	27.49	29.37	31.34	33.47	35.87	38.34	41.05	43.93	46.96	50.16	53.70	57.49
27	27.97	29.89	31.92	34.07	36.51	39.04	41.80	44.74	47.82	51.09	54.69	58.56
28	28.45	30.42	32.50	34.70	37.18	39.76	42.57	45.56	48.70	52.04	55.71	59.64

# 2022 – 2023 Position Titles and Levels

## Universal Level 1

Athletic Custodian  
Custodian  
School Nutrition Worker  
Support Worker

## Universal Level 3

School Nutrition Lead

## Universal Level 4

Administrative Assistant I  
Behavioral Assistant  
Bus Attendant  
Copy Center Assistant  
Head Custodian I  
Job Coach  
Library Assistant  
School Nurse Assistant  
Teacher Assistant, Elementary  
Teacher Assistant, Head Start  
Teacher Assistant, Kindergarten  
Teacher Assistant, Special Education  
Teacher Assistant, STEP  
Teacher Assistant, Study Hall  
Teacher Assistant, The North Star School

## Universal Level 5

Attendance Administrative Assistant  
Bus Attendant - Instructor  
Courier  
Distribution Center Assistant  
General Maintenance Worker I  
Head Custodian II  
Mailroom Clerk  
Operation Assistant  
Receptionist  
Teacher Assistant – Hearing Impaired  
Teacher Assistant - In-School Restriction  
Vehicle Transportation Specialist

## Universal Level 6

Administrative Assistant II  
Automotive Services Technician  
Bus Seat Repair Technician  
Community School Parent Liaison  
Distribution Center Technician  
Family and Community Partnership Assistant  
Health Clinic Specialist  
Mechanic I  
Painter II  
Parts Inventory Clerk  
Parts Inventory Specialist  
Preventive Maintenance Technician  
Project Assistant, Head Start  
Registrar  
School Counseling Administrative Assistant  
Service Writer  
Specialized Transport Driver  
Tire Technician  
Warehouse Technician  
Welcome Center Family Liaison

## Universal Level 7

Account Clerk  
Building Automation Specialist

Distribution Center Inventory Control Specialist  
Financial Technician I  
Head Custodian III  
Maintenance Control Clerk  
Office Technician  
Payroll Technician I  
Records Archivist  
Refuse Equipment Operator  
School Nutrition Manager (Elementary)  
School Plant Engineer  
Security Patrol  
Trip Scheduling Assistant  
Videographer

## Universal Level 8

Bus Driver  
Career Center Assistant  
Carpenter  
Communications Technician I  
Copy Center Operator  
Digital Experience Specialist  
Dispatcher  
Financial Technician II  
Fleet Specialist  
General Maintenance Worker II  
Head Custodian IV  
HVAC Technician I  
Internet Content and Video Production Assistant  
McKinney-Vento Liaison  
Mechanic II  
Payroll Technician II  
Program Assistant  
Recruitment Assistant  
Refrigeration Mechanic I  
School Nutrition Manager (Secondary)  
School Nutrition Manager Trainer  
Senior Account Clerk  
Service Desk Engineer  
Technical Security Technician I  
Telecommunications Technician

## Universal Level 9

Accounting Technician  
Administrative Assistant III  
Benefits Assistant  
Bus Driver Instructor  
Crew Chief, Distribution Center  
Crew Chief, General Maintenance  
Driver Instructor  
Financial Technician III  
Fleet Maintenance Controller  
Information Systems Specialist  
Lead Dispatcher  
Lead Head Custodian  
Lead Patrol  
Parts Supervisor  
Payroll Technician III  
Procurement Specialist  
Routing Specialist  
Team Leader

**Universal Level 10**

Assessment Data Specialist  
 Asset Manager  
 Clerk to the Board  
 Communications Technician II  
 Digital Experience Lead  
 Electrician  
 Endpoint Specialist  
 Fleet Trainer  
 Garage Foreman  
 HVAC Technician II  
 Lead Bus Driver  
 Operations Specialist  
 Plumber  
 Pre-Employment Specialist  
 Procurement Specialist II  
 Project Manager  
 Refrigeration Mechanic II  
 Technical Security Technician III  
 Transportation Operations Specialist  
 Waterworks and Wastewater Technician  
 Welcome Center Lead Screener

**Universal Level 11**

Accountant  
 Accounting Specialist  
 Administrative Computer Specialist  
 Assessment Materials Manager  
 Benefits Specialist  
 Budget Analyst  
 Crew Chief, Electrical  
 Crew Chief, HVAC  
 Crew Chief, Plumbing  
 Crew Chief, Refrigeration  
 Crew Chief, Technical Security  
 Engineering Technician  
 Enterprise Solutions Analyst  
 Executive Assistant  
 HRMS Analyst  
 HVAC Controls Tech I  
 Leave and Disability Specialist  
 Licensure Specialist  
 Procurement Specialist III  
 Program Analyst  
 Program Evaluation Analyst  
 Project Specialist, Construction  
 School Security Officer

**Universal Level 12**

Area Transportation Supervisor  
 Data Analyst  
 Emergency Management Specialist  
 Environmental Health and Safety Specialist  
 Financial Trainer  
 Fleet Maintenance Supervisor  
 Head Start Health-Nutrition Coordinator  
 HVAC Controls Tech II  
 Lead School Security Officer  
 Procurement System Specialist  
 Reporting Specialist  
 Research Assistant  
 School Nurse  
 Senior Accountant  
 Senior Benefits Specialist  
 Senior Registrar  
 Technical Security Engineer

**Universal Level 13**

Communications Engineer  
 Custodial Services Supervisor  
 Endpoint Engineer  
 Financial Analyst  
 GIS Analyst  
 Graphics and Digital Content Specialist  
 Information Security Engineer  
 Information Security Specialist  
 Maintenance Supervisor  
 Resource Nurse  
 Safety and Security Coordinator  
 School Nutrition Specialist  
 Senior Budget Analyst  
 Senior Procurement Specialist  
 Senior Project Manager  
 Systems Engineer  
 Technical Security Coordinator  
 Traffic and Pedestrian Specialist  
 Web Developer

**Universal Level 14**

Analytics Specialist  
 Data Architect  
 Data Engineer  
 HRTD Representative  
 Internal Auditor  
 IT Project Manager I  
 Lead Communications Engineer  
 Lead Endpoint Engineer  
 Lead Service Desk Engineer  
 Lead Systems Engineer  
 Lead Web Developer  
 Program Manager

**Universal Level 15**

Student Records Manager  
 Welcome Center Assessor

**Universal Level 16**

Business Analyst  
 Coordinator, Accounting  
 Coordinator, Administration Building  
 Coordinator, Communications  
 Coordinator, Digital Experience  
 Coordinator, Distribution Center  
 Coordinator, EDGE  
 Coordinator, Employee Benefits  
 Coordinator, Experiential Learning  
 Coordinator, Facilities Financial  
 Coordinator, Facility Use  
 Coordinator, Family and Community Engagement  
 Coordinator, Gifted and Talented  
 Coordinator, Leave and Disability  
 Coordinator, Mathematics Program  
 Coordinator, Payroll  
 Coordinator, Planning  
 Coordinator, PROPEL and Level-Up  
 Coordinator, School Nutrition Services  
 Coordinator, Technology Support  
 Coordinator, Transportation  
 Coordinator, Transportation Operations  
 Data Modeler  
 Energy Manager  
 Recruiter  
 Specialist, Acquisition and Digital Resource  
 Specialist, Art

**Universal Level 16 (con't)**

Specialist, Assessment and Accountability  
 Specialist, Assessment Services  
 Specialist, Assistive Technology  
 Specialist, Autism  
 Specialist, Behavior  
 Specialist, Capital Project  
 Specialist, Career and Technical Education  
 Specialist, Culturally Responsive Instruction  
 Specialist, Digital Integration  
 Specialist, Distance Learning  
 Specialist, Early Literacy  
 Specialist, Educational Technology Facilitation  
 Specialist, Enterprise Support  
 Specialist, ERP  
 Specialist, Extracurricular  
 Specialist, Head Start Program Management and Systems  
 Specialist, HRTD  
 Specialist, IEP  
 Specialist, Instructional Software  
 Specialist, Math  
 Specialist, McKinney-Vento Liaison  
 Specialist, Mentoring and Coaching  
 Specialist, Music  
 Specialist, Performing Arts  
 Specialist, Restorative Practices  
 Specialist, Research  
 Specialist, School Improvement  
 Specialist, Science  
 Specialist, Social Science and Global Studies  
 Specialist, Special Education  
 Specialist, Speech Language  
 Specialist, Student Health Services  
 Specialist, Textbook/Digital Resources  
 Specialist, Transition Services  
 Specialist, World Languages and Cultures  
 Specialist, Work Based Learning

**Universal Level 17**

Assistant Principal, Elementary

**Universal Level 18**

Coordinator, Architectural\*  
 Coordinator, Civil Engineering\*  
 Coordinator, Competent Learner Model  
 Coordinator, CSA  
 Coordinator, Diagnostic and Psychological Services  
 Coordinator, Electrical Engineering\*  
 Coordinator, Eligibility  
 Coordinator, EHS  
 Coordinator, Homebound Services  
 Coordinator, HRTD  
 Coordinator, Information Security  
 Coordinator, Mechanical Engineering Design\*  
 Coordinator, PBIS  
 Coordinator, Procedural Support  
 Coordinator, Project\*  
 Coordinator, Response to Intervention  
 Coordinator, Social-Emotional Learning  
 Coordinator, Special Education  
 Coordinator, Student Services  
 Coordinator, Student Support Services  
 Coordinator, Specialized Behavior Support  
 Lead Data Architect  
 Lead Data Engineer  
 Specialist, Medicaid

Specialist, School Counseling  
 Supervisor, Safety and Security  
 Supervisor, Technical Security  
 Virtual Loudoun Instructional Designer

**Universal Level 19**

Assistant Principal, Middle

**Universal Level 20**

Assistant Principal, ACL  
 Assistant Principal, The North Star School  
 Assistant Principal, High  
 Athletic Director  
 Coordinator, Admissions  
 Coordinator, International Baccalaureate  
 Director, School Counseling

**Universal Level 21**

Coordinator, Construction  
 Fleet Manager  
 Risk Manager  
 Supervisor, Adult Education  
 Supervisor, Accounting  
 Supervisor, Assessment Services  
 Supervisor, Budget and Financial Analytics  
 Supervisor, Career and Technical Education  
 Supervisor, Classification and Compensation  
 Supervisor, Community Connections  
 Supervisor, Computer Science  
 Supervisor, Custodial Operations  
 Supervisor, Educational Technology  
 Supervisor, EL Professional Learning  
 Supervisor, Employee Benefits  
 Supervisor, Energy  
 Supervisor, English and Secondary Reading  
 Supervisor, English Learners  
 Supervisor, EHS  
 Supervisor, Facilities Financial  
 Supervisor, Facilities Services  
 Supervisor, Fine Arts  
 Supervisor, Gifted  
 Supervisor, Head Start Administrative  
 Supervisor, Health, PE and Driver Ed  
 Supervisor, Leave and Disability Programs  
 Supervisor, Library Media Services  
 Supervisor, Management and Coordination  
 Supervisor, Math  
 Supervisor, Multi-Tiered System of Support  
 Supervisor, Outreach Services  
 Supervisor, Planning  
 Supervisor, Procurement  
 Supervisor, Professional Learning  
 Supervisor, Recruitment  
 Supervisor, Research and Evaluation  
 Supervisor, School Administration  
 Supervisor, School Counseling Services  
 Supervisor, School Improvement  
 Supervisor, Science  
 Supervisor, Social Science and Global Studies  
 Supervisor, STEP Program  
 Supervisor, Student Assistance Services  
 Supervisor, Student Health Services  
 Supervisor, Student Support Services  
 Supervisor, Transportation

**Universal Level 21 (con't)**

Supervisor, Virtual Loudoun Education  
 Supervisor, Welcome Center  
 Supervisor, World Languages and  
 Cultures

**Universal Level 22**

Principal, Elementary

**Universal Level 23**

Architect\*  
 Assistant Director, Athletics and  
 Extracurricular Activities  
 Assistant Director, Facilities  
 Maintenance  
 Assistant Director, Safety and Security  
 Assistant Director, Transportation  
 Civil Engineer\*  
 Deputy Coordinator, Title IX  
 Engineering Manager  
 Public Information Officer  
 Supervisor, Autism Services  
 Supervisor, Building Engineering  
 Supervisor, Communications Engineering  
 Supervisor, Construction  
 Supervisor, Culturally Responsive Instruction  
 Supervisor, Data Center Operations  
 Supervisor, Data Science and Digital  
 Solutions  
 Supervisor, Diagnostic and  
 Psychological Services  
 Supervisor, Digital Experience  
 Supervisor, Early Childhood  
 Identification Services  
 Supervisor, Early Childhood Special  
 Education  
 Supervisor, Early Literacy and  
 Elementary Reading and Writing  
 Supervisor, Eligibility and Section 504  
 Services  
 Supervisor, Endpoint Management  
 Supervisor, Enterprise Support and Analytics  
 Supervisor, Equity  
 Supervisor, ERP  
 Supervisor, Financial Services  
 Supervisor, Geographic Information Services  
 Supervisor, HRTD  
 Supervisor, Information Security  
 Supervisor, Instructional Facilitators  
 Supervisor, Land Management  
 Supervisor, Leadership Development  
 Supervisor, Mentoring and Coaching  
 Supervisor, Payroll  
 Supervisor, Special Education  
 Supervisor, Specialized Instructional  
 Facilitator  
 Supervisor, Teaching and Learning  
 Supervisor, Technology Acquisition  
 Supervisor, Technology Support Center  
 Supervisor, Threat Assessment

**Universal Level 24**

Director, AET  
 Director, AOS  
 Director, MATA  
 Principal, The North Star School  
 Principal, Middle

**Universal Level 25**

Assistant Director, Construction  
 Assistant Director, CTE, Computer  
 Science and Community Connections  
 Assistant Director, Special Education  
 Director, Payroll  
 Director, Procurement and Risk Management  
 Ombudsman

**Universal Level 26**

Principal, Academies of Loudoun  
 Principal, High

**Universal Level 27**

Auditor General  
 Coordinator, Title IX  
 Director, Accounting  
 Director, Budget and Financial Analytics  
 Director, Communication and  
 Community Engagement  
 Director, Construction  
 Director, Diagnostic and Prevention Services  
 Director, Digital Experience  
 Director, Enterprise Resource Planning  
 Director, Enterprise Solutions  
 Director, Equity  
 Director, Facilities Operations  
 Director, HRTD  
 Director, Infrastructure and Engineering  
 Director, Management and Coordination  
 Director, Planning Services  
 Director, Safety and Security  
 Director, School Nutrition Services  
 Director, Student Mental Health Services  
 Director, Student Services  
 Director, Transportation  
 Executive Principal, Elementary  
 Executive Principal, High  
 Executive Principal, Middle

**Universal Level 28**

Assistant Division Counsel  
 Associate Counsel  
 Director, Elementary and Charter Schools  
 Director, English Learner Programs  
 Director, High Schools  
 Director, Middle Schools  
 Director, Professional Learning  
 Director, Research, Assessment and  
 School Improvement  
 Director, School Administration  
 Director, Special Education  
 Procedural Support  
 Director, Special Education  
 Specialized Instruction  
 Executive Director, Chief of Facilities  
 Executive Director, Financial Services  
 Executive Director, HRTD

**Universal Level 29**

Executive Director, Chief of Schools  
 Executive Director, Teaching and Learning

**Cabinet Level Positions**

Superintendent  
 Deputy Superintendent  
 Assistant Superintendent, Student Services  
 Chief Financial Officer

**Cabinet Level Positions (con't)**

Chief Human Resources Officer

Chief Operations Officer

Chief Technology Officer

Chief of Staff

Division Counsel



## 2022 – 2023 Auxiliary Salary Scale

	<b>184 Days 7 hour day</b>	<b>208 Days 7 hour day</b>	<b>208 Days 8 hour day</b>	<b>221 Days 8 hour day</b>	<b>12 Months 8 hour day</b>
<b>1</b>	45,561	56,134	62,867	64,753	69,155
<b>2</b>	46,251	58,670	65,737	67,709	72,311
<b>3</b>	46,762	61,206	68,606	70,665	75,467
<b>4</b>	47,794	63,742	71,476	73,621	78,624
<b>5</b>	48,408	66,278	74,345	76,575	81,780
<b>6</b>	48,946	68,812	77,214	79,532	84,936
<b>7</b>	49,923	71,349	80,084	82,487	88,092
<b>8</b>	51,071	73,885	82,954	85,443	91,249
<b>9</b>	52,279	76,420	85,823	88,398	94,406
<b>10</b>	53,621	78,957	88,692	91,353	97,562
<b>11</b>	54,841	81,493	91,561	94,307	100,718
<b>12</b>	56,085	84,027	94,430	97,263	103,875
<b>13</b>	57,416	86,564	97,300	100,219	107,031
<b>14</b>	58,852	89,100	100,170	103,175	110,186
<b>15</b>	60,219	91,635	103,038	106,130	113,343
<b>16</b>	61,629	94,172	105,908	109,086	116,500
<b>17</b>	63,361	96,708	108,778	112,041	119,656
<b>18</b>	65,123	99,243	111,647	114,997	122,812
<b>19</b>	66,982	101,778	114,517	117,952	125,969
<b>20</b>	68,855	104,315	117,386	120,908	129,125
<b>21</b>	70,695				
<b>22</b>	71,829				
<b>23</b>	74,699				
<b>24</b>	76,968				

## 2022 – 2023 Auxiliary Titles

<b>Auxiliary Level 1</b>
Advanced Interpreter for Deaf & Hard of Hearing
<b>Auxiliary Level 2</b>
Athletic Trainer
<b>Auxiliary Level 3</b>
Clinical Psychologist
Homebound Specialist
Psychologist
School Social Worker
Specialist-Student Assistance Services
<b>Auxiliary Level 4</b>
Coordinator-Head Start Family Comm Partnership
Coordinator-Head Start Mental Health
<b>Auxiliary Level 5</b>
Psychologist
School Social Worker

## 2022 – 2023 Teaching Stipends

### Elementary School

Elementary School Dean	\$1,351
Elementary Team Lead	\$1,061
Yearbook Advisor	\$1,061

### Middle School

Middle School Dean	\$1,351
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### Fine Arts

Band Director	\$2,613
Choral Accompanist	\$1,257
Choral Director	\$1,813
Guitar Director	\$1,257
Orchestra Director	\$1,595
Professional Music Clinician	\$1,257
Theatre Director	\$2,460

### Student Activities

Student Council Association	\$1,491
Yearbook Advisor	\$1,926

### Virtual Loudoun

Elementary Contact Teacher English/Science/Math/Social Science	\$919
Elementary Team Lead	\$1,061
Department Chair Math/English/Science/Social Sciences/Vocational/ World Languages/Physical Education/Fine Arts (based on Department size)	\$2,026 - \$4,053

### Instruction

Department Chair Math/English/Science/Social Sciences/EL/ Career and Technology Education/ Special Education/World Languages/ Physical Education/Fine Arts (based on Department size)	\$2,026 - \$4,053
Middle School Subject Area Lead Teacher (SALT) English/Math/Science/Social Sciences/EL/ Spec Ed World Language/Physical Education/Fine Arts	\$1,819
Elementary Subject Contact Teacher English/Math/Science/Social Sciences/EL	\$919
Lead Family Life Education Teacher	\$3,973
Lead Teacher Mentor	\$1,517
Teacher Mentor	\$1,273
Equity Lead	\$4,053

### High School

#### **Fine Arts**

Band Director	\$6,919
Choral Accompanist	\$2,100
Choral Director	\$5,224
Drill Team	\$2,575
Full-Length Play Assistant Director	\$4,465
Full-Length Play Assistant Technical Director	\$3,357
Full-Length Play Director	\$5,224
Full-Length Play Technical Director	\$4,465
Guitar	\$2,100
Marching Band Director	\$5,224
Marching Band Technician (Music/Visual)	\$3,357
Musical Assistant Show Director	\$4,465
Musical Assistant Technical Director	\$3,357
Musical Choreographer/Dance Director	\$4,465
Musical Music Director/Conductor	\$4,465
Musical Show Director	\$5,224
Musical Technical Director	\$4,465
Musical Vocal Director	\$4,465
One Act Play Assistant Director	\$2,575
One Act Play Show Director	\$3,357
One Act Play Technical Director	\$2,575
Orchestra	\$2,150
Professional Music Clinician	\$2,100
Theatre Artistic Director	\$6,071
Theatre Director	\$6,919
Winter Indoor Guard Assistant	\$2,100
Winter Indoor Guard Director	\$3,129
Winter Indoor Percussion Assistant	\$2,100
Winter Indoor Percussion Director	\$3,129

#### **Student Activities**

Academic Competition Sponsor	\$2,575
Activity Coordinator	\$4,745
Art and Literary Magazine Sponsor	\$2,575
Athletic Trainer	\$6,507
Debate	\$3,357
DECA Advisor	\$2,575
Educators Rising	\$2,575
Family, Career and Community Leaders of America Advisor	\$2,575
Forensics	\$2,575
Future Business Leaders of America Advisor	\$2,575
Future Farmers of America Advisor	\$2,575
HOSA Future Health Professions Advisor	\$2,575
Junior Class Sponsor	\$3,302

## 2022 – 2023 Teaching Stipends (con't)

<b>Student Services</b>		National Honor Society	\$2,575
CAMPUS Program Manager	\$4,465	Newspaper	\$4,297
CAMPUS Advisor	\$3,302	PEER Coaching	\$2,946
Educational Diagnostician Mentor	\$1,273	Senior Class Sponsor	\$3,357
Lead Educational Diagnostician	\$3,973	Skills USA Advisor	\$2,575
Lead Psychologist	\$3,973	Student Council Association Technology Student Association Advisor	\$3,974
Lead School Counselor (Middle)	\$1,819	TV Production	\$2,575
Lead School Counselor Facilitator (Elementary)	\$919	Yearbook Advisor	\$4,465
Lead Social Worker	\$3,973		\$4,297
Psychologist Mentor	\$1,273	<b>JROTC</b>	
Lead Adapted PE Teacher	\$3,973	Color Guard Sponsor	\$2,575
Restorative Practices Co-Lead	\$1,474	Cyber Patriot Team Sponsor	\$2,575
Restorative Practices Lead	\$2,946	Marksmanship Team Sponsor	\$2,575
Special Education Dean	\$1,351	Orienteering Team Sponsor	\$2,575
		Physical Fitness Team Sponsor	\$2,575

**FY23 Adopted  
Daily or Hourly Substitute Salary Rates**

Type	Position	Amount
Instructional	Regular	\$112.75 per day
Instructional	Loyalty	\$133.37 per day
Instructional	Long Term Substitute	\$154.00 per day
Instructional	Regular – High Volume Days	\$169.12 per day
Instructional	Long Term Substitute – High Volume Days	\$231.00 per day

Long-Term assignments are substitute assignments that are 11 or more consecutive days in a teaching or administrative position for the same employee. This does not include holidays, overlap days or workdays. Long-term substitutes are hired by principals and administrators to fill in for teachers who are out on maternity leave, FMLA or own illness and are often arranged prior to the absence. Long-Term substitutes are paid a higher rate of pay for communicating with parents, preparing lesson plans and entering grades. Long-term substitutes are used only for classroom teachers, and are not for teacher assistants, behavior assistants or secretaries. Long-term substitutes covering for a vacancy have a 90-day expiration date.

**FY23 Adopted  
Other Teaching Activities at Daily/Hourly/Per Student Rates**

Activity	Courses	Teacher Qualification	Amount
Driver Education	Driver Education	Certificate	\$225.00 per student
Virtual Loudoun (Online Courses)	Determined by Enrollment	Certificate	\$100.00 per enrolled student that does not successfully complete the course \$200.00 per enrolled student that successfully completes the course (minimum payment of \$1,000.00)
Early Childhood Education I/II	Early Childhood Education I/II		\$1,000 per course

**FY23 Adopted  
Middle School Stipends**

Teachers who exceed the student load defined by the Standards of Accreditation, but have not been assigned an additional instructional period shall be compensated as follows:

% of Full Stipend	Middle School Teachers (except Music and PE)	Middle School Music and PE Teachers	Stipend
25%	up to 7 students	up to 10 students	\$3,111
50%	up to 15 students	up to 20 students	\$6,221
75%	up to 23 students	up to 30 students	\$9,331
100%	up to 30 students	up to 40 students	\$12,441

National Board Certification	
All Certified	\$2,500
State Contribution - Continuing Certification	\$2,500
State Contribution - First-time Certification	\$5,000

## 2022 – 2023 Hourly Banded Rates

Hourly Band	Rate	Description	Examples of Positions Included
	\$11.00	Minimum Wage	Support Worker
Band 1	\$14.23	Routine/entry level, unskilled labor work	Substitute School Nutrition Worker, Student
Band 2	\$15.27	Routine/entry level, unskilled labor work (specialty)	
Band 3	\$16.11	Routine/entry level, semi-skilled administrative/clerical/instructional support work	Teacher Assistant, Call Center, Ticket Taker, Announcer, Clock Operator, Summer School Clerical
Band 4	\$16.30	Routine/entry level, semi-skilled instructional trainee work	Teacher Cadet
Band 5	\$17.60	Proficient/mid-level, unskilled labor work Proficient/mid-level, semi-skilled administrative/clerical work Routine/entry level, semi-skilled labor work	Bus Attendant, Cafeteria Monitor, Distribution Center Worker, Specialized Transport Driver
Band 6	\$18.63	Advanced/expert level, semi-skilled administrative/clerical work Routine/entry level, semi-skilled trade/medical support work	Parent Liaison
Band 7	\$20.70	Proficient/mid-level, semi-skilled labor/medical/instructional support work	Bus Driver, Safety & Security Patrol, Health Clinic Specialist, Special Education Teacher Assistant, Event Security
Band 8	\$24.06	Routine/entry level, skilled professional work	Pre-Employment Specialist, Financial Technician, Private Duty Nurse (LPN), Event Manager
Band 9	\$26.65	Advanced/expert level, semi-skilled instructional support work	Behavior Assistant
Band 10	\$28.46	Routine/entry level, skilled instructional work Advanced/expert level, skilled instructional support work	PALS Tutor, Interpreter, Teacher-Class Coverage, PEP Instructor, Welcome Center Screener, Equity Planning
Band 11	\$31.05	Proficient/mid-level, skilled instructional/professional work	Curriculum Development, Safety & Security (Trainer/Floater/Officer), PROPEL/Level-Up, Private Duty Nurse (RN), Teacher Training
Band 12	\$31.22	Proficient/mid-level, skilled instructional work (specialty)	Adult Education Instructor
Band 13	\$36.23	Advanced/expert level, skilled professional/instructional work Advanced/expert level, skilled instructional support work (specialty)	Safety & Security Consultant, Mentor/Coach, Advanced Interpreter (ASL & DHH)
Band 14	\$36.74	Advanced/expert level, skilled professional work (specialty)	
Band 15	\$38.19	Proficient/mid-level level, skilled instructional work (seasonal)	Teacher, Librarian, School Counselor, Dean, SPED Dean, IFT, Middle School Counselor, summer IEP Meetings, Music Services, United Mental Health Check-In
Band 16	\$41.40	Advanced/expert level, skilled related services work Advanced/expert level, skilled instructional work (specialty)	Homebound Teacher, Summer in the Arts Assistant Coordinator; OT, PT, SLP (seasonal), Safe Routes to School Coordinator
Band 17	\$46.58	Lead/supervisory level; skilled administrative work (Elementary or Administrator)	Elementary Summer School Coordinator, Administrative/Special Projects, Summer in the Arts Coordinator, Facilities On-Call
Band 18	\$51.75	Lead/supervisory level; skilled administrative work (Secondary or Administrative Director)	Secondary Summer School Coordinator, Administrative Director

## 2022 – 2023 Co-Curricular Stipends

<u>Athletics</u>			
<u>Baseball</u>		<u>Lacrosse</u>	
Head Coach	\$5,234	Girls' Head Coach	\$5,234
Assistant Coach	\$4,199	Boys' Head Coach	\$5,234
JV Head Coach	\$4,199	Girls' Varsity Assistant Coach	\$4,199
JV Assistant Coach	\$2,400	Boys' Varsity Assistant Coach	\$4,199
		Girls' JV Head Coach	\$4,199
		Boys' JV Head Coach	\$4,199
		Girls' JV Assistant Coach	\$2,400
		Boys' JV Assistant Coach	\$2,400
<u>Basketball</u>		<u>Soccer</u>	
Girls' Head Coach	\$5,604	Girls' Head Coach	\$5,234
Boys' Head Coach	\$5,604	Boys' Head Coach	\$5,234
Girls' Varsity Assistant Coach	\$4,199	Girls' Varsity Assistant Coach	\$4,199
Boys' Varsity Assistant Coach	\$4,199	Boys' Varsity Assistant Coach	\$4,199
Girls' JV Head Coach	\$4,199	Girls' JV Head Coach	\$4,199
Boys' JV Head Coach	\$4,199	Boys' JV Head Coach	\$4,199
Girls' Freshman Head Coach	\$3,964	Girls' JV Assistant Coach	\$2,400
Boys' Freshman Head Coach	\$3,964	Boys' JV Assistant Coach	\$2,400
<u>Cheerleading</u>		<u>Softball</u>	
Fall Head Coach	\$5,639	Head Coach	\$5,234
Fall Varsity Cheer Assistant	\$4,275	Assistant Coach	\$4,199
Fall JV Head Coach	\$4,275	JV Head Coach	\$4,199
Fall Freshman Head Coach	\$3,964	JV Assistant Coach	\$2,400
Winter Head Coach	\$4,275		
Winter JV Head Coach	\$3,964		
Winter Freshman Head Coach	\$3,723		
<u>Cross Country</u>		<u>Swimming</u>	
Head Coach	\$4,914	Head Coach	\$4,914
Assistant Coach (2)	\$3,723	Assistant Coach	\$2,400
<u>Field Hockey</u>		<u>Tennis</u>	
Head Coach	\$5,639	Girls' Head Coach	\$3,723
Varsity Assistant Coach	\$3,399	Boys' Head Coach	\$3,723
<u>Football</u>		<u>Track</u>	
Head Coach	\$7,790	Girls' Head Coach	\$5,234
Varsity Assistant Coach (2)	\$6,024	Boys' Head Coach	\$5,234
JV Head Coach	\$6,024	Girls' Assistant Coach	\$3,446
JV Assistant Coach	\$4,199	Boys' Assistant Coach	\$3,446
Freshman Head Coach	\$6,024	Assistant Coach	\$3,446
Freshman Assistant Coach (2)	\$4,199		
<u>Golf</u>		<u>Volleyball</u>	
Head Coach	\$2,879	Head Coach	\$5,639
		Assistant Coach	\$4,843
		JV Head Coach	\$4,843
		Freshman Head Coach	\$3,723
<u>Gymnastics</u>			
Head Coach	\$4,843		
Assistant Coach	\$3,357		

## 2022 – 2023 Co-Curricular Stipends (con't)

<u>Indoor Track</u>		<u>Wrestling</u>	
Head Coach	\$5,234	Head Coach	\$5,234
Assistant Coach (2)	\$1,662	Assistant Coach	\$3,870
		JV Head Coach	\$3,870



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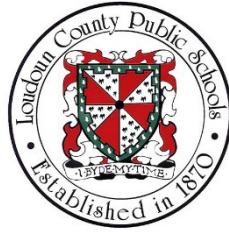
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**TAB**

**7**





# Manual para los Conserjes de las Escuelas Públicas del Condado de Loudoun



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## MANUAL DEL EMPLEADO

Se espera que todos los empleados lean anualmente el Manual del Empleado de las Escuelas Públicas del Condado de Loudoun (LCPS, por sus siglas en inglés). Se encuentra en el sitio web de LCPS, y todos los conserjes firmarán un reconocimiento impreso de su lectura del Manual del Empleado de LCPS.

### DESCARGO DE RESPONSABILIDAD

Ninguna de las normas o información contenida en el Manual del Conserje o del Empleado confiere derechos o privilegios a ningún empleado, ni sirve como contrato de trabajo entre el Consejo Escolar y el empleado. El Manual del Empleado y del Conserje no debe considerarse como la única o última fuente de información para los empleados. La versión más actualizada de las políticas del Consejo Escolar se encuentra en el sitio web de LCPS [www.lcps.org](http://www.lcps.org). El Consejo Escolar y la Administración se comprometen a revisar constantemente todos los beneficios y políticas y de vez en cuando cambiarán la información presente en este Manual para Conserjes.

## INTRODUCCIÓN A LOS SERVICIOS DE CONSERJES

Los Servicios de Conserjes se prestan a todas las escuelas e instalaciones administrativas de LCPS. Los Servicios de Conserjes son administrados por el Departamento de Operaciones de Instalaciones y supervisados localmente por el Director de la escuela o el Administrador del Edificio. Esta práctica ha demostrado su eficacia al contratar y formar de manera centralizada al nuevo personal de vigilancia, facilitar el traslado de los Conserjes y coordinar la entrevista y selección de los Jefe de Conserjes. La adquisición y distribución centralizada de suministros y equipos de conserjería también ha demostrado ser rentable y garantiza que las escuelas dispongan de equipos funcionales y suministros adecuados para realizar las tareas de conserjes.

Los Servicios de Conserjes se prestan a cada escuela y localidad mediante los ocho puestos siguientes.

### Jefe Principal de Conserjes

Responsable de la formación, coordinación, supervisión y control de calidad de todos los trabajos de conserjes realizados en las Escuelas Públicas del Condado de Loudoun. Recomienda al Director de Operaciones de Instalaciones, al Supervisor de Operaciones de Limpieza y Mantenimiento y al Coordinador de Servicios de Limpieza y Mantenimiento las personas que deben ser contratadas como Conserjes para ocupar puestos a tiempo parcial y completo. Asiste activamente en la coordinación de las asignaciones de conserjes sustitutos, que cubren las ausencias de los Conserjes asignados regularmente. Recomienda al Supervisor de Operaciones de Limpieza y Mantenimiento cambios y mejoras en las prácticas, equipos y productos de conserjería. Sirve de fuente de orientación profesional y técnica a los actuales Jefes de Conserjes. Algunos ejemplos de funciones son:

- Dirige y supervisa la formación de los Conserjes recién contratados,
- Dirige y coordina la formación avanzada periódica en materia de conserjería,
- Coordina la formación impartida por los proveedores sobre nuevos equipos o productos de limpieza,
- Observa el rendimiento de los Jefe de Conserjes y de los Conserjes nocturnos, proporcionando orientación y formación para la mejora,
- Realiza el control de calidad y la supervisión de la seguridad con el personal de conserjes,
- Trabaja con el Director de Instalaciones, el Supervisor de Operaciones de Limpieza y Mantenimiento y el Coordinador de Servicios de Limpieza y Mantenimiento en el desarrollo de procesos de trabajo mejorados, la evaluación de productos y las necesidades de suministros para la conserjería, y
- capacidad para desempeñar las funciones de Jefe de Conserjes en su ausencia.

## Jefe de Conserjes

Líder de trabajo del equipo de conserjes de la escuela o instalación administrativa y durante el año escolar. En los centros con un total de cuatro Conserjes más, el Jefe de Conserjes trabaja en el turno de la noche. El Jefe de Conserjes es seleccionado tanto por su capacidad de supervisión como por sus conocimientos y habilidades técnicas. Desarrolla y asigna las tareas de limpieza durante el curso escolar y durante el periodo estival desarrolla y dirige el programa de limpieza de verano. El Jefe de Conserjes es responsable del liderazgo, la supervisión diaria, la asignación de tareas y es asesor del personal de conserjería.

También recomienda medidas correctivas a los administradores y a los jefes de seguridad principales. Es responsable del mantenimiento de todos los equipos, edificios y terrenos de la escuela/edificio y del campus. Todas las tareas de los Conserjes diurnos y nocturnos son responsabilidad del Jefe de Conserjes a fin de garantizar la dirección, realización y puntualidad de todas las tareas requeridas por todos los Conserjes. El Jefe de Conserjes es responsable de asegurar el edificio por la noche y de garantizar que se realice supervisión del edificio antes del mediodía. El Jefe de Conserjes tendrá una dirección de correo electrónico LCPS y está obligado a comprobar y responder a su correo electrónico todos los días cuando está en el trabajo. La dirección de correo electrónico oficial de las Escuelas Públicas del Condado de Loudoun es la única dirección de correo electrónico autorizada para fines de comunicación con todo el personal y partes externas mientras represente a las Escuelas Públicas del Condado de Loudoun en cualquier capacidad sobre todos los asuntos.

## Conserje diurno

El Conserje diurno se encarga normalmente de abrir el centro escolar o administrativo por la mañana y de realizar las funciones Asignaciones de Trabajo. El Conserje diurno debe ser capaz de leer y comunicarse en inglés para poder interactuar con el Director/Administrador del Edificio, el personal y los visitantes que encontrará en el desempeño de sus funciones. En muchos casos, habrá demostrado iniciativa y aptitudes mientras ejercía de Conserje nocturno. El director/administrador del edificio seleccionará al conserje entre el personal existente o entre un grupo de candidatos identificados a través del proceso de solicitud en línea. Todas las escuelas tendrán un Conserje diurno. El horario del turno lo establece el director y es de ocho horas y media (8 ½) de duración, ocho horas de trabajo y ½ hora de comida no retribuida. Este turno comenzará lo suficientemente temprano como para permitir que el edificio se abra antes de la llegada de los profesores y para garantizar que los sistemas de calefacción o aire acondicionado estén en funcionamiento. El turno diurno debe programarse para que termine a la salida de los alumnos o cerca de ella. En las escuelas que tengan menos de cuatro Conserjes en total, el Jefe de Conserjes podrá actuar como Conserje diurno.

## Conserje de medio turno

Los Directores de las escuelas secundarias e institutos pueden establecer un turno intermedio para un segundo Conserje que ayude con las tareas del almuerzo. El turno intermedio debe comenzar no antes de 30 minutos antes del primer período de almuerzo y tiene una duración de ocho horas y media (8 ½). Asignar más de dos Conserjes a un turno diurno en los centros de secundaria e institutos comprometerá la capacidad de los restantes Conserjes con el propósito de realizar toda la limpieza necesaria durante el turno de la noche. El Conserje que trabaje en el turno intermedio también tendrá responsabilidades de limpieza durante el turno de la noche.

## Conserjes Nocturnos

Los Conserjes Nocturnos trabajarán en el turno de noche limpiando y preparando la escuela para el siguiente día lectivo. Un Conserje normalmente empezará su empleo con LCPS como Conserje nocturno. El horario del turno de la noche lo establece el Director/Administrador del Edificio, de acuerdo con el personal de Operaciones de las Instalaciones y debe comenzar no más de 30 minutos antes de la salida de los estudiantes, pero no antes de las 2:00 pm. Cuanto más cerca de la hora de salida comience el turno, más tiempo habrá

disponible para la limpieza. Todos los Conserjes empiezan el turno juntos y lo terminan juntos. El turno de la noche tiene una duración de ocho horas. Este turno incluye una comida pagada de 30 minutos. No hay diferencia de turnos por trabajar en el turno de la noche. En las escuelas con cuatro o más Conserjes en total, el Jefe de Conserjes es el jefe de trabajo del turno de la noche. El turno de la noche es responsable de garantizar que todas las puertas exteriores estén cerradas con llave, bien cerradas, y que la alarma de seguridad esté activada cuando terminen su turno.

### Conserjes Suplentes

El departamento de Operaciones de Instalaciones mantiene una reserva de Conserjes que pueden ser asignados temporalmente a las escuelas para aumentar la plantilla de conserjes en caso de escasez de personal. Los Conserjes Sustitutos se asignan diariamente y se priorizan en función de la necesidad relativa de una escuela respecto a toda la división.

### Conserjes Deportivos

Este puesto se encuentra únicamente en los institutos y es responsable del mantenimiento de los campos de atletismo de entrenamiento y competencias (mantenimiento del césped, corte de la hierba, preparación para las competencias y limpieza después de las mismas); fregado de los gimnasios; limpieza de las gradas; y limpieza de las oficinas de atletismo, los vestuarios de los equipos, las salas de entrenamiento, las salas polivalentes y la sala de pesas. El Conserje Deportivo es responsable de montar y desmontar el equipo de apoyo para los eventos deportivos de interior/ exterior y de mantener las áreas deportivas.

El horario del turno diario del Conserje Deportivo variará de modo que esté en el campus para apoyar eventos deportivos como parte de su turno. A diferencia del resto de los puestos de conserjería, el Conserje Deportivo trabaja directamente para la Administración Escolar.

### Conserjes en formación

Este puesto se refiere a todos los empleados de conserjería recién contratados que no hayan sido seleccionados para un puesto de Conserje a tiempo completo. Inmediatamente después de ser contratados, los Conserjes en Formación entrarán en el Programa de Formación de Conserjes. Durante este programa de dos semanas, los Conserjes en Formación recibirán capacitación en todos los aspectos del programa de conserjes de las Escuelas Públicas del Condado de Loudoun y, una vez completado con éxito, serán considerados técnicamente competentes y capaces de competir para la selección en cualquier puesto de Conserje de las Escuelas Públicas del Condado de Loudoun.

Los Conserjes en Formación se consideran empleados a tiempo parcial hasta que soliciten y sean seleccionados para un puesto de Conserje a tiempo completo. Los Conserjes en Formación pueden permanecer como tales todo el tiempo que deseen, pero no recibirán beneficios de LCPS hasta que sean seleccionados para un puesto de Conserje a tiempo completo. Durante este periodo, los Conserjes en Formación serán asignados a las escuelas con mayor necesidad de apoyo de este personal.

## LOS TURNOS DE LOS CONSERJES

El personal de conserjería se asigna a las instalaciones de las Escuelas Públicas del Condado de Loudoun en función de una plantilla estándar de un conserje por cada 20.000 pies cuadrados brutos de superficie edificada. Dentro de esta asignación, una de las personas asignadas a una instalación será formalmente seleccionada y designada como Jefe de Conserjes, el resto del personal asignado serán Conserjes asignados ya sea en turno diurno, medio turno o nocturno. A continuación, se ofrece un desglose de las tareas.

## Centros de enseñanza primaria

- Un Jefe de Conserjes
- Un Conserje diurno
- El resto de los Conserjes asignados a la escuela trabajarán en el turno de la noche.
- En las escuelas primarias con tres o más Conserjes en total, el Jefe de Conserjes trabaja en el turno de la noche.

## Centros de enseñanza media

- Un Jefe de Conserjes (trabaja en el turno de la noche)
- Un Conserje diurno
- Un conserje a mitad de turno (opcional)
- El resto de los Conserjes asignados a la escuela trabajarán en el turno de tarde.

## Centros de enseñanza superior

- Un Jefe de Conserjes (trabaja en el turno de la noche)
- Dos Conserjes diurnos (el horario de entrada escalonado es opcional)
- Un conserje a mitad de turno (opcional)
- El resto de los Custodios asignados a la escuela trabajarán en el turno de tarde.

## RESPONSABILIDADES DE LOS CONSERJES

**Director de operaciones de las instalaciones:** gestor del presupuesto para todo el personal de vigilancia, las horas extras de los conserjes, el equipo de conserjes y los suministros consumibles. Responsable de la supervisión del Programa de Conserjería.

**Supervisor de operaciones de conserjería:** responsable de las operaciones del personal de conserjería y de recomendar a personas para su contratación como Conserjes Suplentes y Conserjes en Formación. Asiste al Director/Administrador del Edificio en la selección del Jefe de Conserjes y en la resolución de problemas de personal. Es responsable de investigar las tendencias, procesos y equipos actuales y de adaptar aquellos que sean eficaces y eficientes para las Escuelas Públicas del Condado de Loudoun. Es responsable de la formación de los conserjes y de la asignación diaria de los Conserjes Suplentes.

**Coordinador de Servicios de Conserjería:** es responsable de proporcionar orientación técnica a los Jefes Principales de Conserjes, Jefes de Conserjes, Conserjes, Conserjes Suplentes, Conserjes en Formación y Conserjes Deportivos. Evalúa nuevos equipos y productos de limpieza y mantenimiento y recomienda su adquisición. Se encarga de proporcionar equipos y suministros de limpieza y mantenimiento para las nuevas escuelas.

**Directores/Administradores de los edificios:** se encargan de la dirección y supervisión de los conserjes asignados a su centro escolar o administrativo, así como de la limpieza y el mantenimiento de sus instalaciones. Obtiene apoyo del Supervisor de Operaciones de Limpieza y Mantenimiento o del Coordinador de Servicios de Limpieza y Mantenimiento para cuestiones inusuales relacionadas con el personal. Es responsable del cuidado y uso eficiente de los equipos y suministros de limpieza y mantenimiento. Solicita equipos de repuesto, reparaciones de equipos y suministros consumibles al Departamento de Operaciones de Instalaciones según sea necesario.

## OPERACIONES DE LAS INSTALACIONES - RESPONSABILIDADES DEL DIRECTOR/ADMINISTRADOR DEL EDIFICIO

<b>PERSONAL</b>	
Jefes de Limpieza y Mantenimiento	Operaciones de las instalaciones: proporciona la lista de candidatos seleccionados al director/administrador del edificio, participa en el grupo de entrevistadores y presenta la solicitud de contratación.
	Director/Administrador del edificio: selecciona a los candidatos que serán entrevistados de la lista de candidatos aptos y participa en el panel de entrevistadores.
Conserjes	Operaciones de las instalaciones: proporciona la lista de candidatos cualificados al director/administrador del edificio o representante designado, participa en el grupo de entrevistadores y presenta la solicitud de contratación.
	Director/Administrador del edificio: selecciona a los candidatos que serán entrevistados de la lista de candidatos aptos y participa en el panel de entrevistadores.
Conserjes Suplentes	Operaciones de las instalaciones
Conserjes deportivos	Administración escolar
Conserjes en formación	Operaciones de las instalaciones
Despidos/renuncias	Administración escolar
<b>TARJETAS DE CONTROL DEL HORARIO</b>	
Jefes de Limpieza y Mantenimiento	Operaciones de las instalaciones: revisan y aprueban todas las horas extraordinarias y extras, revisan y aprueban todas las tarjetas de control del horario.
	Director/Administrador del edificio: aplica el control horario en el lugar de trabajo, procesa los registros de horarios en papel en Oracle. Todas las horas extraordinarias y extras deben ser aprobadas por el Departamento de Operaciones de las Instalaciones.
Conserjes	Operaciones de las instalaciones: revisan y aprueban todas las horas extraordinarias y extras, revisan y aprueban todas las tarjetas de control del horario.
	Director/Administrador del edificio: aplica el control horario en el lugar de trabajo, procesa los registros de horarios en papel en Oracle. Todas las horas extraordinarias y extras deben ser aprobadas por el Departamento de Operaciones de las Instalaciones.
Conserjes suplentes	Departamento de Operaciones de las Instalaciones: completa y aprueba
Conserjes deportivos	Departamento de Operaciones de las Instalaciones: revisa y aprueba todas las horas adicionales y extras.
	Administración escolar: completa y aprueba. Todas las horas adicionales y extras deben ser aprobadas por las Instalaciones.
Conserjes en formación	Operaciones de las instalaciones
<b>APROBACIÓN DE LICENCIAS</b>	
Jefes de Limpieza y Mantenimiento	Director/Administrador del edificio
Conserjes	Director/Administrador del edificio
Vigilantes suplentes	Operaciones de las instalaciones
Conserjes deportivos	Administración escolar
Conserjes en formación	Operaciones de las instalaciones
<b>EVALUACIONES</b>	
Jefes de Limpieza y Mantenimiento	Director/Administrador del edificio

Conserjes	Director/Administrador del edificio
Conserjes suplentes	Operaciones de las instalaciones
Conserjes deportivos	Administración escolar
<b>DISCIPLINA/DESEMPEÑO</b>	
Jefes de Limpieza y Mantenimiento	Departamento de Operaciones de las Instalaciones: supervisa sistemáticamente la ejecución técnica de las tareas de conserjería. Si el Departamento de Operaciones de las Instalaciones tiene conocimiento de un problema relacionado con la disciplina o el desempeño, el problema se elevará al director/administrador del edificio para que tome las medidas oportunas.
	Director/Administrador del Edificio: se encarga de administrar todos los asuntos relacionados con la disciplina o el desempeño y hace copias en papel carbón de todas las notas que se entregan a los empleados.
Conserjes	Departamento de Operaciones de las Instalaciones: supervisa sistemáticamente la ejecución técnica de las tareas de conserjería. Si el departamento de Operaciones de las Instalaciones tiene conocimiento de un problema relacionado con la disciplina o el desempeño, el problema se elevará a la Administración de la Escuela para que tome medidas.
	Director/Administrador del Edificio: administra todos los asuntos relacionados con la disciplina o el rendimiento y hace copias en papel carbón para el Departamento de Operaciones de las Instalaciones sobre todas las notas que se envían a los empleados.
Conserjes suplentes	Operaciones de las instalaciones
Conserjes Deportivos	Administración escolar
<b>OTRAS FUNCIONES</b>	
Control de plagas	Departamento de Operaciones de las Instalaciones: proporciona asistencia técnica a todo el personal de los centros escolares y operaciones el contrato de control de plagas.
	Director/Administrador del edificio: es responsable de las medidas preventivas, el registro de la actividad y la solicitud de asistencia contratada.
Programa de limpieza de verano	Departamento de Operaciones de las Instalaciones: proporciona asistencia técnica y revisa todos los calendarios de limpieza de verano
	Director/Administrador del edificio: elabora el programa de limpieza de verano y operaciones el personal de verano
Trabajos de limpieza de la nieve	Departamento de Operaciones de las Instalaciones: proporciona orientación sobre la limpieza inicial de la nieve
	Director/Administrador del edificio: es responsable de la remoción continua de nieve/hielo tras la limpieza inicial de la nieve.
Mantenimiento del terreno	Departamento de Operaciones de las Instalaciones: en los centros de enseñanza primaria y secundaria, se encarga de la siega fuera del carril de bomberos, la sustitución anual del abono del patio de recreo y el mantenimiento de las ramas de los árboles que estén a más de 10 pies del suelo o tengan más de 2 ½ pulgadas de diámetro.
	Director/Administrador del Edificio: es responsable de todo el mantenimiento del suelo dentro del carril de incendios y los aparcamientos, mantenimiento semanal del abono del patio de recreo, parterres de flores y mantenimiento de los árboles con ramas a menos de 10 pies del suelo o de menos de 2 ½ pulgadas de diámetro.



## ASIGNACIONES Y TRANSFERENCIAS

Empleados de conserjería actuales de las Escuelas Públicas del Condado de Loudoun que estén al corriente de sus obligaciones tienen la oportunidad de solicitar otros puestos de conserjería en toda la división. Los empleados actuales de LCPS pueden solicitar las vacantes publicadas en el sitio web de empleo de LCPS, <https://lcps.tedk12.com/hire/index.aspx>.



### Ofertas de empleo

Todas las vacantes de Jefe de Limpieza y Mantenimiento, Jefe de Conserjes, Conserjes, Conserjes Suplentes y Conserjes en Formación se publicarán hasta que se cubran y se revisarán de acuerdo con lo siguiente:

- Jefe Principal de Conserjes
  - Quince días laborables después de la fecha de publicación, el Departamento de Operaciones de las Instalaciones generará la lista de candidatos para que el Director de Operaciones de las Instalaciones la revise y programe las entrevistas.
  - Si no se recibe ninguna candidatura en los primeros 15 días laborables, la oferta de empleo permanecerá abierta hasta 10 días laborables después de la recepción de la primera candidatura. El Departamento de Operaciones de las Instalaciones generará una lista de todos los candidatos cualificados para que el Director de Operaciones de las Instalaciones la revise y programe las entrevistas.
  - Una vez enviada la lista de candidatos al Director de Operaciones de las Instalaciones, no se tendrán en cuenta nuevas solicitudes.
- Jefe de Conserjes
  - Quince días laborables después de la fecha de publicación, el Departamento de Operaciones de las Instalaciones generará una lista de todos los candidatos calificados y la enviará al Director/Administrador del Edificio para su revisión y programación de entrevistas.
  - Si no se recibe ninguna candidatura en los primeros 15 días laborables, la oferta de empleo permanecerá abierta hasta 10 días laborables después de la recepción de la primera candidatura. A continuación, el Departamento de Operaciones de las Instalaciones generará una lista de todos los candidatos cualificados y la remitirá al Director/Administrador del Edificio para su revisión y programación de entrevistas.
  - Una vez remitida la lista de candidatos al Director/Administrador del Edificio, no se tendrán en cuenta nuevas solicitudes.
- Conserje
  - Este puesto se publicará únicamente para los conserjes internos actuales.
  - Cinco días laborables después de la recepción de la primera solicitud, el Departamento de Operaciones de las Instalaciones generará una lista de todos los candidatos calificados y la enviará al Director/Administrador del Edificio para su revisión y programación de entrevistas.
  - Una vez remitida la lista de candidatos al Director/Administrador del Edificio, no se tendrán en cuenta nuevas solicitudes.
- Conserjes suplentes
  - Las solicitudes se examinarán a su recepción y los puestos se ofrecerán a los candidatos calificados según el orden de llegada.
- Conserjes deportivos
  - Los puestos son operados por el personal de la escuela y seguirán las prácticas de contratación del centro escolar responsable.

## Entrevistas

- Las entrevistas para Jefe de Limpieza y Mantenimiento, Jefe de Conserjes, Conserjes, Conserjes Suplentes y Conserjes en formación se llevarán a cabo de acuerdo con lo siguiente:
  - Las entrevistas se realizarán en los cinco días siguientes a la recepción de la lista de candidatos.
  - Los Directores/Administradores del Edificio son responsables de coordinar las entrevistas de su Jefe de Limpieza y Mantenimiento y Conserjes conjuntamente con el departamento de Operaciones de las Instalaciones.
  - El Supervisor de Operaciones de Limpieza y Mantenimiento es responsable de coordinar las entrevistas de los Jefe de Limpieza y Mantenimiento, los Conserjes Suplentes y los Conserjes en formación.
  - Un Jefe de limpieza y Mantenimiento de las Instalaciones participará en todas las entrevistas de conserjes. Si, debido a la programación, un Jefe de Limpieza y Mantenimiento no está disponible, el Supervisor de Operaciones de Limpieza y Mantenimiento o Supervisor de Operaciones de Conserjería le apoyará.
  - El Departamento de Operaciones de las Instalaciones proporcionará una lista de preguntas básicas en inglés y español para su uso durante las entrevistas.
  - No es necesario entrevistar a todo el grupo de candidatos si hay cuatro o más, pero para garantizar una competencia adecuada se debe entrevistar al menos a tres candidatos. Si hay tres o menos candidatos, todos ellos deberán ser entrevistados.
- Los puestos de conserje deportivo son operaciones dos por el personal de la escuela y seguirán las prácticas de contratación de la escuela responsable.

## Selecciones

- La selección de las vacantes de Jefe de Limpieza y Mantenimiento, Jefe de Conserjes, Conserjes y Conserjes Suplentes se realizará de acuerdo con lo siguiente:
  - El Director de Operaciones de las Instalaciones es el responsable de la selección de todos los puestos de Jefe de Limpieza y Mantenimiento, Jefe de Conserjes, Conserjes, Conserjes Suplentes y Conserjes en formación, y realiza las selecciones de contratación basándose en los comentarios y recomendaciones del Director/Administrador del Edificio y del Supervisor de Operaciones de Limpieza y Mantenimiento.
  - Para garantizar una competencia adecuada para los puestos de Conserje, Jefe de Conserjes y Jefe de Limpieza y Mantenimiento, se deberá entrevistar al menos a tres candidatos de la lista de candidatos. Si hay menos de tres candidatos, se entrevistará a todos ellos.
  - Los puestos de conserje suplente se ofrecerán a los solicitantes calificados según el orden de llegada.
  - Durante las entrevistas de los Conserjes, el Director/Administrador del Edificio debe recomendar tanto un candidato principal como uno suplente, si hay más de un candidato, de la lista de candidatos. Si un candidato rechaza el puesto, no podrá optar a una nueva colocación durante seis meses. Si tanto el candidato principal como el suplente rechazan el puesto, el Departamento de Operaciones de las Instalaciones consultará con el Director/Administrador del Edificio para determinar el orden de prioridad del resto de candidatos de la lista. Si todos los candidatos de la lista rechazan el puesto, la vacante se publicará de nuevo o se renovará.
  - Durante las entrevistas de Jefe de Limpieza y Mantenimiento y Jefe de Conserjes, si no se encuentra un candidato calificado no es necesaria una selección y la vacante se volverá a publicar o actualizar y todos los candidatos de la lista de candidatos serán rechazados. Una vez que un candidato sea rechazado, no podrá ser contratado en virtud de la oferta de empleo actual.
  - Los empleados actuales de LCPS que no son conserjes pueden solicitar el puesto de Conserje



Suplente a tiempo completo y, si son seleccionados, se les inscribirá inmediatamente en el programa de formación de conserjes. Si el solicitante fue Conserje en LCPS en los 24 meses anteriores, no es necesario completar el programa de formación.

- Los antiguos Conserjes de LCPS que se separaron en buen estado dentro de los cinco años anteriores pueden ser recontractados en un puesto de Conserje Suplente o Conserje y no necesitan volver a completar el programa de capacitación de conserjería. Los antiguos conserjes de LCPS que se separaron en regla hace más de cinco años pueden ser contratados como conserjes en formación y tendrán que volver a completar el programa de formación de conserjes.
- Los puestos de conserje deportivo son operados por el personal de la escuela y seguirán las prácticas de contratación de la escuela responsable.

### Documentación de las entrevistas

- Todas las entrevistas para los puestos vacantes de Jefe de Limpieza y Mantenimiento, Jefe de Conserjes y Conserjes se documentarán de acuerdo con lo siguiente:
  - Cada miembro del panel de entrevistadores debe completar una valoración de las respuestas del candidato y de su potencial de contratación.
  - Tras la finalización de cada entrevista de Jefe de Conserjes y Conserjes, el Director/Administrador del Edificio presentará todas las evaluaciones de los candidatos del panel de entrevistas junto con sus recomendaciones para las selecciones principal y alternativa al Departamento de Operaciones de las Instalaciones para su inclusión en los registros de contratación.
  - Tras la finalización de cada entrevista de Jefe de Limpieza y Mantenimiento, el Supervisor de Operaciones de Limpieza y Mantenimiento presentará todas las evaluaciones de los candidatos del panel de entrevistas junto con sus recomendaciones para las selecciones principal y alternativa al Departamento de Operaciones de las Instalaciones para su inclusión en los registros de contratación.
  - Si el Departamento de Operaciones de las Instalaciones no está de acuerdo con la recomendación de contratación del Director/Administrador del Edificio, el Director de Operaciones de Instalaciones es la autoridad contratante y tomará la decisión de contratación.
- Los puestos de conserje deportivo son operados por la administración escolar y seguirán las prácticas de contratación de la escuela responsable.

### Proceso PowerSchool

- Las vacantes de Jefe de Limpieza y Mantenimiento, Jefe de Conserjes, Conserjes y Conserjes Suplentes se administrarán en PowerSchool de acuerdo con lo siguiente:
  - Paso 1 – El departamento de Operaciones de las Instalaciones identifica y coordina la publicación de todas las vacantes en la Página de Ofertas de Empleo de LCPS.
  - Paso 2 – Una vez transcurridos los plazos de publicación indicados anteriormente, el Departamento de Operaciones de las Instalaciones revisará el grupo de candidatos en PowerSchool y enviará la lista de todos los candidatos cualificados al director/administrador del edificio.
  - Paso 3 – Una vez finalizadas las entrevistas, el Departamento de Operaciones de las Instalaciones ingresará las entrevistas en PowerSchool.
  - Paso 4 – El departamento de Operaciones de las Instalaciones enviará una solicitud de contratación por correo electrónico al Departamento de Desarrollo de Recursos Humanos

indicando el candidato seleccionado.

- Paso 5 – El departamento de Desarrollo de Recursos Humanos ampliará la oferta y proporcionará al Departamento de Operaciones de las Instalaciones una información actualizada sobre la aceptación de la oferta.
  - Paso 6 – Si se acepta una oferta, el Departamento de Operaciones de las Instalaciones comunicará al Departamento de Desarrollo de Recursos Humanos una fecha de inicio para el candidato seleccionado, se cerrará el anuncio y se notificará a los solicitantes no seleccionados.
- Los puestos de conserje deportivo son operados por el personal de la escuela y seguirán las prácticas de contratación de la escuela responsable.

### Tareas de los conserjes del turno diurno

La asignación de turnos diurnos y nocturnos se realiza a discreción del Director/Administrador del Edificio, ya que los turnos diurnos tienen responsabilidades ligeramente diferentes a los turnos nocturnos. El personal asignado al turno diurno debe ser capaz de realizar las siguientes tareas: levantar las mesas de la cafetería, manejar con destreza el equipo de mantenimiento del césped exterior y de retirada de nieve, ser capaz de subir y trabajar desde escaleras, ser capaz de comunicarse eficazmente con la administración de la escuela/edificio y ser capaz de presentarse a trabajar con mal tiempo. La asistencia es un factor muy importante y los conserjes que no sean capaces de cumplir con las expectativas de las escuelas como conserjes diurnos pueden/deberán ser asignados a un puesto nocturno o como Conserje Suplente.

### Tareas de los Conserjes Suplentes

Los conserjes suplentes se asignan diariamente y se priorizan en función de la necesidad relativa de una escuela en relación con toda la división. Las prioridades actuales del personal de conserjería son las siguientes:

1. Pequeños centros de enseñanza primaria (Aldie, Banneker, Hamilton, Lincoln, Waterford)
2. Centros de enseñanza primaria con (1) o más ausencias de conserje o jefe de conserjes
3. Centros de enseñanza media con más de (1) ausencias de conserje o jefe de conserjes
4. Institutos con más de (2) ausencias de conserje o jefe de conserjes
5. Edificio de apoyo administrativo con (1) o más ausencias de conserje o jefe de conserjes

### Transferencias

- Todos los Jefes de Conserjes, Conserjes y Conserjes Suplentes deben servir por lo menos seis meses en su puesto actual y estar en regla antes de ser elegibles para aplicar a cualquier puesto vacante de grado similar fuera de su escuela actual.
- Los conserjes, a discreción del director de la escuela/administrador del edificio, pueden trasladarse a/desde puestos diurnos y nocturnos dentro de su escuela siempre que cumplan todos los requisitos del puesto.

## EVALUACIONES

Todos los nuevos empleados serán evaluados durante y al final de su periodo de formación. Todos los nuevos empleados tienen un periodo de prueba de seis meses una vez que reciben un destino permanente. Todos los nuevos empleados serán evaluados anualmente durante los tres primeros años, tras lo cual serán evaluados en un ciclo trienal. Si un Conserje se traslada a un nuevo puesto, será evaluado durante los tres primeros años en su nuevo puesto y después cada tres años. Si un Conserje recibe una evaluación de "Necesita Mejorar", entonces puede ser evaluado más a menudo a decisión del Director/Administrador del Edificio. Si reciben una calificación "insatisfactoria" en su evaluación anual, es posible que no reciban un aumento de escalón o que sean despedidos.

## HORARIO Y ASISTENCIA

Los conserjes documentan las horas trabajadas mediante la utilización de tarjetas de control del horario. Todo el personal deberá fichar al principio del turno (con no más de 7 minutos de antelación) y fichar al final de su turno, no antes. Los conserjes que fichen tarde para su turno o salgan antes de su turno serán considerados retrasados o ausentes y sujetos a asesoramiento o amonestación. Bajo **NINGUNA** circunstancia nadie puede fichar por otra persona, en ningún momento, por ningún motivo. Se trata de un asunto grave que puede dar lugar a medidas disciplinarias, incluido el despido. Todos los conserjes reciben un descanso de 30 minutos para comer/cenar cuando trabajan en turnos de 8 u 8 horas y media. Si un conserje abandona el edificio/propiedad, debe macar al salir y volver a fichar a su llegada. El personal sólo puede abandonar las instalaciones durante 30 minutos para su pausa para comer/cenar.

Debido a la necesidad operativa de nuestras escuelas, la puntualidad y la asistencia del (de los) Conserje(s) diurno(s) es esencial diariamente. Los conserjes diurnos que no puedan rendir al nivel esperado por la dirección de su centro podrán ser trasladados del turno diurno a un turno de noche en su centro actual o en otro, previo aviso con dos semanas de antelación.

## VACACIONES ANUALES

Los conserjes a tiempo completo devengan vacaciones anuales. Todas las vacaciones anuales deben ser comunicadas al Jefe de Conserjes y aprobadas por el Director/Administrador del Edificio. Las vacaciones anuales de más de dos días seguidos durante las vacaciones de verano no podrán aprobarse hasta que el edificio esté listo al menos en un 80 %. Las vacaciones anuales no podrán exceder el tiempo de las mismas acumuladas sin la aprobación del Director/Administrador del Edificio. El tiempo de vacaciones anuales acumulado puede consultarse en el justificante de nómina y en su portal de Autoservicio del Empleado.

## PERMISO POR ENFERMEDAD

LCPS ha establecido un plan de baja por enfermedad para los empleados a tiempo completo. Este plan incluye permiso para enfermedad personal, enfermedad o muerte familiar, otras muertes y otros días de enfermedad, según se define en la Sección E de la política 7712 de LCPS. Ausencias cubiertas:

- La enfermedad personal se define como la incapacidad para desempeñar las funciones debido a una afección médica o a un internamiento. A un empleado de baja por enfermedad se le puede exigir, después de 3 días consecutivos de ausencia, que un médico colegiado (o dentista) verifique que no puede desempeñar sus funciones debido a una enfermedad o a un confinamiento, o que se someta a una revisión médica o dental. El supervisor inmediato también puede solicitar una excusa médica para los patrones de baja por enfermedad tomada por el empleado o sospecha de abuso de la política de baja por enfermedad.
- El uso responsable de las bajas por enfermedad es importante para el operaciones eficaz y eficiente de LCPS. Cuando los empleados están ausentes, la capacidad de la división para proporcionar una enseñanza de alta calidad a sus alumnos se ve a menudo comprometida. La división reconoce que las enfermedades son inevitables y que puede haber momentos en los que los empleados no puedan asistir al trabajo; sin embargo, la división espera que los empleados utilicen su beneficio de permiso con discreción.
- Enfermedad/fallecimiento de un familiar. Como se utiliza en esta sección, "familia de un empleado" según la Política 7712 de LCPS.
- Uso indebido de la baja por enfermedad. Los empleados que hagan un uso excesivo de la baja por enfermedad o que demuestren un patrón sospechoso de uso de la baja por enfermedad pueden ser objeto de medidas disciplinarias. El uso indebido de la baja por enfermedad puede dar lugar al despido. En

cualquier momento, el administrador de la escuela puede solicitar la verificación de un médico o por cada día de ausencia o cita solicitada.

- Los conserjes deben llamar a su escuela cuando informen de que estarán enfermos ese día o días. A menos que su Jefe de Conserjes o los administradores de la escuela indiquen lo contrario, los Conserjes deben llamar a la oficina principal de su escuela y al Jefe de Conserjes al menos dos horas antes de su turno. Si la enfermedad se prolonga durante más de un día, los conserjes deberán avisar cada día que estén enfermos hasta que presenten una nota del médico en la que se indique que estarán de baja durante un periodo prolongado (más de tres días).
- Basado en patrones o sospecha de mal uso de su ausencia por enfermedad, se le puede pedir a un Conserje que proporcione una excusa/verificación de un médico por cada día de ausencia, o cada cita solicitada. Si no puede aportar documentación, su tiempo libre se codificará como PERMISO PERSONAL NO APROBADO frente a PERMISO POR ENFERMEDAD y podrá ser objeto de medidas disciplinarias, incluido el despido.

## ASIGNACIONES DE TRABAJO

### Responsabilidades de los Conserjes de Turno de día.

El Conserje que trabaja en el turno de día es responsable de realizar rutinariamente las siguientes funciones:

- Desactivar los sistemas de alarma
- Abrir el centro escolar o administrativo
- Abrir aulas/oficinas
- Verificar el edificio y la propiedad en busca de posibles actos vandálicos
- Recoger la basura alrededor del edificio
- Asegurarse de que la calefacción y el aire acondicionado funcionen correctamente
- Abrir las puertas exteriores para la llegada de profesores y alumnos
- Preparar la cafetería para el almuerzo
- Limpiar la basura y los derrames durante el almuerzo
- Recoger mesas y limpiar el suelo de la cafetería después del almuerzo
- Fregado en seco de los pisos de los pasillos - dos veces al día - una vez después de la llegada de los alumnos y otra al mediodía
- Comprobar los baños a lo largo de la jornada escolar para asegurarse de que todos los suministros estén completos.
- Preparación de eventos especiales que tengan lugar durante la jornada escolar
- Limpiar los incidentes de enfermedad o lesión de los alumnos
- Quitar la nieve de las aceras los días de colegio durante invierno
- Aplicar sal de deshielo según sea necesario durante invierno
- Sustituir y reciclar las bombillas gastadas (escuelas primarias y secundarias)
- Mantenimiento del terreno, incluyendo, pero no limitado a:
  - Corte de césped y bordes,
  - Poda de setos, arbustos y árboles,
  - Esparcir abono
- Otras tareas asignadas por el Jefe de Conserjes o el Director/Administrador del Edificio.

### Responsabilidades del conserje de medio turno

El Conserje que trabaja de medio turno es responsable de realizar rutinariamente las siguientes funciones:

- Limpiar la basura y los derrames durante el almuerzo

- Recoger mesas y limpiar el suelo de la cafetería después del almuerzo
- Después del horario escolar, realizar las tareas de limpieza asignadas por el jefe de conserjes.
- Realizar las tareas de jardinería que requiera el Director/Administrador del Edificio.
- Otras tareas asignadas por el Jefe de Conserjes o el Director/Administrador del Edificio.

### Responsabilidades del conserje del turno de la noche

Los conserjes del turno de la noche se encargan de limpiar las instalaciones escolares o administrativas para que estén listas para el siguiente día lectivo o laboral. Estas responsabilidades incluyen:

- Retirar la basura de las aulas y oficinas
- Recoger escombros del suelo
- Limpiar las ventanas
- Limpiar marcas de los escritorios, sillas y paredes
- Limpiar el suelo de aulas y oficinas
- Trabajar en la limpieza y reposición de los baños
- Limpiar el polvo de los pasillos
- Limpiar las escaleras
- Trapear en húmedo de aulas y pasillos para mantener el suelo libre de manchas
- Limpiar las manchas de las alfombras
- Limpiar las alfombras
- Sustituir y reciclar las bombillas gastadas (escuelas primarias y secundarias)
- Limpiar la nieve de las aceras cuando la escuela esté cerrada por "Días de Nieve".
- Fregado y repintado de suelos cuando sea necesario
- Montaje y limpieza de eventos nocturnos especiales
- Supervisar los actos de uso comunitario que se celebren durante el turno de noche.
- Cerrar y bloquear las puertas interiores según las instrucciones del Director/Administrador del Edificio.
- Asegurarse de que todas las puertas exteriores están cerradas con llave y bien aseguradas al final del turno.
- Activar el sistema de seguridad
- Otras tareas asignadas por el Jefe de Conserjes o el Director/Administrador del Edificio.

### RESPONSABILIDADES DE LIMPIEZA en EQUIPO - LIMPIEZA CUANDO ESTA CORTO

La limpieza en equipo suele adoptarse cuando las escuelas tienen poco personal. De este modo, cada sección puede realizar las tareas de limpieza más importantes en todo el edificio.

#### Rutina basia de limpieza

- Vaciar los contenedores de basura y reciclaje
- Limpiar el polvo de las superficies horizontales (capturar el polvo, no moverlo)
- Recoger objetos grandes, clips, papel y lápices del suelo
- Limpiar los cristales de las puertas
- Limpieza puntual de superficies horizontales y verticales
- Dejar las bolsas de basura llenas en el pasillo para que sean recogidas
- Fregado puntual según las indicaciones del Jefe de Conserjes

#### Especialista en limpieza con aspiradoras

- Limpiar con aspiradora debajo de los cubos de basura Y en todas las zonas de tránsito
- Limpiar todas las demás zonas con aspiradora

- Limpiar migas y derrames en los muebles con la aspiradora
- Reubicar todo el mobiliario
- Apagar las luces Y asegurar la zona al terminar una habitación

#### Especialista para sanitarios

- Llenar todos los dispensadores
- Vaciar la basura
- Limpiar y desinfectar instalaciones y suelos
- Barrer y fregar suelos de baldosas
- Apagar las luces al terminar, cerrar las puertas según las instrucciones del Director.

#### Limpieza general de servicios públicos

- Comprobar escaleras y limpiar las escaleras con aspiradora
- Recoger las bolsas de basura del pasillo y llevarlas al contenedor.
- Limpieza de latón, cristales, persianas y alfombras
- Mantenimiento ligero y otros servicios especializados
- Fregar pasillos y aulas
- Sustituir las luces fundidas
- Sustituir las tejas del techo dañadas

El Jefe de Conserjes desempeñará normalmente las funciones de Especialista en Servicios Públicos y también comprobará las habitaciones, se asegurará de que todas las luces estén apagadas, las puertas cerradas y el edificio seguro. El Jefe de Conserjes apoyará y supervisará las funciones de uso comunitario según sea necesario. En caso de ausencia de un Conserje nocturno, el Jefe de Conserjes ajustará las asignaciones para garantizar que se cubran todas las tareas especializadas. Si su escuela no realiza limpieza en equipo, cada Conserje es responsable de todas las tareas dentro de un área específica de responsabilidad.

## VACACIONES DE VERANO, PRIMAVERA E INVIERNO

Se espera que todos los conserjes trabajen en el turno de día durante las vacaciones de verano, primavera e invierno. En los edificios administrativos, escuelas que tienen escuelas de verano, edificios que están siendo renovados o edificios donde se llevan a cabo programas de verano, el Director/Administrador del Edificio establecerá turnos para las horas de trabajo durante el receso. Los conserjes que trabajen a mitad de turno o en un segundo turno (medio turno o por la noche) recibirán un preaviso razonable (30 días) publicado en la sala de descanso o en la sala del reloj de fichar si se les exige trabajar en un turno diferente al normal. Los turnos y proyectos de verano, primavera y vacaciones de invierno son tareas esenciales que requieren que el personal esencial (todos los Conserjes) trabaje en turnos diferentes a los normales si así se solicita.

Durante las vacaciones de verano se espera que todos los conserjes participen tanto en la limpieza interior como en el mantenimiento exterior, como cortar el césped, cortar los bordes, podar los arbustos y eliminar el exceso de maleza.

## RETRASO EN LA APERTURA Y DÍAS DE NIEVE

### Personal esencial

Todos los puestos de conserje se consideran personal esencial y, en invierno, si se retrasa la apertura de la escuela, el conserje de día se presentará a la hora habitual para quitar la nieve y esparcir sal en los puntos de las aceras heladas a fin de preparar la escuela para la llegada de los alumnos y el personal. El equipo de



mantenimiento del departamento de Operaciones de las Instalaciones realizará labores de barrido y aplicará sal y arena a los aparcamientos según sea necesario. Los conserjes nocturnos se presentarán a su hora habitual. Si una escuela está cerrada por nieve o hielo, se espera que todos los Conserjes se presenten para el turno de día o según lo requiera el Director de la Instalaciones y se les comunicará una hora segura para comenzar a trabajar, la cual les será comunicada por su Director/Administrador del Edificio o Jefe de Conserjes.

Según las instrucciones del Jefe de Conserjes, los conserjes utilizarán quitanieves, sopladores de nieve y palas para quitar la nieve de las aceras y de todas las entradas. Los conserjes que no se presenten a trabajar durante el turno de día no podrán trabajar durante el turno de noche y deberán hacer uso de las vacaciones anuales. El permiso para ausentarse debe recibirse de un administrador de la escuela (director o subdirector) o del edificio.

### Trabajos de limpieza de la nieve

Los conserjes se encargan de quitar la nieve y el hielo de las aceras y las entradas de las escuelas utilizando quitanieves montados en tractores, sopladores de nieve o palas quitanieves. Los conserjes no pueden operar quitanieves o sopladores de nieve montados en tractores hasta que hayan recibido capacitación del Jefe de Conserjes de la escuela o del personal del departamento de Operaciones de las Instalaciones. Por seguridad de la espalda, los conserjes deben tener cuidado de no sobrecargar la pala de nieve.

Los conserjes diurnos deben usar el derretidor de hielo con moderación y sólo en las manchas de hielo. El derretimiento de hielo no debe utilizarse para derretir la nieve. La nieve debe quitarse con pala o quitanieves.

### Emergencias escolares

En caso de avería del edificio o de los equipos, los conserjes pueden tener que acudir al trabajo a requerimiento del departamento de Operaciones de las Instalaciones, la administración de las escuelas o el Jefe de Conserjes, según sea necesario.

## LESIONES

Todas las lesiones que se produzcan durante la jornada laboral normal deben comunicarse al director/administrador del edificio o al personal de la oficina. Las lesiones que se produzcan después de las horas normales de trabajo deben comunicarse al director/administrador del edificio o al personal de la oficina al siguiente día laborable. Las lesiones también deben comunicarse al Jefe de Conserjes o al Jefe Principal de Conserjes. **Los empleados lesionados DEBEN acudir a un proveedor que figure en el Panel de Médicos de Indemnización por Accidentes de Trabajo.** Si la lesión se produce fuera de horario o se trata de una urgencia, la atención médica debe prestarse en el servicio de urgencias más cercano. Todos los cuidados de seguimiento deben realizarse con un proveedor del Panel de Médicos de Indemnización por Accidentes de Trabajo. El Panel de Médicos de Indemnización por Accidentes de Trabajo está disponible en inglés y español y se publica en cada lugar de trabajo. También está disponible en internet en:

<https://www.lcps.org/Page/190203>. **Si no acude a un Médico del Panel, su solicitud puede ser denegada.**

## TELÉFONOS CELULARES Y DISPOSITIVOS DE MÚSICA

No está permitido el uso de teléfonos celulares durante las horas de trabajo. Los teléfonos celulares deben dejarse en el vehículo del Conserje y sólo deben usarse durante los descansos para comer o en caso de emergencia. Escuchar música durante el turno de trabajo queda a discreción y aprobación del Jefe de Conserjes o Director/Administrador del Edificio. Si se aprueba, la música debe escucharse a través de un dispositivo que no esté conectado a Internet o a un operador de telefonía móvil inalámbrica, es decir, no se puede escuchar música en streaming. La música debe descargarse y escucharse directamente desde la memoria interna del dispositivo. No podrán utilizarse auriculares con cancelación de ruido ni auriculares que se asienten sobre la oreja o la cubran. Para garantizar la seguridad personal, ya que los Conserjes deben ser capaces de oír y ser

conscientes de su entorno en caso de emergencia o si se les llama, se pueden utilizar auriculares de tapón, pero sólo en un oído. No está permitido escuchar música a través de bocinas de ningún tipo, incluyendo las bocinas del dispositivo, por la seguridad y comodidad de otras personas que no quieran oírla o compartirla.

## DESCANSO PARA COMER

Los conserjes están limitados a una pausa de 30 minutos por turno. La pausa para comer comienza cuando el conserje deja de trabajar y termina cuando se reanuda el trabajo. Si el conserje sale del edificio escolar o administrativo para ir a comer, deberá fichar a la salida y volver a fichar a la entrada después de terminar su comida. Si un conserje sale del edificio escolar o administrativo, la pausa de 30 minutos para comer incluye el tiempo de desplazamiento para ir a buscar su comida.

## UNIFORMES

A los conserjes se les proporcionarán uniformes para usar durante las horas de trabajo una vez que se les asigne un puesto permanente. Los directores/administradores de edificios o supervisores tienen la facultad de decidir si el uso de uniformes es obligatorio. Se proporcionarán once juegos de camisas y pantalones para que cinco juegos puedan entregarse semanalmente para su lavado.

El lavado de los uniformes corre a cargo de la empresa de alquiler de uniformes.

Los conserjes son responsables de cuidar los uniformes que se les proporcionan para evitar que se estropeen. Las reparaciones menores correrán a cargo de la empresa de uniformes. Cualquier reparación o sustitución que se deba a negligencia del conserje correrá a cargo del empleado. Si un Conserje deja LCPS, es responsable de devolver sus uniformes antes de irse. Los uniformes no devueltos se descontarán de la última paga de los Conserjes.

El uso de una gorra dentro de la escuela debe ser aprobado por el Director/Administrador del Edificio y no puede tener declaraciones o logos endosando drogas o actividades o como lo determine la Administración.

Mientras un Conserje esté en formación, ellos ropa personal. La ropa debe estar limpia, ser adecuada para el trabajo que se realiza y no puede tener logotipos ni declaraciones escritas que apoyen drogas o actividades ilegales.

Los Conserjes serán enviados a casa a por ropa de recambio si el Director/Administrador del Edificio considera que su ropa o calzado no son apropiados y el tiempo se registrará como vacaciones anuales.

## DIRECCIONES DE SEGURIDAD

Los Conserjes deben seguir las siguientes prácticas de trabajo seguras: No seguir las técnicas de seguridad adecuadas puede dar lugar a la denegación de una indemnización por accidente laboral.

- Utilice únicamente productos químicos diluidos de las estaciones dispensadoras.
- No mezcle dos productos químicos diferentes en una misma solución.
- Etiquete todos los recipientes/botellas de spray con el nombre de los productos químicos o soluciones de limpieza que contiene.
- Compruebe diariamente todo el equipo antes de utilizarlo para asegurarse de que es seguro, incluidos todos los cables/enchufes/interruptores, etc.
- No utilice equipos eléctricos cuyos cables aislantes estén deshilachados/rotos o a los que le falte la conexión a tierra.
- Siempre compruebe que la toma eléctrica esté libre de obstrucciones antes de enchufar el equipo.
- Siempre desconecte el equipo agarrando el enchufe y retirándolo. No jale del cable hasta la toma de corriente.



- Utilice siempre el cubo rojo/equipo para derrames de sangre cuando limpie accidentes con fluidos corporales.
- Siempre utilice el equipo de protección personal adecuado diseñado para la tarea específica.
- Utilice únicamente escaleras para subir. No se suba a sillas, escritorios o mesas, ni a ningún equipo que no esté diseñado para ser utilizado para la limpieza.
- No levante ningún objeto de más de 15 kilos sin la ayuda de un compañero.
- Levante siempre los objetos utilizando primero la fuerza de las piernas, no la de la espalda.
- Divida las cargas pesadas de basura y otros artículos en cargas más pequeñas y manejables. Utilice carretillas de escritorio, plataformas rodantes o carros de cuatro ruedas para mover objetos pesados.
- No utilice el equipo a menos que haya recibido capacitación sobre sus correctas operaciones Y estado de mantenimiento.
- Pase la mopa inmediatamente y coloque siempre carteles de suelo mojado hasta que la zona esté seca.
- Siempre use guantes cuando limpie los baños y cuando limpie accidentes de fluidos corporales.
- Siempre lleve uniformes, ropa y calzado apropiados para trabajar (sin zapatos abiertos ni de tacón).
- Familiarícese con su papel durante una emergencia.
- Utilice zapatos para decapar el suelo. Usted se caerá y cualquier lesión resultante puede no ser indemnizable a menos que siga estos procedimientos de seguridad.
- Sepa dónde se encuentra la carpeta de fichas de datos de seguridad (FDS) de la escuela.

## PROGRAMA DE CONTROL DE PLAGAS

Para reducir el número de pesticidas utilizados en nuestras escuelas, LCPS adoptó un Programa de Operaciones Integrada de Plagas en 1998. El objetivo del Programa de Control Integrado de Plagas es utilizar trampas no tóxicas para identificar la presencia de plagas en nuestras instalaciones y eliminar cualquier plaga identificada utilizando los métodos menos tóxicos posibles. Reducir o eliminar el uso de pesticidas en nuestras escuelas proporciona un entorno educativo más saludable y es muy importante teniendo en cuenta los numerosos estudiantes y personal que sean alérgicos a los pesticidas. En muchos casos, el principal método de control de plagas consiste en eliminar los puntos de entrada a nuestros edificios. El Departamento de Operaciones de Instalaciones trabaja en cooperación con un contratista de Operaciones Integrada de Plagas para eliminar estos puntos de entrada cuando se identifican.

## CONTROL DE PLAGAS

A continuación, se describe lo que el personal de la oficina principal y de conserjería de LCPS debe hacer en caso de un problema de plagas, específicamente ratones.

[Proceso para el Libro de Registro de Plagas](#) (situado en la oficina principal de todas las escuelas):

- Personal escolar
  - Notifique todos los avistamientos de plagas, incluida la ubicación Y la fecha, incluidos el día, el mes y el año.
  - Registre todas las plagas capturadas/atrapadas/retiradas de la escuela y la ubicación.
- Empresa de control de plagas
  - Revise todas las entradas introducidas en la escuela para detectar ubicaciones y plagas
  - Registre cada inspección, tipo de inspección y resultado de la inspección
  - Registre todas las medidas correctoras

## Proceso de colocación de trampas

- Las trampas deben cebarse con una pequeña cantidad de mantequilla de cacahuete, lo suficiente para que tengan que "lamerla" para quitársela.
- Las trampas deben colocarse contra la pared, ya que los ratones se desplazan sobre todo por los bordes de una habitación.
- Las trampas deben colocarse después de que los alumnos terminen la jornada.
- Las trampas deben retirarse en las zonas frecuentadas por los alumnos, como las aulas, etc., a primera hora de la mañana.
- Asegúrese de consultar el Libro de Registro todos los días para notificar los avistamientos de plagas.
- Coloque trampas en nuevos lugares a partir de los avistamientos notificados.
- La empresa de control de plagas revisará para asegurarse de que no hay puntos de entrada para los ratones que han sido capturados.
- Los posibles puntos de entrada deben tener una Orden de Trabajo de School Dude presentado por el personal de la oficina principal para sellar / reparar el área.

## Proceso de seguimiento, colocación y cebado de trampas

- Coloque el cebo (mantequilla de cacahuete) y las trampas en zonas donde se hayan visto ratones o sus excrementos.
- Registre todas las trampas colocadas con la ubicación marcada en un plano de la escuela.
- Deje el mapa en la oficina de la conserjería durante la noche para que el conserje de día sepa dónde están y lo retire antes de que lleguen los estudiantes.
- El conserje diurno debe comprobar todas las trampas y deshacerse de los ratones capturados.
- El conserje diurno debe retirar las trampas de las habitaciones que frecuentan los alumnos antes de que éstos lleguen.
- El conserje diurno debe informar al personal de recepción de dónde se han capturado ratones y hacer que lo registren en el Libro de Control de Plagas.
- Siga colocando trampas todos los días, incluidos los fines de semana.
- Solicite más trampas para ratones y cebos al menos una semana antes de que se acaben.

## Responsabilidades

- Departamento de Operaciones de las Instalaciones: es responsable del Programa de Control Integrado de Plagas. Responsable de establecer procedimientos, impartir formación, elaborar un pliego de condiciones para un contrato de control integrado de plagas y actuar como gestor del proyecto del contrato. Responsable de presupuestar los costos anuales del contrato de Control Integrado de Plagas.
- Directores/Administradores de los edificios: son responsables de garantizar que los procedimientos de Control Integrado de Plagas se difundan entre su personal y se sigan en sus escuelas o instalaciones administrativas.
- Personal de la Instalación
  - Se puede solicitar al personal escolar que coloque y supervise trampas para plagas en las escuelas para determinar el número y el tipo de plagas atrapadas. El personal de la escuela debe tener cuidado de no mover ni deshacerse de las trampas de vigilancia. Hay que tener cuidado en la cocina para evitar que el agua contamine las trampas y reduzca su eficacia. En ningún caso las trampas de vigilancia deben ser desechadas por personal distinto de los Conserjes.
  - Las hormigas y otras plagas son frecuentes después de las lluvias. Las plagas entran en los edificios durante los episodios de lluvia en busca de refugio y la mayoría no vuelve después si no encuentra una fuente de alimento. Las hormigas Y las cucarachas seguirán entrando en el edificio si encuentran comida. La mejor solución para estas plagas es eliminar la fuente de alimento y luego limpiar su rastro (con un limpiador/desinfectante normal) desde la comida

hasta el lugar donde entran en el edificio/habitación durante al menos dos o tres días. En las aulas que tienen puertas que dan al exterior, los profesores deben mantener la entrada libre de alfombras y otros muebles, dejando un espacio despejado para que los conserjes puedan lavar el suelo a diario y eliminar cualquier camino que los insectos utilicen para encontrar comida. Si la fuente de entrada es el alféizar de una ventana, éste debe mantenerse despejado para que los conserjes puedan limpiarlo a diario.

- Contratista de control integrado de plagas
  - Responsable de realizar un seguimiento mensual de nuestras escuelas en busca de plagas. Por contrato, estas investigaciones de control se limitan a la zona de la cocina, a un recorrido general por la escuela o las instalaciones administrativas y a cualquier lugar específicamente identificado en el registro de control de plagas de la escuela.
  - El contratista del Control Integrado de Plagas utilizará trampas de pegamento para vigilar la presencia de plagas y atraparlas según proceda. Cuando el programa de vigilancia identifique una plaga o se haya notificado una plaga en el registro de control de plagas, el técnico del contratista investigará si hay puntos de entrada de plagas. Cuando se encuentre un punto de entrada, esta información se comunicará al Departamento de Operaciones de Instalaciones, que enviará a un técnico para eliminar el punto de entrada. El técnico de la empresa de control de plagas también colocará trampas o cebos no tóxicos para capturar las plagas que ya estén dentro del edificio.
  - El Control Integrado de Plagas es un programa cooperativo en el que las Escuelas Públicas del Condado de Loudoun trabajan con el contratista del Control Integrado de Plagas para reducir o eliminar las plagas de nuestras escuelas.

### Vocabulario sobre Control Integrado de Plagas

- **Contratista de Control Integrado de Plagas:** es el contratista responsable de realizar el control rutinario de plagas en las Escuelas Públicas del Condado de Loudoun y de recomendar e implementar métodos para eliminar las plagas que se hayan identificado.
- **Registro de control de plagas:** es un cuaderno situado en cada escuela, normalmente guardado en la oficina principal, donde el personal puede documentar los avistamientos de plagas o las evidencias de plagas. El registro de control de plagas es un documento fuente utilizado durante la inspección mensual de control de plagas.
- **Controles físicos:** cambios o reparaciones realizados en una instalación para eliminar puntos de entrada de plagas. Los controles físicos suelen ser instalados por el Departamento de Operaciones de Instalaciones.
- **Identificación de plagas:** es el proceso de determinar la plaga específica que causa un problema en nuestras escuelas. La identificación es esencial para determinar los métodos que pueden utilizarse para eliminar la plaga. A menudo se utilizan trampas de pegamento para capturar plagas e identificarlas.

### Tolerancia a las plagas

Mientras que algunas plagas son simplemente una molestia, ciertas plagas no serán toleradas en nuestras escuelas y requieren una acción inmediata cuando se identifican. En concreto, se debe informar inmediatamente al Departamento de Operaciones de Instalaciones sobre ratones e insectos picadores que hayan construido nidos cerca de ventanas o puertas. Los avistamientos de estas plagas también deben anotarse en el registro de control de plagas. Estas plagas se comunicarán inmediatamente al contratista de Control Integrado de Plagas, pero el registro de control de plagas a menudo puede proporcionar información más detallada al técnico correspondiente.

## INSPECCIONES A LOS EDIFICIOS

El programa de Inspección a Edificios proporciona dos horas de paga en días no lectivos para que un Conserje revise el edificio en busca de emergencias en las instalaciones. Las revisiones del edificio deben realizarse antes del mediodía de un día no lectivo, incluidos todos los descansos, días laborables de los profesores, vacaciones, etc. Las revisiones del edificio no se pagan si hay una actividad (escolar o comunitaria) dentro de la escuela antes del mediodía de un día no lectivo, ya que la revisión del edificio puede hacerse mientras el personal de conserjería está apoyando las otras actividades programadas. Las dos horas asignadas para la revisión del edificio es la cantidad mínima de tiempo que un empleado no exento de LCPS puede ser llamado a trabajar fuera de las horas normales de trabajo y en la mayoría de las escuelas, no tomará dos horas para realizar las revisiones del edificio. El supervisor puede asignar otros trabajos de limpieza durante este periodo de dos horas cuando sea necesario, pero si el supervisor no asigna ningún trabajo adicional, el Conserje puede marcharse en cuanto termine con el proceso de revisión del edificio, y se le seguirán pagando las dos horas de trabajo. Recomendamos a los supervisores que asignen tareas de limpieza adicionales para que se realicen durante el periodo de dos horas. (A las Academias de Loudoun y Trailside MS se les asignan tres horas para las revisiones de sus edificios debido a las áreas especiales que incluyen.)

## ACTOS ESCOLARES, COMUNITARIOS Y DEL SERVICIO DE PARQUES Y ACTIVIDADES RECREATIVAS (PRCS, por sus siglas en inglés)

### Supervisión de edificio y a lerdo del edificio

Se requiere la supervisión de las instalaciones por parte de un Conserje de LCPS, se esperan y aprueban horas extra (dentro de lo razonable) para todos los eventos de fin de semana/festivos. Es responsabilidad de la organización comunitaria o PRCS proporcionar supervisión de sus patrocinadores. El personal de conserjería de LCPS será programado para eventos al aire libre que utilicen las instalaciones sanitarias de los campos deportivos y todas las actividades bajo techo los 365 días del año, incluyendo días de semana, fines de semana y días festivos. El grado de supervisión por parte del equipo de conserjes consistirá en asegurarse de que los clientes se limitan a las zonas contratadas y vigilar o limitar los daños a la escuela y a la propiedad, así como llamar al número de teléfono de emergencias en caso necesario. Los servicios de conserjería adicionales se prestarán como se indica a continuación.

### Tareas del Conserje en servicio para cubrir actividades

- Se espera que el Conserje en servicio proporcione servicios de limpieza y mantenimiento, mientras que la organización comunitaria anfitriona del evento o PRCS se encargará de la supervisión de sus patrocinadores.
- El Conserje en servicio es responsable de asegurar que todas las áreas estén abiertas, las luces necesarias estén encendidas y el edificio esté listo para su uso al menos 15 minutos antes de la reserva programada.
- El Conserje en servicio debe estar disponible en persona y por radio durante todo el evento y ser accesible o visible para el personal del evento.
- El Conserje en servicio debe llevar una radio y suministrar una radio al representante del grupo.
- Al concluir el evento, el Conserje en servicio es responsable de que todas las luces estén apagadas, las áreas estén aseguradas/cerradas, y que el edificio esté listo para la escuela o para ser usado por la siguiente organización comunitaria o PRCS. No se dejará ninguna tarea de limpieza para el día siguiente.
- El Conserje no es responsable del montaje de eventos no escolares.
  - Esto incluye la colocación de mesas, sillas, carteles o bienes/objetos que pertenezcan al evento.

- Según la solicitud de uso de instalaciones de FS Direct/LCPS, si el administrador de la escuela ha dado permiso para que el evento no escolar utilice sillas/mesas de la escuela, etc., estos artículos deben estar accesibles para la organización comunitaria o PRCS.
- Deberá indicarse a los representantes de la organización comunitaria o PRCS el lugar de almacenamiento de las mesas/sillas, etc., se les proporcionarán los carros adecuados, sacarán el equipo de estos lugares y devolverán todos los artículos a los lugares de almacenamiento después de su acto. Si no se facilita el acceso al lugar de almacenamiento, las mesas/sillas, etc. deberán ponerse a disposición de la organización comunitaria o PRCS para su uso.
- Los representantes de la organización comunitaria o PRCS son responsables de garantizar que la zona que utilicen se devuelva en las mismas condiciones cuando se vayan que cuando empezaron.
  - El Conserje en servicio se asegurará de que el equipo de limpieza esté a disposición de los representantes del evento e incluya: cubos de basura, escobas, recogedores para limpiar pequeños desechos de basura seca.
  - Los representantes del evento son responsables de sacar la basura de las aulas y depositarla en las grandes papeleras colocadas en los pasillos por el Conserje en servicio.
  - Los representantes del evento son responsables de la limpieza entre los pasillos del auditorio/gradas.
- El Conserje en servicio deberá llamar al Centro de Operaciones de Seguridad (SOC) de LCPS al 703-779-8833 o al 911 en caso de emergencia.
- Durante los turnos de eventos, los conserjes cobran todos los descansos. Por ello, no se les permite salir de la propiedad.
- Es aceptable, y alentado por el Departamento de Operaciones de las Instalaciones, que el Jefe de Conserjes asigne tareas y proyectos para el personal de conserjería mientras estén cubriendo el/los evento(s) en cualquier área del edificio/propiedad.

Las escuelas de LCPS forman parte de la comunidad y apoyan a las organizaciones comunitarias sin ánimo de lucro con acceso a la propiedad cuando se aprueba. El Conserje en servicio es un embajador de LCPS. Las organizaciones comunitarias sin ánimo de lucro y PRCS son nuestros clientes y deben ser tratados como nos gustaría que nos trataran si alquiláramos unas instalaciones para nuestra propia familia. Al igual que la escuela se beneficia, el conserje en servicio se beneficia de estas horas extra/adicionales o festivas cuando nuestra escuela se pone a disposición de estas organizaciones.

#### [Limpieza después del evento para el conserje en servicio](#)

Se utilizarán protocolos de limpieza para todos los eventos fuera de horario que se hayan programado y aprobado en FSDirect:

- Los conserjes comenzarán a trabajar en el lugar 15 minutos antes de la hora de inicio del evento y no se marcharán hasta que el espacio arrendado esté limpio y vuelva a estar en condiciones normales de funcionamiento.
- Antes del evento, los conserjes se asegurarán de que todas las instalaciones y equipos (baños, mesas, sillas, superficies de alto contacto, etc.) se hayan limpiado/desinfectado con el limpiador desinfectante Virex II.
- Durante el evento, los Conserjes limpiarán/desinfectarán periódicamente (no más de cada hora y media) las zonas reservadas y entre todos los descansos/cambios. Esto incluye todas las zonas comunes que no estén ocupadas por estudiantes o clientes, como baños, superficies de alto contacto (picaportes, encimeras, mesas, sillas, interruptores de la luz, fuentes de agua, etc.), barrer los residuos de los pasillos y baños.

- Una vez que el evento ha comenzado y los estudiantes/visitantes están en sus habitaciones asignadas, los Conserjes deben limpiar/desinfectar todas las superficies de contacto desde la entrada al edificio hasta sus habitaciones.
- El conserje no debe entrar en una zona ocupada con alumnos o clientes presentes para limpiar/desinfectar. A menos que se haya producido un incidente y sea necesaria una limpieza de emergencia (es decir, vómitos, sangre, otros fluidos corporales, o se ha derramado algo) que requiera la limpieza por parte de los servicios de conserjería.
- Al finalizar el evento, el Conserje es responsable de limpiar/desinfectar a fondo todas las mesas, sillas, baños, superficies de alto contacto con el limpiador desinfectante Virex II y luego rociar las superficies con Virex II con suficiente solución para mantenerlas húmedas durante 10 minutos; trapear los pasillos y otras áreas utilizadas con Virex II 256. Asegúrese de que los conserjes dispongan de tiempo suficiente para limpiar y desinfectar correctamente todas las zonas utilizadas para el evento.
- Después de limpiar/desinfectar las mesas y sillas, el Conserje apilará y guardará todas las mesas, sillas, equipos, etc., propiedad de la escuela y los colocará en las áreas de almacenamiento.
- Si el evento termina al final del día/de la noche, asegúrese de que todas las luces estén apagadas, las áreas cerradas y que el edificio esté preparado y listo para la escuela a la mañana siguiente. No se deben dejar tareas de limpieza para el día siguiente.
- Los representantes de las organizaciones comunitarias, incluidas PRCS, YMCA y CASA, son responsables de asegurarse de limpiar las áreas ocupadas con el limpiador/desinfectante proporcionado por LCPS durante todo el evento.
- Los representantes de las organizaciones comunitarias recibirán material de limpieza de LCPS, como escobas y recogedores. La botella de spray limpiador/desinfectante (Virex II 256) y las toallitas de papel sólo se distribuyen si el personal ha realizado la formación en línea.
- Deben suministrarse cubos de basura para cada sala.

### Instrucciones generales

- Los conserjes deberán ser visibles y accesibles para el grupo.
- El conserje llevará una radio bidireccional y entregará una a los representantes de la organización comunitaria para que la utilicen.
- El conserje debe llevar los uniformes proporcionados por LCPS o ropa de ambiente escolar mientras trabaja en los eventos y su identificación de LCPS
- No se permite la entrada de comida ni bebida en el auditorio, las aulas, la biblioteca o los gimnasios.
- Los Conserjes deben llamar a LCPS SOC al 703-779-8833 para cualquier emergencia relacionada con la escuela sólo después de las 4:00 p.m. en días laborables o en cualquier momento durante los fines de semana y días festivos.

### PROCESO DE SOLICITUD DE TRABAJO

Las solicitudes de trabajo son enviadas por el personal designado en cada centro escolar o administrativo a través de SchoolDude (el programa de envío de solicitudes de trabajo de la intranet). La solicitud es evaluada por el Supervisor de Operaciones de Instalaciones y el Empleado de Control del Mantenimiento. A continuación, se determina si la solicitud se convertirá en un proyecto, tras recibir una orden de trabajo válida, o si se devolverá al remitente con una explicación de por qué no se puede llevar a cabo su solicitud. Una vez aprobada la solicitud como orden de trabajo, se envía al Supervisor de Mantenimiento y Operaciones de Instalaciones correspondiente. El supervisor prioriza la orden de trabajo en relación con el resto de órdenes de trabajo recibidas. El supervisor debe evaluar la orden de trabajo para determinar si es necesario pedir piezas o materiales antes de asignar la orden de trabajo a un técnico. En caso afirmativo, se solicitan las piezas. Una vez finalizada esta evaluación, la orden de trabajo se asigna al técnico adecuado y se programa para su realización.



Una vez finalizado el trabajo por parte del técnico, la orden de trabajo es revisada y firmada por el personal de la oficina escolar indicando su satisfacción con el trabajo. Una vez completada, la orden de trabajo se devuelve al supervisor que la asignó y, a continuación, al Empleado de Control del Mantenimiento para su cierre.

## PROGRAMA DE RECICLAJE

El reciclaje de materiales de uso común es un procedimiento adoptado para ayudar a preservar nuestros recursos naturales y reducir los residuos que van a parar al vertedero de nuestro condado. LCPS cuenta con un programa de reciclaje desde 1991.

LCPS recicla actualmente los siguientes productos en todas nuestras instalaciones: cartón, latas de aluminio, botellas de plástico, latas bimetálicas, papel blanco y de color, periódicos y tubos fluorescentes.

### Responsabilidades

- Departamento de Operaciones de las Instalaciones: es responsable del Programa de Reciclaje y de establecer procedimientos, proporcionar formación y asesoramiento para establecer o mejorar las actividades de reciclaje en las escuelas, desarrollar asociaciones de reciclaje con empresas privadas de reciclaje, proporcionar contenedores para la recogida de materiales reciclables en las escuelas e instalaciones administrativas, proporcionar la recogida de productos básicos de reciclaje en las escuelas e instalaciones administrativas. Responsable del presupuesto de los costos anuales de reciclaje.
- Directores/Administradores de los edificios: son responsables de la aplicación del programa de reciclaje en su centro escolar o instalación. Son responsables de garantizar que los productos reciclables se recojan de acuerdo con los procedimientos establecidos y se mantengan en un estado no contaminado. Coordinan la formación de los estudiantes y del personal con el director del programa.

### Recoger

El Departamento de Operaciones de las Instalaciones proporciona varios estilos diferentes de contenedores para la recogida de material reciclable.

- Contenedores de basura para aulas y oficinas: cada escuela dispone de un contenedor azul de reciclaje en cada aula y oficina para la recogida de artículos reciclables.
  - Los artículos reciclados pueden mezclarse en el mismo contenedor de reciclaje.
  - Cada escuela/edificio debe ser diligente para evitar la contaminación de los materiales destinados al reciclaje con basura de cualquier tipo. LCPS transfiere los materiales para reciclar por camión a un agente de reciclaje y no aceptarán materiales reciclables que estén contaminados con basura. Si el agente de reciclaje rechaza la carga, todo el camión se envía al vertedero.
  - Los conserjes transferirán el contenido de los contenedores de las aulas y oficinas a los contenedores exteriores cada día, inspeccionando todos los materiales para asegurarse de que no hay basura mezclada.
  - Los conserjes no clasificarán los artículos de los contenedores de reciclaje, si un contenedor de reciclaje contiene basura el contenedor será tratado como basura.
- Contenedores de basura de la cocina
  - Todas las cocinas dispondrán de un contenedor para recoger los envases de plástico y metal reciclables. Todos los materiales deben lavarse o enjuagarse antes de depositarlos en el contenedor de reciclaje.
  - El personal de cocina es responsable de trasladar el contenido de los contenedores de cocina a los contenedores exteriores.
  - La escuela debe ser diligente para evitar que el aluminio, el bimetálico y el plástico se

contaminen con basura o cualquier otro material extraño. Si los materiales reciclables se recogen en bolsas de plástico, deben vaciarse de éstas cuando se depositen en el contenedor de reciclaje. No debe haber bolsas de plástico en el contenedor de reciclaje.

- Cada escuela debe ser diligente para evitar la contaminación de los materiales destinados al reciclaje con basura de cualquier tipo. LCPS transfiere los materiales para reciclar por camión a un agente de reciclaje y no aceptarán materiales reciclables que estén contaminados con basura. Si el agente de reciclaje rechaza la carga, todo el camión se envía al vertedero.
- Contenedores exteriores: se ha proporcionado a cada escuela o edificio un gran contenedor verde para acumular el material reciclable en la escuela. Los contenedores están claramente etiquetados indicando que todos los materiales reciclables son aceptados en ese contenedor.
  - El Departamento de Operaciones de Instalaciones vaciará los contenedores cada dos semanas, transportando los materiales reciclables a las instalaciones del agente de reciclaje.
  - Si el contenedor se llena entre una recogida y otra, el centro escolar puede enviar una Orden de Trabajo de SchoolDude para una recogida fuera de ciclo.

## Procedimientos

Se seguirán los siguientes procedimientos para garantizar la recogida y eliminación ordenada del material reciclable y maximizar la cantidad de material reciclado.

- Papel, cartón pequeño, latas de metal y plástico: se han colocado contenedores de reciclaje de plástico azul en todas las aulas y oficinas para que los alumnos y el personal recojan los materiales de reciclaje mezclados.
- Cajas de cartón: todas las cajas de cartón se romperán para que queden planas y el personal las depositará en los lugares designados de la escuela. Los Conserjes recogerán las cajas de cartón aplastadas y las depositarán en el contenedor de reciclaje. Es imprescindible aplanar las cajas antes de depositarlas en el contenedor

## Tubos fluorescentes y reciclaje de bombillos

LCPS recicla todas sus lámparas fluorescentes y bombillos usados en todas las escuelas e instalaciones de apoyo. Nuestro procedimiento actual utiliza un dispositivo que LCPS compró para aplastar las lámparas y bombillas en nuestro Edificio de Operaciones de Instalaciones en Leesburg ahorrando en cartón, costos postales y eliminando la posibilidad de rotura durante el envío.

### Procedimientos

- Paso 1. Guarde las cajas de las lámparas y coloque las lámparas gastadas o estropeadas en la misma caja en la que se enviaron las nuevas y marque DEVOLVER en la caja.
- Paso 2. Coloque la caja en o cerca del área donde se almacenan sus suministros principales, o en/cerca de la oficina de conserjería.
- Paso 3. Cuando el Departamento de Operaciones de las Instalaciones lleva los suministros de limpieza y mantenimiento a su edificio, el técnico encargado de la entrega recogerá las lámparas viejas y las devolverá al Departamento de Operaciones de las Instalaciones para su trituración y reciclaje.

## LIMPIEZA Y CUIDADO DE LAS PIZARRAS

Se están instalando pizarras de rotuladores blancos en los colegios nuevos y en los antiguos para sustituir a las viejas pizarras de tiza. Si no se limpian correctamente las pizarras de borrado en seco, la superficie perderá brillo y será más difícil eliminar los rotuladores de borrado en seco. Se producirá un efecto fantasma, es decir, un leve remanente del marcador, que reducirá la eficacia de la pizarra.

Todas las pizarras de borrado en seco deben limpiarse siguiendo los siguientes procedimientos:



- Todos los días, limpie bien la superficie con agua o con limpieza cristales. Utilice sólo paños de microfibra para limpiar las pizarras blancas.
- Mantenimiento rutinario:
  - Utilice únicamente rotuladores de borrado en seco.
  - No utilice bolígrafos ni otros instrumentos puntiagudos en las pizarras.
  - No utilice limpiadores abrasivos.
  - No utilice almohadillas verdes en las pizarras de borrado en seco.
  - No utilice toallitas de papel en las pizarras de borrado en seco.

## COSAS QUE LOS CONSERJES DEBEN HACER PARA AHORRAR ENERGÍA

- Cuando el Conserje diurno llegue por la mañana, encienda sólo las luces suficientes para realizar las tareas matutinas. No encienda las luces que no sean necesarias.
- No encienda las luces de los despachos, las aulas, los gimnasios, el auditorio, la cafetería o la biblioteca. Deje que el personal que utilice esas zonas encienda las luces de las mismas.
- Compruebe todas las luces exteriores cada mañana y apáguelas si es necesario.
- Encienda las luces cuando las zonas estén ocupadas. Deje las luces apagadas cuando las zonas estén desocupadas.
- Manténgase alerta durante todo el día, apague las luces de las zonas desocupadas.
- Encienda las luces de los pasillos sólo cuando haya profesores y alumnos en el edificio. Apagamos las luces de los pasillos en cuanto dejan de ser necesarias.
- Encienda sólo las luces de la habitación que se está limpiando. Apague las luces cuando se vaya.
- Cierre todas las ventanas que hayan quedado abiertas.
- Apague todas las lámparas, radios, monitores de ordenador, plastificadoras, televisores y otros equipos innecesarios que se hayan quedado encendidos.

## PROCEDIMIENTOS DE EMERGENCIA FUERA DEL HORARIO LABORAL

A medida que aumenta el número de centros escolares, también aumenta el número de emergencias fuera de horario. Para garantizar una operaciones ordenada y eficaz de las emergencias fuera de horario, se ha creado un Programa de Supervisor de Operaciones de Instalaciones de guardia. Todas las emergencias en las instalaciones escolares o administrativas se comunican al centro de despacho de emergencias (SOC) de LCPS, que funciona las 24 horas del día. Todos los días del año se designa a un Supervisor de Operaciones de Instalaciones de guardia específico, responsable de atender las emergencias fuera del horario laboral.

### Qué es una emergencia en las instalaciones?

Las emergencias en las instalaciones son cualquier situación que afecte a la seguridad de la escuela o del edificio administrativo; o en la que sea necesaria una acción correctiva para evitar la pérdida de vidas, lesiones personales o daños a la propiedad. Las emergencias incluyen, entre otras, fugas de tuberías, pérdida de energía eléctrica, avería de equipos de refrigeración, goteras en el tejado, ventanas rotas y cerraduras exteriores rotas o que no funcionan. El fallo del sistema de calefacción o aire acondicionado para un evento programado se considera normalmente una emergencia, pero puede producirse en condiciones de frío extremo.

El fallo de los sistemas de alarma contra incendios se comunicará al Supervisor de Seguridad, que aplicará los procedimientos de seguridad contra incendios de LCPS.

## Proceso de emergencia fuera de horario

Las emergencias en las instalaciones de las Escuelas Públicas del Condado de Loudoun se comunicarán al Despachador SOC de LCPS al 703-779-8833. El Despachador del SOC obtendrá el nombre de la persona que reporta la emergencia, la escuela desde la cual está llamando, la naturaleza de la emergencia, y un número de teléfono en el cual puede ser localizado. Aconsejarán a la persona que llama que permanezca al teléfono hasta que le llame el Supervisor de Operaciones de Instalaciones de guardia. El Operador se pondrá inmediatamente en contacto con el supervisor de operaciones de las instalaciones de guardia y le transmitirá la información relativa a la emergencia.

El Supervisor de Operaciones de las Instalaciones de guardia se pondrá inmediatamente en contacto con la persona que haya informado de la emergencia para obtener información más detallada sobre la misma. El Supervisor de Operaciones de las Instalaciones de guardia será responsable de determinar si una emergencia notificada requiere una corrección inmediata, o si la corrección puede retrasarse hasta el siguiente día laborable. Si la situación debe corregirse inmediatamente, el supervisor informará a la persona que notifica la emergencia de que el supervisor de guardia de las instalaciones responderá personalmente, o se encargará de que responda un técnico del Departamento de Operaciones de las Instalaciones o el contratista de servicios adecuado. El Supervisor de Operaciones de las Instalaciones se mantendrá al corriente del estado de la reparación hasta que se corrija la situación. El Despachador del SOC será informado del estado de las reparaciones de emergencia.

El Supervisor de Operaciones de Instalaciones de guardia también notificará la emergencia a los Supervisor de Mantenimiento y Operaciones de Instalaciones, a los miembros del Personal Superior y al Director/Administrador del Edificio y los mantendrá informados del progreso en la corrección de la emergencia.

## Teléfonos de emergencia

- Departamento de Operaciones de Instalaciones. 6:30 a.m. – 4:00 p.m. :571-252-2960
- Emergencias fuera del horario de trabajo. 703-779-8833 o 571-252-1700

## PROBLEMAS Y QUEJAS SOBRE EL PERSONAL DE CONSERJERÍA

Si surgen problemas en un edificio escolar o administrativo, el conserje debe:

- Paso 1. Informar del problema al Jefe de Conserjes.
- Paso 2. Si el problema no puede resolverse o tiene que ver con el Jefe de Conserjes, debe remitirse al Director/Administrador del Edificio.
- Paso 3. Si el problema se produce fuera del horario de oficina y no hay ningún administrador o Jefe de Conserjes disponible, póngase en contacto con el Jefe Principal de Conserjes de su zona.
- Paso 4. Si el Jefe de Conserjes de su zona no está disponible o no responde en un plazo razonable, llame a otro Jefe de Conserjes.
- En caso de urgencia, llame siempre al número de urgencias fuera del horario laboral.

En cualquier momento, si el conserje tiene un problema de personal, puede ponerse en contacto con Recursos Humanos y Desarrollo de Talentos de LCPS.

## INFORMACIÓN DE CONTACTO IMPORTANTE - Voz/Texto, Correo electrónico

Jefe Principal de Conserjes	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
Coordinador de Servicios de Limpieza y Mantenimiento	Kevin Primeau	571-233-9931	kevin.primeau@lcps.org
Supervisor de Operaciones de Limpieza y Mantenimiento	Brian Hoover	571-252-2960	brian.hoover@lcps.org
Oficina de Equipamiento	Susan Lynn	571-252-2960	susan.lynn@lcps.org
Oficina de Equipamiento	Norys Schmitt	571-252-2960	norys.schmitt@lcps.org



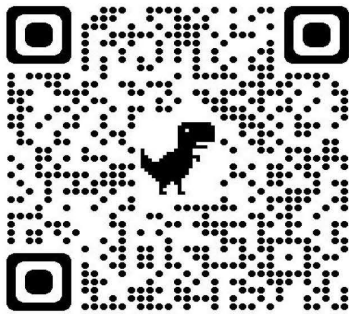
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## MANUAL DEL EMPLEADO

Se espera que todos los empleados lean anualmente el Manual del Empleado de las Escuelas Públicas del Condado de Loudoun (LCPS, por sus siglas en inglés). Se encuentra en el sitio web de LCPS, y todos los conserjes firmarán un reconocimiento impreso de su lectura del Manual del Empleado de LCPS.

### DESCARGO DE RESPONSABILIDAD

Ninguna de las normas o información contenida en el Manual del Conserje o del Empleado confiere derechos o privilegios a ningún empleado, ni sirve como contrato de trabajo entre el Consejo Escolar y el empleado. El Manual del Empleado y del Conserje no debe considerarse como la única o última fuente de información para los empleados. La versión más actualizada de las políticas del Consejo Escolar se encuentra en el sitio web de LCPS [www.lcps.org](http://www.lcps.org). El Consejo Escolar y la Administración se comprometen a revisar constantemente todos los beneficios y políticas y de vez en cuando cambiarán la información presente en este Manual para Conserjes.

## INTRODUCCIÓN A LOS SERVICIOS DE CONSERJES

Los Servicios de Conserjes se prestan a todas las escuelas e instalaciones administrativas de LCPS. Los Servicios de Conserjes son administrados por el Departamento de Operaciones de Instalaciones y supervisados localmente por el Director de la escuela o el Administrador del Edificio. Esta práctica ha demostrado su eficacia al contratar y formar de manera centralizada al nuevo personal de vigilancia, facilitar el traslado de los Conserjes y coordinar la entrevista y selección de los Jefe de Conserjes. La adquisición y distribución centralizada de suministros y equipos de conserjería también ha demostrado ser rentable y garantiza que las escuelas dispongan de equipos funcionales y suministros adecuados para realizar las tareas de conserjes.

Los Servicios de Conserjes se prestan a cada escuela y localidad mediante los ocho puestos siguientes.

### Jefe Principal de Conserjes

Responsable de la formación, coordinación, supervisión y control de calidad de todos los trabajos de conserjes realizados en las Escuelas Públicas del Condado de Loudoun. Recomienda al Director de Operaciones de Instalaciones, al Supervisor de Operaciones de Limpieza y Mantenimiento y al Coordinador de Servicios de Limpieza y Mantenimiento las personas que deben ser contratadas como Conserjes para ocupar puestos a tiempo parcial y completo. Asiste activamente en la coordinación de las asignaciones de conserjes sustitutos, que cubren las ausencias de los Conserjes asignados regularmente. Recomienda al Supervisor de Operaciones de Limpieza y Mantenimiento cambios y mejoras en las prácticas, equipos y productos de conserjería. Sirve de fuente de orientación profesional y técnica a los actuales Jefes de Conserjes. Algunos ejemplos de funciones son:

- Dirige y supervisa la formación de los Conserjes recién contratados,
- Dirige y coordina la formación avanzada periódica en materia de conserjería,
- Coordina la formación impartida por los proveedores sobre nuevos equipos o productos de limpieza,
- Observa el rendimiento de los Jefe de Conserjes y de los Conserjes nocturnos, proporcionando orientación y formación para la mejora,
- Realiza el control de calidad y la supervisión de la seguridad con el personal de conserjes,
- Trabaja con el Director de Instalaciones, el Supervisor de Operaciones de Limpieza y Mantenimiento y el Coordinador de Servicios de Limpieza y Mantenimiento en el desarrollo de procesos de trabajo mejorados, la evaluación de productos y las necesidades de suministros para la conserjería, y
- capacidad para desempeñar las funciones de Jefe de Conserjes en su ausencia.



## Jefe de Conserjes

Líder de trabajo del equipo de conserjes de la escuela o instalación administrativa y durante el año escolar. En los centros con un total de cuatro Conserjes más, el Jefe de Conserjes trabaja en el turno de la noche. El Jefe de Conserjes es seleccionado tanto por su capacidad de supervisión como por sus conocimientos y habilidades técnicas. Desarrolla y asigna las tareas de limpieza durante el curso escolar y durante el periodo estival desarrolla y dirige el programa de limpieza de verano. El Jefe de Conserjes es responsable del liderazgo, la supervisión diaria, la asignación de tareas y es asesor del personal de conserjería.

También recomienda medidas correctivas a los administradores y a los jefes de seguridad principales. Es responsable del mantenimiento de todos los equipos, edificios y terrenos de la escuela/edificio y del campus. Todas las tareas de los Conserjes diurnos y nocturnos son responsabilidad del Jefe de Conserjes a fin de garantizar la dirección, realización y puntualidad de todas las tareas requeridas por todos los Conserjes. El Jefe de Conserjes es responsable de asegurar el edificio por la noche y de garantizar que se realice supervisión del edificio antes del mediodía. El Jefe de Conserjes tendrá una dirección de correo electrónico LCPS y está obligado a comprobar y responder a su correo electrónico todos los días cuando está en el trabajo. La dirección de correo electrónico oficial de las Escuelas Públicas del Condado de Loudoun es la única dirección de correo electrónico autorizada para fines de comunicación con todo el personal y partes externas mientras represente a las Escuelas Públicas del Condado de Loudoun en cualquier capacidad sobre todos los asuntos.

## Conserje diurno

El Conserje diurno se encarga normalmente de abrir el centro escolar o administrativo por la mañana y de realizar las funciones Asignaciones de Trabajo. El Conserje diurno debe ser capaz de leer y comunicarse en inglés para poder interactuar con el Director/Administrador del Edificio, el personal y los visitantes que encontrará en el desempeño de sus funciones. En muchos casos, habrá demostrado iniciativa y aptitudes mientras ejercía de Conserje nocturno. El director/administrador del edificio seleccionará al conserje entre el personal existente o entre un grupo de candidatos identificados a través del proceso de solicitud en línea. Todas las escuelas tendrán un Conserje diurno. El horario del turno lo establece el director y es de ocho horas y media (8 ½) de duración, ocho horas de trabajo y ½ hora de comida no retribuida. Este turno comenzará lo suficientemente temprano como para permitir que el edificio se abra antes de la llegada de los profesores y para garantizar que los sistemas de calefacción o aire acondicionado estén en funcionamiento. El turno diurno debe programarse para que termine a la salida de los alumnos o cerca de ella. En las escuelas que tengan menos de cuatro Conserjes en total, el Jefe de Conserjes podrá actuar como Conserje diurno.

## Conserje de medio turno

Los Directores de las escuelas secundarias e institutos pueden establecer un turno intermedio para un segundo Conserje que ayude con las tareas del almuerzo. El turno intermedio debe comenzar no antes de 30 minutos antes del primer período de almuerzo y tiene una duración de ocho horas y media (8 ½). Asignar más de dos Conserjes a un turno diurno en los centros de secundaria e institutos comprometerá la capacidad de los restantes Conserjes con el propósito de realizar toda la limpieza necesaria durante el turno de la noche. El Conserje que trabaje en el turno intermedio también tendrá responsabilidades de limpieza durante el turno de la noche.

## Conserjes Nocturnos

Los Conserjes Nocturnos trabajarán en el turno de noche limpiando y preparando la escuela para el siguiente día lectivo. Un Conserje normalmente empezará su empleo con LCPS como Conserje nocturno. El horario del turno de la noche lo establece el Director/Administrador del Edificio, de acuerdo con el personal de Operaciones de las Instalaciones y debe comenzar no más de 30 minutos antes de la salida de los estudiantes, pero no antes de las 2:00 pm. Cuanto más cerca de la hora de salida comience el turno, más tiempo habrá

disponible para la limpieza. Todos los Conserjes empiezan el turno juntos y lo terminan juntos. El turno de la noche tiene una duración de ocho horas. Este turno incluye una comida pagada de 30 minutos. No hay diferencia de turnos por trabajar en el turno de la noche. En las escuelas con cuatro o más Conserjes en total, el Jefe de Conserjes es el jefe de trabajo del turno de la noche. El turno de la noche es responsable de garantizar que todas las puertas exteriores estén cerradas con llave, bien cerradas, y que la alarma de seguridad esté activada cuando terminen su turno.

### Conserjes Suplentes

El departamento de Operaciones de Instalaciones mantiene una reserva de Conserjes que pueden ser asignados temporalmente a las escuelas para aumentar la plantilla de conserjes en caso de escasez de personal. Los Conserjes Sustitutos se asignan diariamente y se priorizan en función de la necesidad relativa de una escuela respecto a toda la división.

### Conserjes Deportivos

Este puesto se encuentra únicamente en los institutos y es responsable del mantenimiento de los campos de atletismo de entrenamiento y competencias (mantenimiento del césped, corte de la hierba, preparación para las competencias y limpieza después de las mismas); fregado de los gimnasios; limpieza de las gradas; y limpieza de las oficinas de atletismo, los vestuarios de los equipos, las salas de entrenamiento, las salas polivalentes y la sala de pesas. El Conserje Deportivo es responsable de montar y desmontar el equipo de apoyo para los eventos deportivos de interior/exterior y de mantener las áreas deportivas.

El horario del turno diario del Conserje Deportivo variará de modo que esté en el campus para apoyar eventos deportivos como parte de su turno. A diferencia del resto de los puestos de conserjería, el Conserje Deportivo trabaja directamente para la Administración Escolar.

### Conserjes en formación

Este puesto se refiere a todos los empleados de conserjería recién contratados que no hayan sido seleccionados para un puesto de Conserje a tiempo completo. Inmediatamente después de ser contratados, los Conserjes en Formación entrarán en el Programa de Formación de Conserjes. Durante este programa de dos semanas, los Conserjes en Formación recibirán capacitación en todos los aspectos del programa de conserjes de las Escuelas Públicas del Condado de Loudoun y, una vez completado con éxito, serán considerados técnicamente competentes y capaces de competir para la selección en cualquier puesto de Conserje de las Escuelas Públicas del Condado de Loudoun.

Los Conserjes en Formación se consideran empleados a tiempo parcial hasta que soliciten y sean seleccionados para un puesto de Conserje a tiempo completo. Los Conserjes en Formación pueden permanecer como tales todo el tiempo que deseen, pero no recibirán beneficios de LCPS hasta que sean seleccionados para un puesto de Conserje a tiempo completo. Durante este periodo, los Conserjes en Formación serán asignados a las escuelas con mayor necesidad de apoyo de este personal.

## LOS TURNOS DE LOS CONSERJES

El personal de conserjería se asigna a las instalaciones de las Escuelas Públicas del Condado de Loudoun en función de una plantilla estándar de un conserje por cada 20.000 pies cuadrados brutos de superficie edificada. Dentro de esta asignación, una de las personas asignadas a una instalación será formalmente seleccionada y designada como Jefe de Conserjes, el resto del personal asignado serán Conserjes asignados ya sea en turno diurno, medio turno o nocturno. A continuación, se ofrece un desglose de las tareas.

## Centros de enseñanza primaria

- Un Jefe de Conserjes
- Un Conserje diurno
- El resto de los Conserjes asignados a la escuela trabajarán en el turno de la noche.
- En las escuelas primarias con tres o más Conserjes en total, el Jefe de Conserjes trabaja en el turno de la noche.

## Centros de enseñanza media

- Un Jefe de Conserjes (trabaja en el turno de la noche)
- Un Conserje diurno
- Un conserje a mitad de turno (opcional)
- El resto de los Conserjes asignados a la escuela trabajarán en el turno de tarde.

## Centros de enseñanza superior

- Un Jefe de Conserjes (trabaja en el turno de la noche)
- Dos Conserjes diurnos (el horario de entrada escalonado es opcional)
- Un conserje a mitad de turno (opcional)
- El resto de los Custodios asignados a la escuela trabajarán en el turno de tarde.

## RESPONSABILIDADES DE LOS CONSERJES

**Director de operaciones de las instalaciones:** gestor del presupuesto para todo el personal de vigilancia, las horas extras de los conserjes, el equipo de conserjes y los suministros consumibles. Responsable de la supervisión del Programa de Conserjería.

**Supervisor de operaciones de conserjería:** responsable de las operaciones del personal de conserjería y de recomendar a personas para su contratación como Conserjes Suplentes y Conserjes en Formación. Asiste al Director/Administrador del Edificio en la selección del Jefe de Conserjes y en la resolución de problemas de personal. Es responsable de investigar las tendencias, procesos y equipos actuales y de adaptar aquellos que sean eficaces y eficientes para las Escuelas Públicas del Condado de Loudoun. Es responsable de la formación de los conserjes y de la asignación diaria de los Conserjes Suplentes.

**Coordinador de Servicios de Conserjería:** es responsable de proporcionar orientación técnica a los Jefes Principales de Conserjes, Jefes de Conserjes, Conserjes, Conserjes Suplentes, Conserjes en Formación y Conserjes Deportivos. Evalúa nuevos equipos y productos de limpieza y mantenimiento y recomienda su adquisición. Se encarga de proporcionar equipos y suministros de limpieza y mantenimiento para las nuevas escuelas.

**Directores/Administradores de los edificios:** se encargan de la dirección y supervisión de los conserjes asignados a su centro escolar o administrativo, así como de la limpieza y el mantenimiento de sus instalaciones. Obtiene apoyo del Supervisor de Operaciones de Limpieza y Mantenimiento o del Coordinador de Servicios de Limpieza y Mantenimiento para cuestiones inusuales relacionadas con el personal. Es responsable del cuidado y uso eficiente de los equipos y suministros de limpieza y mantenimiento. Solicita equipos de repuesto, reparaciones de equipos y suministros consumibles al Departamento de Operaciones de Instalaciones según sea necesario.

## OPERACIONES DE LAS INSTALACIONES - RESPONSABILIDADES DEL DIRECTOR/ADMINISTRADOR DEL EDIFICIO

<b>PERSONAL</b>	
Jefes de Limpieza y Mantenimiento	Operaciones de las instalaciones: proporciona la lista de candidatos seleccionados al director/administrador del edificio, participa en el grupo de entrevistadores y presenta la solicitud de contratación.
	Director/Administrador del edificio: selecciona a los candidatos que serán entrevistados de la lista de candidatos aptos y participa en el panel de entrevistadores.
Conserjes	Operaciones de las instalaciones: proporciona la lista de candidatos cualificados al director/administrador del edificio o representante designado, participa en el grupo de entrevistadores y presenta la solicitud de contratación.
	Director/Administrador del edificio: selecciona a los candidatos que serán entrevistados de la lista de candidatos aptos y participa en el panel de entrevistadores.
Conserjes Suplentes	Operaciones de las instalaciones
Conserjes deportivos	Administración escolar
Conserjes en formación	Operaciones de las instalaciones
Despidos/renuncias	Administración escolar
<b>TARJETAS DE CONTROL DEL HORARIO</b>	
Jefes de Limpieza y Mantenimiento	Operaciones de las instalaciones: revisan y aprueban todas las horas extraordinarias y extras, revisan y aprueban todas las tarjetas de control del horario.
	Director/Administrador del edificio: aplica el control horario en el lugar de trabajo, procesa los registros de horarios en papel en Oracle. Todas las horas extraordinarias y extras deben ser aprobadas por el Departamento de Operaciones de las Instalaciones.
Conserjes	Operaciones de las instalaciones: revisan y aprueban todas las horas extraordinarias y extras, revisan y aprueban todas las tarjetas de control del horario.
	Director/Administrador del edificio: aplica el control horario en el lugar de trabajo, procesa los registros de horarios en papel en Oracle. Todas las horas extraordinarias y extras deben ser aprobadas por el Departamento de Operaciones de las Instalaciones.
Conserjes suplentes	Departamento de Operaciones de las Instalaciones: completa y aprueba
Conserjes deportivos	Departamento de Operaciones de las Instalaciones: revisa y aprueba todas las horas adicionales y extras.
	Administración escolar: completa y aprueba. Todas las horas adicionales y extras deben ser aprobadas por las Instalaciones.
Conserjes en formación	Operaciones de las instalaciones
<b>APROBACIÓN DE LICENCIAS</b>	
Jefes de Limpieza y Mantenimiento	Director/Administrador del edificio
Conserjes	Director/Administrador del edificio
Vigilantes suplentes	Operaciones de las instalaciones
Conserjes deportivos	Administración escolar
Conserjes en formación	Operaciones de las instalaciones
<b>EVALUACIONES</b>	
Jefes de Limpieza y Mantenimiento	Director/Administrador del edificio

Conserjes	Director/Administrador del edificio
Conserjes suplentes	Operaciones de las instalaciones
Conserjes deportivos	Administración escolar
<b>DISCIPLINA/DESEMPEÑO</b>	
Jefes de Limpieza y Mantenimiento	Departamento de Operaciones de las Instalaciones: supervisa sistemáticamente la ejecución técnica de las tareas de conserjería. Si el Departamento de Operaciones de las Instalaciones tiene conocimiento de un problema relacionado con la disciplina o el desempeño, el problema se elevará al director/administrador del edificio para que tome las medidas oportunas.
	Director/Administrador del Edificio: se encarga de administrar todos los asuntos relacionados con la disciplina o el desempeño y hace copias en papel carbón de todas las notas que se entregan a los empleados.
Conserjes	Departamento de Operaciones de las Instalaciones: supervisa sistemáticamente la ejecución técnica de las tareas de conserjería. Si el departamento de Operaciones de las Instalaciones tiene conocimiento de un problema relacionado con la disciplina o el desempeño, el problema se elevará a la Administración de la Escuela para que tome medidas.
	Director/Administrador del Edificio: administra todos los asuntos relacionados con la disciplina o el rendimiento y hace copias en papel carbón para el Departamento de Operaciones de las Instalaciones sobre todas las notas que se envían a los empleados.
Conserjes suplentes	Operaciones de las instalaciones
Conserjes Deportivos	Administración escolar
<b>OTRAS FUNCIONES</b>	
Control de plagas	Departamento de Operaciones de las Instalaciones: proporciona asistencia técnica a todo el personal de los centros escolares y operaciones el contrato de control de plagas.
	Director/Administrador del edificio: es responsable de las medidas preventivas, el registro de la actividad y la solicitud de asistencia contratada.
Programa de limpieza de verano	Departamento de Operaciones de las Instalaciones: proporciona asistencia técnica y revisa todos los calendarios de limpieza de verano
	Director/Administrador del edificio: elabora el programa de limpieza de verano y operaciones el personal de verano
Trabajos de limpieza de la nieve	Departamento de Operaciones de las Instalaciones: proporciona orientación sobre la limpieza inicial de la nieve
	Director/Administrador del edificio: es responsable de la remoción continua de nieve/hielo tras la limpieza inicial de la nieve.
Mantenimiento del terreno	Departamento de Operaciones de las Instalaciones: en los centros de enseñanza primaria y secundaria, se encarga de la siega fuera del carril de bomberos, la sustitución anual del abono del patio de recreo y el mantenimiento de las ramas de los árboles que estén a más de 10 pies del suelo o tengan más de 2 ½ pulgadas de diámetro.
	Director/Administrador del Edificio: es responsable de todo el mantenimiento del suelo dentro del carril de incendios y los aparcamientos, mantenimiento semanal del abono del patio de recreo, parterres de flores y mantenimiento de los árboles con ramas a menos de 10 pies del suelo o de menos de 2 ½ pulgadas de diámetro.

## ASIGNACIONES Y TRANSFERENCIAS

Empleados de conserjería actuales de las Escuelas Públicas del Condado de Loudoun que estén al corriente de sus obligaciones tienen la oportunidad de solicitar otros puestos de conserjería en toda la división. Los empleados actuales de LCPS pueden solicitar las vacantes publicadas en el sitio web de empleo de LCPS, <https://lcps.tedk12.com/hire/index.aspx>.



### Ofertas de empleo

Todas las vacantes de Jefe de Limpieza y Mantenimiento, Jefe de Conserjes, Conserjes, Conserjes Suplentes y Conserjes en Formación se publicarán hasta que se cubran y se revisarán de acuerdo con lo siguiente:

- Jefe Principal de Conserjes
  - Quince días laborables después de la fecha de publicación, el Departamento de Operaciones de las Instalaciones generará la lista de candidatos para que el Director de Operaciones de las Instalaciones la revise y programe las entrevistas.
  - Si no se recibe ninguna candidatura en los primeros 15 días laborables, la oferta de empleo permanecerá abierta hasta 10 días laborables después de la recepción de la primera candidatura. El Departamento de Operaciones de las Instalaciones generará una lista de todos los candidatos cualificados para que el Director de Operaciones de las Instalaciones la revise y programe las entrevistas.
  - Una vez enviada la lista de candidatos al Director de Operaciones de las Instalaciones, no se tendrán en cuenta nuevas solicitudes.
- Jefe de Conserjes
  - Quince días laborables después de la fecha de publicación, el Departamento de Operaciones de las Instalaciones generará una lista de todos los candidatos calificados y la enviará al Director/Administrador del Edificio para su revisión y programación de entrevistas.
  - Si no se recibe ninguna candidatura en los primeros 15 días laborables, la oferta de empleo permanecerá abierta hasta 10 días laborables después de la recepción de la primera candidatura. A continuación, el Departamento de Operaciones de las Instalaciones generará una lista de todos los candidatos cualificados y la remitirá al Director/Administrador del Edificio para su revisión y programación de entrevistas.
  - Una vez remitida la lista de candidatos al Director/Administrador del Edificio, no se tendrán en cuenta nuevas solicitudes.
- Conserje
  - Este puesto se publicará únicamente para los conserjes internos actuales.
  - Cinco días laborables después de la recepción de la primera solicitud, el Departamento de Operaciones de las Instalaciones generará una lista de todos los candidatos calificados y la enviará al Director/Administrador del Edificio para su revisión y programación de entrevistas.
  - Una vez remitida la lista de candidatos al Director/Administrador del Edificio, no se tendrán en cuenta nuevas solicitudes.
- Conserjes suplentes
  - Las solicitudes se examinarán a su recepción y los puestos se ofrecerán a los candidatos calificados según el orden de llegada.
- Conserjes deportivos
  - Los puestos son operados por el personal de la escuela y seguirán las prácticas de contratación del centro escolar responsable.



## Entrevistas

- Las entrevistas para Jefe de Limpieza y Mantenimiento, Jefe de Conserjes, Conserjes, Conserjes Suplentes y Conserjes en formación se llevarán a cabo de acuerdo con lo siguiente:
  - Las entrevistas se realizarán en los cinco días siguientes a la recepción de la lista de candidatos.
  - Los Directores/Administradores del Edificio son responsables de coordinar las entrevistas de su Jefe de Limpieza y Mantenimiento y Conserjes conjuntamente con el departamento de Operaciones de las Instalaciones.
  - El Supervisor de Operaciones de Limpieza y Mantenimiento es responsable de coordinar las entrevistas de los Jefe de Limpieza y Mantenimiento, los Conserjes Suplentes y los Conserjes en formación.
  - Un Jefe de limpieza y Mantenimiento de las Instalaciones participará en todas las entrevistas de conserjes. Si, debido a la programación, un Jefe de Limpieza y Mantenimiento no está disponible, el Supervisor de Operaciones de Limpieza y Mantenimiento o Supervisor de Operaciones de Conserjería le apoyará.
  - El Departamento de Operaciones de las Instalaciones proporcionará una lista de preguntas básicas en inglés y español para su uso durante las entrevistas.
  - No es necesario entrevistar a todo el grupo de candidatos si hay cuatro o más, pero para garantizar una competencia adecuada se debe entrevistar al menos a tres candidatos. Si hay tres o menos candidatos, todos ellos deberán ser entrevistados.
- Los puestos de conserje deportivo son operaciones dos por el personal de la escuela y seguirán las prácticas de contratación de la escuela responsable.

## Selecciones

- La selección de las vacantes de Jefe de Limpieza y Mantenimiento, Jefe de Conserjes, Conserjes y Conserjes Suplentes se realizará de acuerdo con lo siguiente:
  - El Director de Operaciones de las Instalaciones es el responsable de la selección de todos los puestos de Jefe de Limpieza y Mantenimiento, Jefe de Conserjes, Conserjes, Conserjes Suplentes y Conserjes en formación, y realiza las selecciones de contratación basándose en los comentarios y recomendaciones del Director/Administrador del Edificio y del Supervisor de Operaciones de Limpieza y Mantenimiento.
  - Para garantizar una competencia adecuada para los puestos de Conserje, Jefe de Conserjes y Jefe de Limpieza y Mantenimiento, se deberá entrevistar al menos a tres candidatos de la lista de candidatos. Si hay menos de tres candidatos, se entrevistará a todos ellos.
  - Los puestos de conserje suplente se ofrecerán a los solicitantes calificados según el orden de llegada.
  - Durante las entrevistas de los Conserjes, el Director/Administrador del Edificio debe recomendar tanto un candidato principal como uno suplente, si hay más de un candidato, de la lista de candidatos. Si un candidato rechaza el puesto, no podrá optar a una nueva colocación durante seis meses. Si tanto el candidato principal como el suplente rechazan el puesto, el Departamento de Operaciones de las Instalaciones consultará con el Director/Administrador del Edificio para determinar el orden de prioridad del resto de candidatos de la lista. Si todos los candidatos de la lista rechazan el puesto, la vacante se publicará de nuevo o se renovará.
  - Durante las entrevistas de Jefe de Limpieza y Mantenimiento y Jefe de Conserjes, si no se encuentra un candidato calificado no es necesaria una selección y la vacante se volverá a publicar o actualizar y todos los candidatos de la lista de candidatos serán rechazados. Una vez que un candidato sea rechazado, no podrá ser contratado en virtud de la oferta de empleo actual.
  - Los empleados actuales de LCPS que no son conserjes pueden solicitar el puesto de Conserje

Suplente a tiempo completo y, si son seleccionados, se les inscribirá inmediatamente en el programa de formación de conserjes. Si el solicitante fue Conserje en LCPS en los 24 meses anteriores, no es necesario completar el programa de formación.

- Los antiguos Conserjes de LCPS que se separaron en buen estado dentro de los cinco años anteriores pueden ser recontractados en un puesto de Conserje Suplente o Conserje y no necesitan volver a completar el programa de capacitación de conserjería. Los antiguos conserjes de LCPS que se separaron en regla hace más de cinco años pueden ser contratados como conserjes en formación y tendrán que volver a completar el programa de formación de conserjes.
- Los puestos de conserje deportivo son operados por el personal de la escuela y seguirán las prácticas de contratación de la escuela responsable.

### Documentación de las entrevistas

- Todas las entrevistas para los puestos vacantes de Jefe de Limpieza y Mantenimiento, Jefe de Conserjes y Conserjes se documentarán de acuerdo con lo siguiente:
  - Cada miembro del panel de entrevistadores debe completar una valoración de las respuestas del candidato y de su potencial de contratación.
  - Tras la finalización de cada entrevista de Jefe de Conserjes y Conserjes, el Director/Administrador del Edificio presentará todas las evaluaciones de los candidatos del panel de entrevistas junto con sus recomendaciones para las selecciones principal y alternativa al Departamento de Operaciones de las Instalaciones para su inclusión en los registros de contratación.
  - Tras la finalización de cada entrevista de Jefe de Limpieza y Mantenimiento, el Supervisor de Operaciones de Limpieza y Mantenimiento presentará todas las evaluaciones de los candidatos del panel de entrevistas junto con sus recomendaciones para las selecciones principal y alternativa al Departamento de Operaciones de las Instalaciones para su inclusión en los registros de contratación.
  - Si el Departamento de Operaciones de las Instalaciones no está de acuerdo con la recomendación de contratación del Director/Administrador del Edificio, el Director de Operaciones de Instalaciones es la autoridad contratante y tomará la decisión de contratación.
- Los puestos de conserje deportivo son operados por la administración escolar y seguirán las prácticas de contratación de la escuela responsable.

### Proceso PowerSchool

- Las vacantes de Jefe de Limpieza y Mantenimiento, Jefe de Conserjes, Conserjes y Conserjes Suplentes se administrarán en PowerSchool de acuerdo con lo siguiente:
  - Paso 1 – El departamento de Operaciones de las Instalaciones identifica y coordina la publicación de todas las vacantes en la Página de Ofertas de Empleo de LCPS.
  - Paso 2 – Una vez transcurridos los plazos de publicación indicados anteriormente, el Departamento de Operaciones de las Instalaciones revisará el grupo de candidatos en PowerSchool y enviará la lista de todos los candidatos cualificados al director/administrador del edificio.
  - Paso 3 – Una vez finalizadas las entrevistas, el Departamento de Operaciones de las Instalaciones ingresará las entrevistas en PowerSchool.
  - Paso 4 – El departamento de Operaciones de las Instalaciones enviará una solicitud de contratación por correo electrónico al Departamento de Desarrollo de Recursos Humanos



indicando el candidato seleccionado.

- Paso 5 – El departamento de Desarrollo de Recursos Humanos ampliará la oferta y proporcionará al Departamento de Operaciones de las Instalaciones una información actualizada sobre la aceptación de la oferta.
  - Paso 6 – Si se acepta una oferta, el Departamento de Operaciones de las Instalaciones comunicará al Departamento de Desarrollo de Recursos Humanos una fecha de inicio para el candidato seleccionado, se cerrará el anuncio y se notificará a los solicitantes no seleccionados.
- Los puestos de conserje deportivo son operados por el personal de la escuela y seguirán las prácticas de contratación de la escuela responsable.

### Tareas de los conserjes del turno diurno

La asignación de turnos diurnos y nocturnos se realiza a discreción del Director/Administrador del Edificio, ya que los turnos diurnos tienen responsabilidades ligeramente diferentes a los turnos nocturnos. El personal asignado al turno diurno debe ser capaz de realizar las siguientes tareas: levantar las mesas de la cafetería, manejar con destreza el equipo de mantenimiento del césped exterior y de retirada de nieve, ser capaz de subir y trabajar desde escaleras, ser capaz de comunicarse eficazmente con la administración de la escuela/edificio y ser capaz de presentarse a trabajar con mal tiempo. La asistencia es un factor muy importante y los conserjes que no sean capaces de cumplir con las expectativas de las escuelas como conserjes diurnos pueden/deberán ser asignados a un puesto nocturno o como Conserje Suplente.

### Tareas de los Conserjes Suplentes

Los conserjes suplentes se asignan diariamente y se priorizan en función de la necesidad relativa de una escuela en relación con toda la división. Las prioridades actuales del personal de conserjería son las siguientes:

1. Pequeños centros de enseñanza primaria (Aldie, Banneker, Hamilton, Lincoln, Waterford)
2. Centros de enseñanza primaria con (1) o más ausencias de conserje o jefe de conserjes
3. Centros de enseñanza media con más de (1) ausencias de conserje o jefe de conserjes
4. Institutos con más de (2) ausencias de conserje o jefe de conserjes
5. Edificio de apoyo administrativo con (1) o más ausencias de conserje o jefe de conserjes

### Transferencias

- Todos los Jefes de Conserjes, Conserjes y Conserjes Suplentes deben servir por lo menos seis meses en su puesto actual y estar en regla antes de ser elegibles para aplicar a cualquier puesto vacante de grado similar fuera de su escuela actual.
- Los conserjes, a discreción del director de la escuela/administrador del edificio, pueden trasladarse a/desde puestos diurnos y nocturnos dentro de su escuela siempre que cumplan todos los requisitos del puesto.

## EVALUACIONES

Todos los nuevos empleados serán evaluados durante y al final de su periodo de formación. Todos los nuevos empleados tienen un periodo de prueba de seis meses una vez que reciben un destino permanente. Todos los nuevos empleados serán evaluados anualmente durante los tres primeros años, tras lo cual serán evaluados en un ciclo trienal. Si un Conserje se traslada a un nuevo puesto, será evaluado durante los tres primeros años en su nuevo puesto y después cada tres años. Si un Conserje recibe una evaluación de "Necesita Mejorar", entonces puede ser evaluado más a menudo a decisión del Director/Administrador del Edificio. Si reciben una calificación "insatisfactoria" en su evaluación anual, es posible que no reciban un aumento de escalón o que sean despedidos.

## HORARIO Y ASISTENCIA

Los conserjes documentan las horas trabajadas mediante la utilización de tarjetas de control del horario. Todo el personal deberá fichar al principio del turno (con no más de 7 minutos de antelación) y fichar al final de su turno, no antes. Los conserjes que fichen tarde para su turno o salgan antes de su turno serán considerados retrasados o ausentes y sujetos a asesoramiento o amonestación. Bajo **NINGUNA** circunstancia nadie puede fichar por otra persona, en ningún momento, por ningún motivo. Se trata de un asunto grave que puede dar lugar a medidas disciplinarias, incluido el despido. Todos los conserjes reciben un descanso de 30 minutos para comer/cenar cuando trabajan en turnos de 8 u 8 horas y media. Si un conserje abandona el edificio/propiedad, debe macar al salir y volver a fichar a su llegada. El personal sólo puede abandonar las instalaciones durante 30 minutos para su pausa para comer/cenar.

Debido a la necesidad operativa de nuestras escuelas, la puntualidad y la asistencia del (de los) Conserje(s) diurno(s) es esencial diariamente. Los conserjes diurnos que no puedan rendir al nivel esperado por la dirección de su centro podrán ser trasladados del turno diurno a un turno de noche en su centro actual o en otro, previo aviso con dos semanas de antelación.

## VACACIONES ANUALES

Los conserjes a tiempo completo devengan vacaciones anuales. Todas las vacaciones anuales deben ser comunicadas al Jefe de Conserjes y aprobadas por el Director/Administrador del Edificio. Las vacaciones anuales de más de dos días seguidos durante las vacaciones de verano no podrán aprobarse hasta que el edificio esté listo al menos en un 80 %. Las vacaciones anuales no podrán exceder el tiempo de las mismas acumuladas sin la aprobación del Director/Administrador del Edificio. El tiempo de vacaciones anuales acumulado puede consultarse en el justificante de nómina y en su portal de Autoservicio del Empleado.

## PERMISO POR ENFERMEDAD

LCPS ha establecido un plan de baja por enfermedad para los empleados a tiempo completo. Este plan incluye permiso para enfermedad personal, enfermedad o muerte familiar, otras muertes y otros días de enfermedad, según se define en la Sección E de la política 7712 de LCPS. Ausencias cubiertas:

- La enfermedad personal se define como la incapacidad para desempeñar las funciones debido a una afección médica o a un internamiento. A un empleado de baja por enfermedad se le puede exigir, después de 3 días consecutivos de ausencia, que un médico colegiado (o dentista) verifique que no puede desempeñar sus funciones debido a una enfermedad o a un confinamiento, o que se someta a una revisión médica o dental. El supervisor inmediato también puede solicitar una excusa médica para los patrones de baja por enfermedad tomada por el empleado o sospecha de abuso de la política de baja por enfermedad.
- El uso responsable de las bajas por enfermedad es importante para el operaciones eficaz y eficiente de LCPS. Cuando los empleados están ausentes, la capacidad de la división para proporcionar una enseñanza de alta calidad a sus alumnos se ve a menudo comprometida. La división reconoce que las enfermedades son inevitables y que puede haber momentos en los que los empleados no puedan asistir al trabajo; sin embargo, la división espera que los empleados utilicen su beneficio de permiso con discreción.
- Enfermedad/fallecimiento de un familiar. Como se utiliza en esta sección, "familia de un empleado" según la Política 7712 de LCPS.
- Uso indebido de la baja por enfermedad. Los empleados que hagan un uso excesivo de la baja por enfermedad o que demuestren un patrón sospechoso de uso de la baja por enfermedad pueden ser objeto de medidas disciplinarias. El uso indebido de la baja por enfermedad puede dar lugar al despido. En

cualquier momento, el administrador de la escuela puede solicitar la verificación de un médico o por cada día de ausencia o cita solicitada.

- Los conserjes deben llamar a su escuela cuando informen de que estarán enfermos ese día o días. A menos que su Jefe de Conserjes o los administradores de la escuela indiquen lo contrario, los Conserjes deben llamar a la oficina principal de su escuela y al Jefe de Conserjes al menos dos horas antes de su turno. Si la enfermedad se prolonga durante más de un día, los conserjes deberán avisar cada día que estén enfermos hasta que presenten una nota del médico en la que se indique que estarán de baja durante un periodo prolongado (más de tres días).
- Basado en patrones o sospecha de mal uso de su ausencia por enfermedad, se le puede pedir a un Conserje que proporcione una excusa/verificación de un médico por cada día de ausencia, o cada cita solicitada. Si no puede aportar documentación, su tiempo libre se codificará como PERMISO PERSONAL NO APROBADO frente a PERMISO POR ENFERMEDAD y podrá ser objeto de medidas disciplinarias, incluido el despido.

## ASIGNACIONES DE TRABAJO

### Responsabilidades de los Conserjes de Turno de día.

El Conserje que trabaja en el turno de día es responsable de realizar rutinariamente las siguientes funciones:

- Desactivar los sistemas de alarma
- Abrir el centro escolar o administrativo
- Abrir aulas/oficinas
- Verificar el edificio y la propiedad en busca de posibles actos vandálicos
- Recoger la basura alrededor del edificio
- Asegurarse de que la calefacción y el aire acondicionado funcionen correctamente
- Abrir las puertas exteriores para la llegada de profesores y alumnos
- Preparar la cafetería para el almuerzo
- Limpiar la basura y los derrames durante el almuerzo
- Recoger mesas y limpiar el suelo de la cafetería después del almuerzo
- Fregado en seco de los pisos de los pasillos - dos veces al día - una vez después de la llegada de los alumnos y otra al mediodía
- Comprobar los baños a lo largo de la jornada escolar para asegurarse de que todos los suministros estén completos.
- Preparación de eventos especiales que tengan lugar durante la jornada escolar
- Limpiar los incidentes de enfermedad o lesión de los alumnos
- Quitar la nieve de las aceras los días de colegio durante invierno
- Aplicar sal de deshielo según sea necesario durante invierno
- Sustituir y reciclar las bombillas gastadas (escuelas primarias y secundarias)
- Mantenimiento del terreno, incluyendo, pero no limitado a:
  - Corte de césped y bordes,
  - Poda de setos, arbustos y árboles,
  - Esparcir abono
- Otras tareas asignadas por el Jefe de Conserjes o el Director/Administrador del Edificio.

### Responsabilidades del conserje de medio turno

El Conserje que trabaja de medio turno es responsable de realizar rutinariamente las siguientes funciones:

- Limpiar la basura y los derrames durante el almuerzo

- Recoger mesas y limpiar el suelo de la cafetería después del almuerzo
- Después del horario escolar, realizar las tareas de limpieza asignadas por el jefe de conserjes.
- Realizar las tareas de jardinería que requiera el Director/Administrador del Edificio.
- Otras tareas asignadas por el Jefe de Conserjes o el Director/Administrador del Edificio.

### Responsabilidades del conserje del turno de la noche

Los conserjes del turno de la noche se encargan de limpiar las instalaciones escolares o administrativas para que estén listas para el siguiente día lectivo o laboral. Estas responsabilidades incluyen:

- Retirar la basura de las aulas y oficinas
- Recoger escombros del suelo
- Limpiar las ventanas
- Limpiar marcas de los escritorios, sillas y paredes
- Limpiar el suelo de aulas y oficinas
- Trabajar en la limpieza y reposición de los baños
- Limpiar el polvo de los pasillos
- Limpiar las escaleras
- Trapear en húmedo de aulas y pasillos para mantener el suelo libre de manchas
- Limpiar las manchas de las alfombras
- Limpiar las alfombras
- Sustituir y reciclar las bombillas gastadas (escuelas primarias y secundarias)
- Limpiar la nieve de las aceras cuando la escuela esté cerrada por "Días de Nieve".
- Fregado y repintado de suelos cuando sea necesario
- Montaje y limpieza de eventos nocturnos especiales
- Supervisar los actos de uso comunitario que se celebren durante el turno de noche.
- Cerrar y bloquear las puertas interiores según las instrucciones del Director/Administrador del Edificio.
- Asegurarse de que todas las puertas exteriores están cerradas con llave y bien aseguradas al final del turno.
- Activar el sistema de seguridad
- Otras tareas asignadas por el Jefe de Conserjes o el Director/Administrador del Edificio.

### RESPONSABILIDADES DE LIMPIEZA en EQUIPO - LIMPIEZA CUANDO ESTA CORTO

La limpieza en equipo suele adoptarse cuando las escuelas tienen poco personal. De este modo, cada sección puede realizar las tareas de limpieza más importantes en todo el edificio.

#### Rutina basia de limpieza

- Vaciar los contenedores de basura y reciclaje
- Limpiar el polvo de las superficies horizontales (capturar el polvo, no moverlo)
- Recoger objetos grandes, clips, papel y lápices del suelo
- Limpiar los cristales de las puertas
- Limpieza puntual de superficies horizontales y verticales
- Dejar las bolsas de basura llenas en el pasillo para que sean recogidas
- Fregado puntual según las indicaciones del Jefe de Conserjes

#### Especialista en limpieza con aspiradoras

- Limpiar con aspiradora debajo de los cubos de basura Y en todas las zonas de tránsito
- Limpiar todas las demás zonas con aspiradora

- Limpiar migas y derrames en los muebles con la aspiradora
- Reubicar todo el mobiliario
- Apagar las luces Y asegurar la zona al terminar una habitación

#### Especialista para sanitarios

- Llenar todos los dispensadores
- Vaciar la basura
- Limpiar y desinfectar instalaciones y suelos
- Barrer y fregar suelos de baldosas
- Apagar las luces al terminar, cerrar las puertas según las instrucciones del Director.

#### Limpieza general de servicios públicos

- Comprobar escaleras y limpiar las escaleras con aspiradora
- Recoger las bolsas de basura del pasillo y llevarlas al contenedor.
- Limpieza de latón, cristales, persianas y alfombras
- Mantenimiento ligero y otros servicios especializados
- Fregar pasillos y aulas
- Sustituir las luces fundidas
- Sustituir las tejas del techo dañadas

El Jefe de Conserjes desempeñará normalmente las funciones de Especialista en Servicios Públicos y también comprobará las habitaciones, se asegurará de que todas las luces estén apagadas, las puertas cerradas y el edificio seguro. El Jefe de Conserjes apoyará y supervisará las funciones de uso comunitario según sea necesario. En caso de ausencia de un Conserje nocturno, el Jefe de Conserjes ajustará las asignaciones para garantizar que se cubran todas las tareas especializadas. Si su escuela no realiza limpieza en equipo, cada Conserje es responsable de todas las tareas dentro de un área específica de responsabilidad.

### VACACIONES DE VERANO, PRIMAVERA E INVIERNO

Se espera que todos los conserjes trabajen en el turno de día durante las vacaciones de verano, primavera e invierno. En los edificios administrativos, escuelas que tienen escuelas de verano, edificios que están siendo renovados o edificios donde se llevan a cabo programas de verano, el Director/Administrador del Edificio establecerá turnos para las horas de trabajo durante el receso. Los conserjes que trabajen a mitad de turno o en un segundo turno (medio turno o por la noche) recibirán un preaviso razonable (30 días) publicado en la sala de descanso o en la sala del reloj de fichar si se les exige trabajar en un turno diferente al normal. Los turnos y proyectos de verano, primavera y vacaciones de invierno son tareas esenciales que requieren que el personal esencial (todos los Conserjes) trabaje en turnos diferentes a los normales si así se solicita.

Durante las vacaciones de verano se espera que todos los conserjes participen tanto en la limpieza interior como en el mantenimiento exterior, como cortar el césped, cortar los bordes, podar los arbustos y eliminar el exceso de maleza.

### RETRASO EN LA APERTURA Y DÍAS DE NIEVE

#### Personal esencial

Todos los puestos de conserje se consideran personal esencial y, en invierno, si se retrasa la apertura de la escuela, el conserje de día se presentará a la hora habitual para quitar la nieve y esparcir sal en los puntos de las aceras heladas a fin de preparar la escuela para la llegada de los alumnos y el personal. El equipo de

mantenimiento del departamento de Operaciones de las Instalaciones realizará labores de barrido y aplicará sal y arena a los aparcamientos según sea necesario. Los conserjes nocturnos se presentarán a su hora habitual. Si una escuela está cerrada por nieve o hielo, se espera que todos los Conserjes se presenten para el turno de día o según lo requiera el Director de la Instalaciones y se les comunicará una hora segura para comenzar a trabajar, la cual les será comunicada por su Director/Administrador del Edificio o Jefe de Conserjes.

Según las instrucciones del Jefe de Conserjes, los conserjes utilizarán quitanieves, sopladores de nieve y palas para quitar la nieve de las aceras y de todas las entradas. Los conserjes que no se presenten a trabajar durante el turno de día no podrán trabajar durante el turno de noche y deberán hacer uso de las vacaciones anuales. El permiso para ausentarse debe recibirse de un administrador de la escuela (director o subdirector) o del edificio.

### Trabajos de limpieza de la nieve

Los conserjes se encargan de quitar la nieve y el hielo de las aceras y las entradas de las escuelas utilizando quitanieves montados en tractores, sopladores de nieve o palas quitanieves. Los conserjes no pueden operar quitanieves o sopladores de nieve montados en tractores hasta que hayan recibido capacitación del Jefe de Conserjes de la escuela o del personal del departamento de Operaciones de las Instalaciones. Por seguridad de la espalda, los conserjes deben tener cuidado de no sobrecargar la pala de nieve.

Los conserjes diurnos deben usar el derretidor de hielo con moderación y sólo en las manchas de hielo. El derretimiento de hielo no debe utilizarse para derretir la nieve. La nieve debe quitarse con pala o quitanieves.

### Emergencias escolares

En caso de avería del edificio o de los equipos, los conserjes pueden tener que acudir al trabajo a requerimiento del departamento de Operaciones de las Instalaciones, la administración de las escuelas o el Jefe de Conserjes, según sea necesario.

## LESIONES

Todas las lesiones que se produzcan durante la jornada laboral normal deben comunicarse al director/administrador del edificio o al personal de la oficina. Las lesiones que se produzcan después de las horas normales de trabajo deben comunicarse al director/administrador del edificio o al personal de la oficina al siguiente día laborable. Las lesiones también deben comunicarse al Jefe de Conserjes o al Jefe Principal de Conserjes. **Los empleados lesionados DEBEN acudir a un proveedor que figure en el Panel de Médicos de Indemnización por Accidentes de Trabajo.** Si la lesión se produce fuera de horario o se trata de una urgencia, la atención médica debe prestarse en el servicio de urgencias más cercano. Todos los cuidados de seguimiento deben realizarse con un proveedor del Panel de Médicos de Indemnización por Accidentes de Trabajo. El Panel de Médicos de Indemnización por Accidentes de Trabajo está disponible en inglés y español y se publica en cada lugar de trabajo. También está disponible en internet en:

<https://www.lcps.org/Page/190203>. **Si no acude a un Médico del Panel, su solicitud puede ser denegada.**

## TELÉFONOS CELULARES Y DISPOSITIVOS DE MÚSICA

No está permitido el uso de teléfonos celulares durante las horas de trabajo. Los teléfonos celulares deben dejarse en el vehículo del Conserje y sólo deben usarse durante los descansos para comer o en caso de emergencia. Escuchar música durante el turno de trabajo queda a discreción y aprobación del Jefe de Conserjes o Director/Administrador del Edificio. Si se aprueba, la música debe escucharse a través de un dispositivo que no esté conectado a Internet o a un operador de telefonía móvil inalámbrica, es decir, no se puede escuchar música en streaming. La música debe descargarse y escucharse directamente desde la memoria interna del dispositivo. No podrán utilizarse auriculares con cancelación de ruido ni auriculares que se asienten sobre la oreja o la cubran. Para garantizar la seguridad personal, ya que los Conserjes deben ser capaces de oír y ser



conscientes de su entorno en caso de emergencia o si se les llama, se pueden utilizar auriculares de tapón, pero sólo en un oído. No está permitido escuchar música a través de bocinas de ningún tipo, incluyendo las bocinas del dispositivo, por la seguridad y comodidad de otras personas que no quieran oírla o compartirla.

## DESCANSO PARA COMER

Los conserjes están limitados a una pausa de 30 minutos por turno. La pausa para comer comienza cuando el conserje deja de trabajar y termina cuando se reanuda el trabajo. Si el conserje sale del edificio escolar o administrativo para ir a comer, deberá fichar a la salida y volver a fichar a la entrada después de terminar su comida. Si un conserje sale del edificio escolar o administrativo, la pausa de 30 minutos para comer incluye el tiempo de desplazamiento para ir a buscar su comida.

## UNIFORMES

A los conserjes se les proporcionarán uniformes para usar durante las horas de trabajo una vez que se les asigne un puesto permanente. Los directores/administradores de edificios o supervisores tienen la facultad de decidir si el uso de uniformes es obligatorio. Se proporcionarán once juegos de camisas y pantalones para que cinco juegos puedan entregarse semanalmente para su lavado.

El lavado de los uniformes corre a cargo de la empresa de alquiler de uniformes.

Los conserjes son responsables de cuidar los uniformes que se les proporcionan para evitar que se estropeen. Las reparaciones menores correrán a cargo de la empresa de uniformes. Cualquier reparación o sustitución que se deba a negligencia del conserje correrá a cargo del empleado. Si un Conserje deja LCPS, es responsable de devolver sus uniformes antes de irse. Los uniformes no devueltos se descontarán de la última paga de los Conserjes.

El uso de una gorra dentro de la escuela debe ser aprobado por el Director/Administrador del Edificio y no puede tener declaraciones o logos endosando drogas o actividades o como lo determine la Administración.

Mientras un Conserje esté en formación, ellos ropa personal. La ropa debe estar limpia, ser adecuada para el trabajo que se realiza y no puede tener logotipos ni declaraciones escritas que apoyen drogas o actividades ilegales.

Los Conserjes serán enviados a casa a por ropa de recambio si el Director/Administrador del Edificio considera que su ropa o calzado no son apropiados y el tiempo se registrará como vacaciones anuales.

## DIRECCIONES DE SEGURIDAD

Los Conserjes deben seguir las siguientes prácticas de trabajo seguras: No seguir las técnicas de seguridad adecuadas puede dar lugar a la denegación de una indemnización por accidente laboral.

- Utilice únicamente productos químicos diluidos de las estaciones dispensadoras.
- No mezcle dos productos químicos diferentes en una misma solución.
- Etiquete todos los recipientes/botellas de spray con el nombre de los productos químicos o soluciones de limpieza que contiene.
- Compruebe diariamente todo el equipo antes de utilizarlo para asegurarse de que es seguro, incluidos todos los cables/enchufes/interruptores, etc.
- No utilice equipos eléctricos cuyos cables aislantes estén deshilachados/rotos o a los que le falte la conexión a tierra.
- Siempre compruebe que la toma eléctrica esté libre de obstrucciones antes de enchufar el equipo.
- Siempre desconecte el equipo agarrando el enchufe y retirándolo. No jale del cable hasta la toma de corriente.

- Utilice siempre el cubo rojo/equipo para derrames de sangre cuando limpie accidentes con fluidos corporales.
- Siempre utilice el equipo de protección personal adecuado diseñado para la tarea específica.
- Utilice únicamente escaleras para subir. No se suba a sillas, escritorios o mesas, ni a ningún equipo que no esté diseñado para ser utilizado para la limpieza.
- No levante ningún objeto de más de 15 kilos sin la ayuda de un compañero.
- Levante siempre los objetos utilizando primero la fuerza de las piernas, no la de la espalda.
- Divida las cargas pesadas de basura y otros artículos en cargas más pequeñas y manejables. Utilice carretillas de escritorio, plataformas rodantes o carros de cuatro ruedas para mover objetos pesados.
- No utilice el equipo a menos que haya recibido capacitación sobre su correcto operaciones Y estado de mantenimiento.
- Pase la mopa inmediatamente y coloque siempre carteles de suelo mojado hasta que la zona esté seca.
- Siempre use guantes cuando limpie los baños y cuando limpie accidentes de fluidos corporales.
- Siempre lleve uniformes, ropa y calzado apropiados para trabajar (sin zapatos abiertos ni de tacón).
- Familiarícese con su papel durante una emergencia.
- Utilice zapatos para decapar el suelo. Usted se caerá y cualquier lesión resultante puede no ser indemnizable a menos que siga estos procedimientos de seguridad.
- Sepa dónde se encuentra la carpeta de fichas de datos de seguridad (FDS) de la escuela.

## PROGRAMA DE CONTROL DE PLAGAS

Para reducir el número de pesticidas utilizados en nuestras escuelas, LCPS adoptó un Programa de Operaciones Integrada de Plagas en 1998. El objetivo del Programa de Control Integrado de Plagas es utilizar trampas no tóxicas para identificar la presencia de plagas en nuestras instalaciones y eliminar cualquier plaga identificada utilizando los métodos menos tóxicos posibles. Reducir o eliminar el uso de pesticidas en nuestras escuelas proporciona un entorno educativo más saludable y es muy importante teniendo en cuenta los numerosos estudiantes y personal que sean alérgicos a los pesticidas. En muchos casos, el principal método de control de plagas consiste en eliminar los puntos de entrada a nuestros edificios. El Departamento de Operaciones de Instalaciones trabaja en cooperación con un contratista de Operaciones Integrada de Plagas para eliminar estos puntos de entrada cuando se identifican.

## CONTROL DE PLAGAS

A continuación, se describe lo que el personal de la oficina principal y de conserjería de LCPS debe hacer en caso de un problema de plagas, específicamente ratones.

[Proceso para el Libro de Registro de Plagas](#) (situado en la oficina principal de todas las escuelas):

- Personal escolar
  - Notifique todos los avistamientos de plagas, incluida la ubicación Y la fecha, incluidos el día, el mes y el año.
  - Registre todas las plagas capturadas/atrapadas/retiradas de la escuela y la ubicación.
- Empresa de control de plagas
  - Revise todas las entradas introducidas en la escuela para detectar ubicaciones y plagas
  - Registre cada inspección, tipo de inspección y resultado de la inspección
  - Registre todas las medidas correctoras



## Proceso de colocación de trampas

- Las trampas deben cebarse con una pequeña cantidad de mantequilla de cacahuete, lo suficiente para que tengan que "lamerla" para quitársela.
- Las trampas deben colocarse contra la pared, ya que los ratones se desplazan sobre todo por los bordes de una habitación.
- Las trampas deben colocarse después de que los alumnos terminen la jornada.
- Las trampas deben retirarse en las zonas frecuentadas por los alumnos, como las aulas, etc., a primera hora de la mañana.
- Asegúrese de consultar el Libro de Registro todos los días para notificar los avistamientos de plagas.
- Coloque trampas en nuevos lugares a partir de los avistamientos notificados.
- La empresa de control de plagas revisará para asegurarse de que no hay puntos de entrada para los ratones que han sido capturados.
- Los posibles puntos de entrada deben tener una Orden de Trabajo de School Dude presentado por el personal de la oficina principal para sellar / reparar el área.

## Proceso de seguimiento, colocación y cebado de trampas

- Coloque el cebo (mantequilla de cacahuete) y las trampas en zonas donde se hayan visto ratones o sus excrementos.
- Registre todas las trampas colocadas con la ubicación marcada en un plano de la escuela.
- Deje el mapa en la oficina de la conserjería durante la noche para que el conserje de día sepa dónde están y lo retire antes de que lleguen los estudiantes.
- El conserje diurno debe comprobar todas las trampas y deshacerse de los ratones capturados.
- El conserje diurno debe retirar las trampas de las habitaciones que frecuentan los alumnos antes de que éstos lleguen.
- El conserje diurno debe informar al personal de recepción de dónde se han capturado ratones y hacer que lo registren en el Libro de Control de Plagas.
- Siga colocando trampas todos los días, incluidos los fines de semana.
- Solicite más trampas para ratones y cebos al menos una semana antes de que se acaben.

## Responsabilidades

- Departamento de Operaciones de las Instalaciones: es responsable del Programa de Control Integrado de Plagas. Responsable de establecer procedimientos, impartir formación, elaborar un pliego de condiciones para un contrato de control integrado de plagas y actuar como gestor del proyecto del contrato. Responsable de presupuestar los costos anuales del contrato de Control Integrado de Plagas.
- Directores/Administradores de los edificios: son responsables de garantizar que los procedimientos de Control Integrado de Plagas se difundan entre su personal y se sigan en sus escuelas o instalaciones administrativas.
- Personal de la Instalación
  - Se puede solicitar al personal escolar que coloque y supervise trampas para plagas en las escuelas para determinar el número y el tipo de plagas atrapadas. El personal de la escuela debe tener cuidado de no mover ni deshacerse de las trampas de vigilancia. Hay que tener cuidado en la cocina para evitar que el agua contamine las trampas y reduzca su eficacia. En ningún caso las trampas de vigilancia deben ser desechadas por personal distinto de los Conserjes.
  - Las hormigas y otras plagas son frecuentes después de las lluvias. Las plagas entran en los edificios durante los episodios de lluvia en busca de refugio y la mayoría no vuelve después si no encuentra una fuente de alimento. Las hormigas Y las cucarachas seguirán entrando en el edificio si encuentran comida. La mejor solución para estas plagas es eliminar la fuente de alimento y luego limpiar su rastro (con un limpiador/desinfectante normal) desde la comida

hasta el lugar donde entran en el edificio/habitación durante al menos dos o tres días. En las aulas que tienen puertas que dan al exterior, los profesores deben mantener la entrada libre de alfombras y otros muebles, dejando un espacio despejado para que los conserjes puedan lavar el suelo a diario y eliminar cualquier camino que los insectos utilicen para encontrar comida. Si la fuente de entrada es el alféizar de una ventana, éste debe mantenerse despejado para que los conserjes puedan limpiarlo a diario.

- Contratista de control integrado de plagas
  - Responsable de realizar un seguimiento mensual de nuestras escuelas en busca de plagas. Por contrato, estas investigaciones de control se limitan a la zona de la cocina, a un recorrido general por la escuela o las instalaciones administrativas y a cualquier lugar específicamente identificado en el registro de control de plagas de la escuela.
  - El contratista del Control Integrado de Plagas utilizará trampas de pegamento para vigilar la presencia de plagas y atraparlas según proceda. Cuando el programa de vigilancia identifique una plaga o se haya notificado una plaga en el registro de control de plagas, el técnico del contratista investigará si hay puntos de entrada de plagas. Cuando se encuentre un punto de entrada, esta información se comunicará al Departamento de Operaciones de Instalaciones, que enviará a un técnico para eliminar el punto de entrada. El técnico de la empresa de control de plagas también colocará trampas o cebos no tóxicos para capturar las plagas que ya estén dentro del edificio.
  - El Control Integrado de Plagas es un programa cooperativo en el que las Escuelas Públicas del Condado de Loudoun trabajan con el contratista del Control Integrado de Plagas para reducir o eliminar las plagas de nuestras escuelas.

### Vocabulario sobre Control Integrado de Plagas

- **Contratista de Control Integrado de Plagas:** es el contratista responsable de realizar el control rutinario de plagas en las Escuelas Públicas del Condado de Loudoun y de recomendar e implementar métodos para eliminar las plagas que se hayan identificado.
- **Registro de control de plagas:** es un cuaderno situado en cada escuela, normalmente guardado en la oficina principal, donde el personal puede documentar los avistamientos de plagas o las evidencias de plagas. El registro de control de plagas es un documento fuente utilizado durante la inspección mensual de control de plagas.
- **Controles físicos:** cambios o reparaciones realizados en una instalación para eliminar puntos de entrada de plagas. Los controles físicos suelen ser instalados por el Departamento de Operaciones de Instalaciones.
- **Identificación de plagas:** es el proceso de determinar la plaga específica que causa un problema en nuestras escuelas. La identificación es esencial para determinar los métodos que pueden utilizarse para eliminar la plaga. A menudo se utilizan trampas de pegamento para capturar plagas e identificarlas.

### Tolerancia a las plagas

Mientras que algunas plagas son simplemente una molestia, ciertas plagas no serán toleradas en nuestras escuelas y requieren una acción inmediata cuando se identifican. En concreto, se debe informar inmediatamente al Departamento de Operaciones de Instalaciones sobre ratones e insectos picadores que hayan construido nidos cerca de ventanas o puertas. Los avistamientos de estas plagas también deben anotarse en el registro de control de plagas. Estas plagas se comunicarán inmediatamente al contratista de Control Integrado de Plagas, pero el registro de control de plagas a menudo puede proporcionar información más detallada al técnico correspondiente.

## INSPECCIONES A LOS EDIFICIOS

El programa de Inspección a Edificios proporciona dos horas de paga en días no lectivos para que un Conserje revise el edificio en busca de emergencias en las instalaciones. Las revisiones del edificio deben realizarse antes del mediodía de un día no lectivo, incluidos todos los descansos, días laborables de los profesores, vacaciones, etc. Las revisiones del edificio no se pagan si hay una actividad (escolar o comunitaria) dentro de la escuela antes del mediodía de un día no lectivo, ya que la revisión del edificio puede hacerse mientras el personal de conserjería está apoyando las otras actividades programadas. Las dos horas asignadas para la revisión del edificio es la cantidad mínima de tiempo que un empleado no exento de LCPS puede ser llamado a trabajar fuera de las horas normales de trabajo y en la mayoría de las escuelas, no tomará dos horas para realizar las revisiones del edificio. El supervisor puede asignar otros trabajos de limpieza durante este periodo de dos horas cuando sea necesario, pero si el supervisor no asigna ningún trabajo adicional, el Conserje puede marcharse en cuanto termine con el proceso de revisión del edificio, y se le seguirán pagando las dos horas de trabajo. Recomendamos a los supervisores que asignen tareas de limpieza adicionales para que se realicen durante el periodo de dos horas. (A las Academias de Loudoun y Trailside MS se les asignan tres horas para las revisiones de sus edificios debido a las áreas especiales que incluyen.)

## ACTOS ESCOLARES, COMUNITARIOS Y DEL SERVICIO DE PARQUES Y ACTIVIDADES RECREATIVAS (PRCS, por sus siglas en inglés)

### Supervisión de edificio y a lerdo del edificio

Se requiere la supervisión de las instalaciones por parte de un Conserje de LCPS, se esperan y aprueban horas extra (dentro de lo razonable) para todos los eventos de fin de semana/festivos. Es responsabilidad de la organización comunitaria o PRCS proporcionar supervisión de sus patrocinadores. El personal de conserjería de LCPS será programado para eventos al aire libre que utilicen las instalaciones sanitarias de los campos deportivos y todas las actividades bajo techo los 365 días del año, incluyendo días de semana, fines de semana y días festivos. El grado de supervisión por parte del equipo de conserjes consistirá en asegurarse de que los clientes se limitan a las zonas contratadas y vigilar o limitar los daños a la escuela y a la propiedad, así como llamar al número de teléfono de emergencias en caso necesario. Los servicios de conserjería adicionales se prestarán como se indica a continuación.

### Tareas del Conserje en servicio para cubrir actividades

- Se espera que el Conserje en servicio proporcione servicios de limpieza y mantenimiento, mientras que la organización comunitaria anfitriona del evento o PRCS se encargará de la supervisión de sus patrocinadores.
- El Conserje en servicio es responsable de asegurar que todas las áreas estén abiertas, las luces necesarias estén encendidas y el edificio esté listo para su uso al menos 15 minutos antes de la reserva programada.
- El Conserje en servicio debe estar disponible en persona y por radio durante todo el evento y ser accesible o visible para el personal del evento.
- El Conserje en servicio debe llevar una radio y suministrar una radio al representante del grupo.
- Al concluir el evento, el Conserje en servicio es responsable de que todas las luces estén apagadas, las áreas estén aseguradas/cerradas, y que el edificio esté listo para la escuela o para ser usado por la siguiente organización comunitaria o PRCS. No se dejará ninguna tarea de limpieza para el día siguiente.
- El Conserje no es responsable del montaje de eventos no escolares.
  - Esto incluye la colocación de mesas, sillas, carteles o bienes/objetos que pertenezcan al evento.

- Según la solicitud de uso de instalaciones de FS Direct/LCPS, si el administrador de la escuela ha dado permiso para que el evento no escolar utilice sillas/mesas de la escuela, etc., estos artículos deben estar accesibles para la organización comunitaria o PRCS.
- Deberá indicarse a los representantes de la organización comunitaria o PRCS el lugar de almacenamiento de las mesas/sillas, etc., se les proporcionarán los carros adecuados, sacarán el equipo de estos lugares y devolverán todos los artículos a los lugares de almacenamiento después de su acto. Si no se facilita el acceso al lugar de almacenamiento, las mesas/sillas, etc. deberán ponerse a disposición de la organización comunitaria o PRCS para su uso.
- Los representantes de la organización comunitaria o PRCS son responsables de garantizar que la zona que utilicen se devuelva en las mismas condiciones cuando se vayan que cuando empezaron.
  - El Conserje en servicio se asegurará de que el equipo de limpieza esté a disposición de los representantes del evento e incluya: cubos de basura, escobas, recogedores para limpiar pequeños desechos de basura seca.
  - Los representantes del evento son responsables de sacar la basura de las aulas y depositarla en las grandes papeleras colocadas en los pasillos por el Conserje en servicio.
  - Los representantes del evento son responsables de la limpieza entre los pasillos del auditorio/gradas.
- El Conserje en servicio deberá llamar al Centro de Operaciones de Seguridad (SOC) de LCPS al 703-779-8833 o al 911 en caso de emergencia.
- Durante los turnos de eventos, los conserjes cobran todos los descansos. Por ello, no se les permite salir de la propiedad.
- Es aceptable, y alentado por el Departamento de Operaciones de las Instalaciones, que el Jefe de Conserjes asigne tareas y proyectos para el personal de conserjería mientras estén cubriendo el/los evento(s) en cualquier área del edificio/propiedad.

Las escuelas de LCPS forman parte de la comunidad y apoyan a las organizaciones comunitarias sin ánimo de lucro con acceso a la propiedad cuando se aprueba. El Conserje en servicio es un embajador de LCPS. Las organizaciones comunitarias sin ánimo de lucro y PRCS son nuestros clientes y deben ser tratados como nos gustaría que nos trataran si alquiláramos unas instalaciones para nuestra propia familia. Al igual que la escuela se beneficia, el conserje en servicio se beneficia de estas horas extra/adicionales o festivas cuando nuestra escuela se pone a disposición de estas organizaciones.

#### Limpieza después del evento para el conserje en servicio

Se utilizarán protocolos de limpieza para todos los eventos fuera de horario que se hayan programado y aprobado en FSDirect:

- Los conserjes comenzarán a trabajar en el lugar 15 minutos antes de la hora de inicio del evento y no se marcharán hasta que el espacio arrendado esté limpio y vuelva a estar en condiciones normales de funcionamiento.
- Antes del evento, los conserjes se asegurarán de que todas las instalaciones y equipos (baños, mesas, sillas, superficies de alto contacto, etc.) se hayan limpiado/desinfectado con el limpiador desinfectante Virex II.
- Durante el evento, los Conserjes limpiarán/desinfectarán periódicamente (no más de cada hora y media) las zonas reservadas y entre todos los descansos/cambios. Esto incluye todas las zonas comunes que no estén ocupadas por estudiantes o clientes, como baños, superficies de alto contacto (picaportes, encimeras, mesas, sillas, interruptores de la luz, fuentes de agua, etc.), barrer los residuos de los pasillos y baños.

- Una vez que el evento ha comenzado y los estudiantes/visitantes están en sus habitaciones asignadas, los Conserjes deben limpiar/desinfectar todas las superficies de contacto desde la entrada al edificio hasta sus habitaciones.
- El conserje no debe entrar en una zona ocupada con alumnos o clientes presentes para limpiar/desinfectar. A menos que se haya producido un incidente y sea necesaria una limpieza de emergencia (es decir, vómitos, sangre, otros fluidos corporales, o se ha derramado algo) que requiera la limpieza por parte de los servicios de conserjería.
- Al finalizar el evento, el Conserje es responsable de limpiar/desinfectar a fondo todas las mesas, sillas, baños, superficies de alto contacto con el limpiador desinfectante Virex II y luego rociar las superficies con Virex II con suficiente solución para mantenerlas húmedas durante 10 minutos; trapear los pasillos y otras áreas utilizadas con Virex II 256. Asegúrese de que los conserjes dispongan de tiempo suficiente para limpiar y desinfectar correctamente todas las zonas utilizadas para el evento.
- Después de limpiar/desinfectar las mesas y sillas, el Conserje apilará y guardará todas las mesas, sillas, equipos, etc., propiedad de la escuela y los colocará en las áreas de almacenamiento.
- Si el evento termina al final del día/de la noche, asegúrese de que todas las luces estén apagadas, las áreas cerradas y que el edificio esté preparado y listo para la escuela a la mañana siguiente. No se deben dejar tareas de limpieza para el día siguiente.
- Los representantes de las organizaciones comunitarias, incluidas PRCS, YMCA y CASA, son responsables de asegurarse de limpiar las áreas ocupadas con el limpiador/desinfectante proporcionado por LCPS durante todo el evento.
- Los representantes de las organizaciones comunitarias recibirán material de limpieza de LCPS, como escobas y recogedores. La botella de spray limpiador/desinfectante (Virex II 256) y las toallitas de papel sólo se distribuyen si el personal ha realizado la formación en línea.
- Deben suministrarse cubos de basura para cada sala.

### Instrucciones generales

- Los conserjes deberán ser visibles y accesibles para el grupo.
- El conserje llevará una radio bidireccional y entregará una a los representantes de la organización comunitaria para que la utilicen.
- El conserje debe llevar los uniformes proporcionados por LCPS o ropa de ambiente escolar mientras trabaja en los eventos y su identificación de LCPS
- No se permite la entrada de comida ni bebida en el auditorio, las aulas, la biblioteca o los gimnasios.
- Los Conserjes deben llamar a LCPS SOC al 703-779-8833 para cualquier emergencia relacionada con la escuela sólo después de las 4:00 p.m. en días laborables o en cualquier momento durante los fines de semana y días festivos.

### PROCESO DE SOLICITUD DE TRABAJO

Las solicitudes de trabajo son enviadas por el personal designado en cada centro escolar o administrativo a través de SchoolDude (el programa de envío de solicitudes de trabajo de la intranet). La solicitud es evaluada por el Supervisor de Operaciones de Instalaciones y el Empleado de Control del Mantenimiento. A continuación, se determina si la solicitud se convertirá en un proyecto, tras recibir una orden de trabajo válida, o si se devolverá al remitente con una explicación de por qué no se puede llevar a cabo su solicitud. Una vez aprobada la solicitud como orden de trabajo, se envía al Supervisor de Mantenimiento y Operaciones de Instalaciones correspondiente. El supervisor prioriza la orden de trabajo en relación con el resto de órdenes de trabajo recibidas. El supervisor debe evaluar la orden de trabajo para determinar si es necesario pedir piezas o materiales antes de asignar la orden de trabajo a un técnico. En caso afirmativo, se solicitan las piezas. Una vez finalizada esta evaluación, la orden de trabajo se asigna al técnico adecuado y se programa para su realización.

Una vez finalizado el trabajo por parte del técnico, la orden de trabajo es revisada y firmada por el personal de la oficina escolar indicando su satisfacción con el trabajo. Una vez completada, la orden de trabajo se devuelve al supervisor que la asignó y, a continuación, al Empleado de Control del Mantenimiento para su cierre.

## PROGRAMA DE RECICLAJE

El reciclaje de materiales de uso común es un procedimiento adoptado para ayudar a preservar nuestros recursos naturales y reducir los residuos que van a parar al vertedero de nuestro condado. LCPS cuenta con un programa de reciclaje desde 1991.

LCPS recicla actualmente los siguientes productos en todas nuestras instalaciones: cartón, latas de aluminio, botellas de plástico, latas bimetálicas, papel blanco y de color, periódicos y tubos fluorescentes.

### Responsabilidades

- Departamento de Operaciones de las Instalaciones: es responsable del Programa de Reciclaje y de establecer procedimientos, proporcionar formación y asesoramiento para establecer o mejorar las actividades de reciclaje en las escuelas, desarrollar asociaciones de reciclaje con empresas privadas de reciclaje, proporcionar contenedores para la recogida de materiales reciclables en las escuelas e instalaciones administrativas, proporcionar la recogida de productos básicos de reciclaje en las escuelas e instalaciones administrativas. Responsable del presupuesto de los costos anuales de reciclaje.
- Directores/Administradores de los edificios: son responsables de la aplicación del programa de reciclaje en su centro escolar o instalación. Son responsables de garantizar que los productos reciclables se recojan de acuerdo con los procedimientos establecidos y se mantengan en un estado no contaminado. Coordinan la formación de los estudiantes y del personal con el director del programa.

### Recoger

El Departamento de Operaciones de las Instalaciones proporciona varios estilos diferentes de contenedores para la recogida de material reciclable.

- Contenedores de basura para aulas y oficinas: cada escuela dispone de un contenedor azul de reciclaje en cada aula y oficina para la recogida de artículos reciclables.
  - Los artículos reciclados pueden mezclarse en el mismo contenedor de reciclaje.
  - Cada escuela/edificio debe ser diligente para evitar la contaminación de los materiales destinados al reciclaje con basura de cualquier tipo. LCPS transfiere los materiales para reciclar por camión a un agente de reciclaje y no aceptarán materiales reciclables que estén contaminados con basura. Si el agente de reciclaje rechaza la carga, todo el camión se envía al vertedero.
  - Los conserjes transferirán el contenido de los contenedores de las aulas y oficinas a los contenedores exteriores cada día, inspeccionando todos los materiales para asegurarse de que no hay basura mezclada.
  - Los conserjes no clasificarán los artículos de los contenedores de reciclaje, si un contenedor de reciclaje contiene basura el contenedor será tratado como basura.
- Contenedores de basura de la cocina
  - Todas las cocinas dispondrán de un contenedor para recoger los envases de plástico y metal reciclables. Todos los materiales deben lavarse o enjuagarse antes de depositarlos en el contenedor de reciclaje.
  - El personal de cocina es responsable de trasladar el contenido de los contenedores de cocina a los contenedores exteriores.
  - La escuela debe ser diligente para evitar que el aluminio, el bimetálico y el plástico se



contaminen con basura o cualquier otro material extraño. Si los materiales reciclables se recogen en bolsas de plástico, deben vaciarse de éstas cuando se depositen en el contenedor de reciclaje. No debe haber bolsas de plástico en el contenedor de reciclaje.

- Cada escuela debe ser diligente para evitar la contaminación de los materiales destinados al reciclaje con basura de cualquier tipo. LCPS transfiere los materiales para reciclar por camión a un agente de reciclaje y no aceptarán materiales reciclables que estén contaminados con basura. Si el agente de reciclaje rechaza la carga, todo el camión se envía al vertedero.
- Contenedores exteriores: se ha proporcionado a cada escuela o edificio un gran contenedor verde para acumular el material reciclable en la escuela. Los contenedores están claramente etiquetados indicando que todos los materiales reciclables son aceptados en ese contenedor.
  - El Departamento de Operaciones de Instalaciones vaciará los contenedores cada dos semanas, transportando los materiales reciclables a las instalaciones del agente de reciclaje.
  - Si el contenedor se llena entre una recogida y otra, el centro escolar puede enviar una Orden de Trabajo de SchoolDude para una recogida fuera de ciclo.

## Procedimientos

Se seguirán los siguientes procedimientos para garantizar la recogida y eliminación ordenada del material reciclable y maximizar la cantidad de material reciclado.

- Papel, cartón pequeño, latas de metal y plástico: se han colocado contenedores de reciclaje de plástico azul en todas las aulas y oficinas para que los alumnos y el personal recojan los materiales de reciclaje mezclados.
- Cajas de cartón: todas las cajas de cartón se romperán para que queden planas y el personal las depositará en los lugares designados de la escuela. Los Conserjes recogerán las cajas de cartón aplastadas y las depositarán en el contenedor de reciclaje. Es imprescindible aplanar las cajas antes de depositarlas en el contenedor

## Tubos fluorescentes y reciclaje de bombillos

LCPS recicla todas sus lámparas fluorescentes y bombillos usados en todas las escuelas e instalaciones de apoyo. Nuestro procedimiento actual utiliza un dispositivo que LCPS compró para aplastar las lámparas y bombillas en nuestro Edificio de Operaciones de Instalaciones en Leesburg ahorrando en cartón, costos postales y eliminando la posibilidad de rotura durante el envío.

### Procedimientos

- Paso 1. Guarde las cajas de las lámparas y coloque las lámparas gastadas o estropeadas en la misma caja en la que se enviaron las nuevas y marque DEVOLVER en la caja.
- Paso 2. Coloque la caja en o cerca del área donde se almacenan sus suministros principales, o en/cerca de la oficina de conserjería.
- Paso 3. Cuando el Departamento de Operaciones de las Instalaciones lleva los suministros de limpieza y mantenimiento a su edificio, el técnico encargado de la entrega recogerá las lámparas viejas y las devolverá al Departamento de Operaciones de las Instalaciones para su trituración y reciclaje.

## LIMPIEZA Y CUIDADO DE LAS PIZARRAS

Se están instalando pizarras de rotuladores blancos en los colegios nuevos y en los antiguos para sustituir a las viejas pizarras de tiza. Si no se limpian correctamente las pizarras de borrado en seco, la superficie perderá brillo y será más difícil eliminar los rotuladores de borrado en seco. Se producirá un efecto fantasma, es decir, un leve remanente del marcador, que reducirá la eficacia de la pizarra.

Todas las pizarras de borrado en seco deben limpiarse siguiendo los siguientes procedimientos:

- Todos los días, limpie bien la superficie con agua o con limpieza cristales. Utilice sólo paños de microfibra para limpiar las pizarras blancas.
- Mantenimiento rutinario:
  - Utilice únicamente rotuladores de borrado en seco.
  - No utilice bolígrafos ni otros instrumentos puntiagudos en las pizarras.
  - No utilice limpiadores abrasivos.
  - No utilice almohadillas verdes en las pizarras de borrado en seco.
  - No utilice toallitas de papel en las pizarras de borrado en seco.

## COSAS QUE LOS CONSERJES DEBEN HACER PARA AHORRAR ENERGÍA

- Cuando el Conserje diurno llegue por la mañana, encienda sólo las luces suficientes para realizar las tareas matutinas. No encienda las luces que no sean necesarias.
- No encienda las luces de los despachos, las aulas, los gimnasios, el auditorio, la cafetería o la biblioteca. Deje que el personal que utilice esas zonas encienda las luces de las mismas.
- Compruebe todas las luces exteriores cada mañana y apáguelas si es necesario.
- Encienda las luces cuando las zonas estén ocupadas. Deje las luces apagadas cuando las zonas estén desocupadas.
- Manténgase alerta durante todo el día, apague las luces de las zonas desocupadas.
- Encienda las luces de los pasillos sólo cuando haya profesores y alumnos en el edificio. Apagamos las luces de los pasillos en cuanto dejan de ser necesarias.
- Encienda sólo las luces de la habitación que se está limpiando. Apague las luces cuando se vaya.
- Cierre todas las ventanas que hayan quedado abiertas.
- Apague todas las lámparas, radios, monitores de ordenador, plastificadoras, televisores y otros equipos innecesarios que se hayan quedado encendidos.

## PROCEDIMIENTOS DE EMERGENCIA FUERA DEL HORARIO LABORAL

A medida que aumenta el número de centros escolares, también aumenta el número de emergencias fuera de horario. Para garantizar una operaciones ordenada y eficaz de las emergencias fuera de horario, se ha creado un Programa de Supervisor de Operaciones de Instalaciones de guardia. Todas las emergencias en las instalaciones escolares o administrativas se comunican al centro de despacho de emergencias (SOC) de LCPS, que funciona las 24 horas del día. Todos los días del año se designa a un Supervisor de Operaciones de Instalaciones de guardia específico, responsable de atender las emergencias fuera del horario laboral.

### Qué es una emergencia en las instalaciones?

Las emergencias en las instalaciones son cualquier situación que afecte a la seguridad de la escuela o del edificio administrativo; o en la que sea necesaria una acción correctiva para evitar la pérdida de vidas, lesiones personales o daños a la propiedad. Las emergencias incluyen, entre otras, fugas de tuberías, pérdida de energía eléctrica, avería de equipos de refrigeración, goteras en el tejado, ventanas rotas y cerraduras exteriores rotas o que no funcionan. El fallo del sistema de calefacción o aire acondicionado para un evento programado se considera normalmente una emergencia, pero puede producirse en condiciones de frío extremo.

El fallo de los sistemas de alarma contra incendios se comunicará al Supervisor de Seguridad, que aplicará los procedimientos de seguridad contra incendios de LCPS.



## Proceso de emergencia fuera de horario

Las emergencias en las instalaciones de las Escuelas Públicas del Condado de Loudoun se comunicarán al Despachador SOC de LCPS al 703-779-8833. El Despachador del SOC obtendrá el nombre de la persona que reporta la emergencia, la escuela desde la cual está llamando, la naturaleza de la emergencia, y un número de teléfono en el cual puede ser localizado. Aconsejarán a la persona que llama que permanezca al teléfono hasta que le llame el Supervisor de Operaciones de Instalaciones de guardia. El Operador se pondrá inmediatamente en contacto con el supervisor de operaciones de las instalaciones de guardia y le transmitirá la información relativa a la emergencia.

El Supervisor de Operaciones de las Instalaciones de guardia se pondrá inmediatamente en contacto con la persona que haya informado de la emergencia para obtener información más detallada sobre la misma. El Supervisor de Operaciones de las Instalaciones de guardia será responsable de determinar si una emergencia notificada requiere una corrección inmediata, o si la corrección puede retrasarse hasta el siguiente día laborable. Si la situación debe corregirse inmediatamente, el supervisor informará a la persona que notifica la emergencia de que el supervisor de guardia de las instalaciones responderá personalmente, o se encargará de que responda un técnico del Departamento de Operaciones de las Instalaciones o el contratista de servicios adecuado. El Supervisor de Operaciones de las Instalaciones se mantendrá al corriente del estado de la reparación hasta que se corrija la situación. El Despachador del SOC será informado del estado de las reparaciones de emergencia.

El Supervisor de Operaciones de Instalaciones de guardia también notificará la emergencia a los Supervisor de Mantenimiento y Operaciones de Instalaciones, a los miembros del Personal Superior y al Director/Administrador del Edificio y los mantendrá informados del progreso en la corrección de la emergencia.

## Teléfonos de emergencia

- Departamento de Operaciones de Instalaciones. 6:30 a.m. – 4:00 p.m. :571-252-2960
- Emergencias fuera del horario de trabajo. 703-779-8833 o 571-252-1700

## PROBLEMAS Y QUEJAS SOBRE EL PERSONAL DE CONSERJERÍA

Si surgen problemas en un edificio escolar o administrativo, el conserje debe:

- Paso 1. Informar del problema al Jefe de Conserjes.
- Paso 2. Si el problema no puede resolverse o tiene que ver con el Jefe de Conserjes, debe remitirse al Director/Administrador del Edificio.
- Paso 3. Si el problema se produce fuera del horario de oficina y no hay ningún administrador o Jefe de Conserjes disponible, póngase en contacto con el Jefe Principal de Conserjes de su zona.
- Paso 4. Si el Jefe de Conserjes de su zona no está disponible o no responde en un plazo razonable, llame a otro Jefe de Conserjes.
- En caso de urgencia, llame siempre al número de urgencias fuera del horario laboral.

En cualquier momento, si el conserje tiene un problema de personal, puede ponerse en contacto con Recursos Humanos y Desarrollo de Talentos de LCPS.

## INFORMACIÓN DE CONTACTO IMPORTANTE - Voz/Texto, Correo electrónico

Jefe Principal de Conserjes	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
Coordinador de Servicios de Limpieza y Mantenimiento	Kevin Primeau	571-233-9931	kevin.primeau@lcps.org
Supervisor de Operaciones de Limpieza y Mantenimiento	Brian Hoover	571-252-2960	brian.hoover@lcps.org
Oficina de Equipamiento	Susan Lynn	571-252-2960	susan.lynn@lcps.org
Oficina de Equipamiento	Norys Schmitt	571-252-2960	norys.schmitt@lcps.org



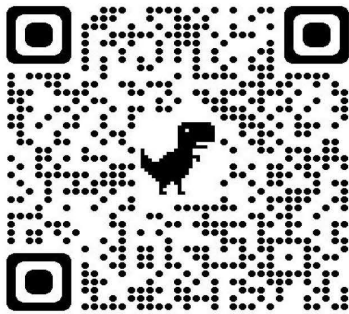
**Buscar indicaciones (primera vez)**  
Escanear para indicaciones (primera vez)



**Buscar indicaciones (usuario habitual)**  
Escanear para indicaciones (Usuario habitual)



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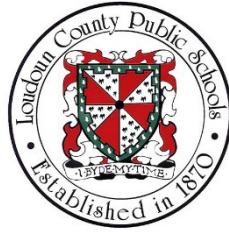


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# Loudoun County Public Schools Custodial Handbook



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## 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](http://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.

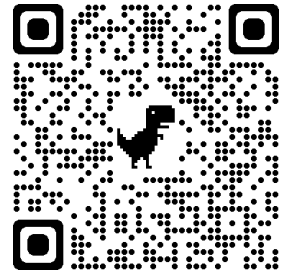
## FACILITIES OPERATIONS – PRINCIPAL/BUILDING ADMINISTRATOR RESPONSIBILITIES

<b>STAFFING</b>	
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
<b>TIMECARDS</b>	
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
<b>LEAVE APPROVAL</b>	
Head Custodians	Principal/Building Administrator
Custodians	Principal/Building Administrator
Substitute Custodians	Facilities Operations
Athletic Custodians	School Administration
Custodian Apprentices	Facilities Operations
<b>EVALUATIONS</b>	
Head Custodians	Principal/Building Administrator
Custodians	Principal/Building Administrator
Substitute Custodians	Facilities Operations
Athletic Custodians	School Administration

<b>DISCIPLINE/PERFORMANCE</b>	
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
<b>OTHER FUNCTIONS</b>	
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
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- Uniforms & shoes
- Great training

APPLY AT [WWW.LCPS.ORG](http://WWW.LCPS.ORG) , CAREERS & SEARCH FOR CUSTODIAN APPRENTICE OR PS2628





TAB

8





**ASBESTOS AWARENESS  
TRAINING MANUAL**

**LOUDOUN COUNTY PUBLIC SCHOOLS**

Leesburg, Virginia

**PREPARED BY**

**LOUDOUN COUNTY PUBLIC SCHOOLS**

**Facilities Services**

**1002c Sycolin Road**

**Leesburg, Virginia 20175**

**(571) 252-2960**

# ASBESTOS AWARENESS TRAINING MANUAL

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# **ASBESTOS AWARENESS TRAINING MANUAL**

## **INTRODUCTION**

This Asbestos Awareness Training Course is being presented to increase your level of awareness of asbestos-containing materials (ACM) in your work place. Increased awareness and education about asbestos-containing materials in the workplace reduces the likelihood of accidental or uncontrolled intentional disturbance of these materials or the release of asbestos fibers into the air.

The material of this training course is presented in eight sections:

1. Background Information on Asbestos
2. General Location and Types of ACM in the Facilities
3. Health Effects of Asbestos Exposure
4. Housekeeping Requirements
5. Maintenance Requirements
6. Facility Asbestos Policy
7. Recognition of Damaged ACM
8. Proper Response to Fiber Release Episodes/Emergency Response

The purpose of this training program is to provide facility employees with information about asbestos-containing materials, health effects of exposure to asbestos fibers and your employer's Asbestos Policies. This information will allow employees to recognize materials and situations that require protective actions and responses to protect the employee and others.

Notes:**ASBESTOS FIBERS**

- **Asbestos** is a general name for a group of magnesium-silicate minerals that naturally occur as seams and veins of long, thin **fibers**.
  - The fibers that can be seen with the naked eye are actually bundles of smaller fibers that are less than one micron in diameter.
  - Asbestos fibers tend to break down into thinner and thinner fibers, until the fibers are invisible to the naked eye and require a transmission electron microscope to see them.
  - Asbestos fibers have the following general properties:
    - High tensile strength
    - Fire resistance
    - Good heat and electrical insulating capability
    - Chemical resistance
  - Asbestos is and was used in the manufacture of:
    - o Sprayed-on/troweled-on fireproofing
    - o Sprayed-on acoustical finishes
    - o Ceiling tiles
    - o Thermal system insulation (pipe and equipment insulation)
    - o Floor tiles and sheeting
    - o Roof felts and mastics
    - o Asbestos cement sheets and pipes
    - o Mastics and adhesives
    - o Paints, caulks, gaskets, and packings
    - o Heat-resistant clothing
    - o Brake and clutch linings
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Notes:

ASBESTOS MINING AND MILLING

- Asbestos has been mined throughout the world, wherever the concentration of asbestos veins in underground rock formations has been heavy enough (U.S., Canada, South Africa, and Russia)
- Asbestos is no longer mined in the U.S.
- Canada has large, open-pit asbestos mines that have supplied almost 85 percent of the asbestos used in the U.S.
- Asbestos ore is taken from the mine to a mill where the asbestos fibers are separated from waste rock
- Asbestos fibers are classified, packaged, and shipped to manufacturers to be made into **asbestos-containing materials (ACM)**

Notes:**ASBESTOS MINERALS**

The term "Asbestos" refers to two groups of minerals:

**☐ SERPENTINE GROUP**

**Chrysotile asbestos** (white asbestos) is the most common type of asbestos, making up nearly 95 percent of the asbestos used in the U.S. It is very resistant to heat and has been sprayed on various building components as insulation and fireproofing. Chrysotile fibers are long and very flexible and, as a result, have been used to make fireproof clothing, as well as other textiles.

**☐ AMPHIBOLE GROUP**

**Amosite asbestos** (brown asbestos) has not been used as much as chrysotile, mainly because it has a lower tensile strength than chrysotile. It is often found in insulation materials on pipes, boilers and mechanical systems, though these are not its only uses. Amosite asbestos sheds water quickly and is difficult to keep wet. This means that it is harder to prevent the fibers from becoming airborne, thus, amosite poses particular problems during maintenance, repair and removal operations.

**Crocidolite asbestos** (blue asbestos) fibers are generally shorter and more brittle than chrysotile fibers. However, crocidolite has a very high tensile strength, and therefore, is used primarily in asbestos cement products. The excellent chemical resistant properties of crocidolite have also made it useful in corrosion resistant packings and other similar applications. Like Amosite, Crocidolite does not wet well with water and controlling airborne fibers is difficult.

**Anthophyllite, Tremolite and Actinolite asbestos** - Not commercially used, typically found in materials as a contaminant.

**Notes:****ASBESTOS-CONTAINING MATERIALS**

From the early 1900's until the late 1970's, asbestos was commonly used in a variety of building materials. Although some buildings have been renovated to remove these asbestos-containing materials (ACM), many buildings still contain significant amounts of ACM which can pose a health hazard if not properly handled. In addition, asbestos is still found in a few types of new construction materials and products.

**REGULATORY DEFINITIONS OF ACM**

**ACM:** Asbestos-containing material (ACM) is defined as any material that contains *more than one percent asbestos*. EPA and OSHA have divided ACM into the following three categories.

- **Surfacing Material** - Material that is sprayed-on, troweled-on or otherwise applied to surfaces (such as acoustical plaster on ceilings and fireproofing materials on structural members or other materials on surfaces for acoustical, fireproofing and other purposes).
- **Thermal System Insulation (TSI)** - Material applied to pipes, fittings, boilers, breeching, tanks, ducts, or other structural components to prevent heat loss or gain.
- **Miscellaneous Material** - Material other than surfacing material or TSI including among other things floor tile, ceiling tile, roofing products and gasket materials.

**PRESUMED ACM (PACM):** Thermal system insulation and surfacing material found in buildings constructed before 1981. Also, resilient flooring material installed before 1981. The PACM designation can be rebutted through testing using the EPA AHERA survey protocol.

**Notes:**

**SUSPECTED ACM:** Materials in buildings constructed after 1980 or materials installed after 1980 that have not been identified as ACM, but that are believed, for whatever reason, to contain asbestos. Also, materials other than surfacing materials, TSI and resilient flooring material in buildings constructed before 1981 or installed before 1981 that have not been identified as ACM, but that are believed to contain asbestos. The suspected ACM designation can also be rebutted through testing using the EPA AHERA survey protocol or other alternative survey methods.

**FRIABLE ACM:** ACM, that when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

- Friable materials, such as fireproofing and acoustical plaster, are more likely to release airborne asbestos fibers than non-friable materials.
- Includes **non-friable** material that has been **damaged** or made friable by mechanical or chemical action.

**NON-FRIABLE ACM:** ACM, that when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.

- Non-friable materials, such as floor tiles and cement asbestos sheets, are not likely to release airborne asbestos fibers unless they are damaged by such activities as sawing, sanding, cutting, improper polishing, or breaking.

**REBUTTAL CRITERIA:** As briefly discussed above, it is possible to rebut the presumption that PACM or suspected ACM contain asbestos. However, specific procedures set forth in the OSHA General Industry and Construction Industry standards must be followed to do so. Generally, these procedures require that materials be surveyed in accordance with EPA's AHERA survey protocol to determine asbestos content.

Notes:

**ACM, PACM AND SUSPECTED ACM**

As noted above, ACM, PACM and suspected ACM are three different categories of materials. However, under this facility's Operations and Maintenance Program, ACM, PACM and suspected ACM are all treated and handled in the same manner. Therefore, for the purposes of this training program, any further references to the term ACM shall include all three categories, ACM, PACM and suspected ACM, except as noted otherwise.

Notes:

**BUILDING ASBESTOS SURVEY**

A building asbestos survey has been performed at the school facilities by an accredited asbestos consultant. The results of these surveys include an Asbestos Material Inventory for the facilities.

**NOTE: As discussed in the previous section, it is possible to rebut the presumption that PACM or suspected ACM contain asbestos. Generally, this would require that materials be surveyed in accordance with EPA's AHERA survey protocol to determine asbestos content.**

Furthermore, if anyone notices materials suspected of being ACM that are not currently listed on the inventory, report this information immediately to the Building Asbestos Contact Person (BACP).

**TYPICAL SUSPECT ACM MATERIALS**

Following is a brief listing of some of the most common materials found to contain asbestos.

- SURFACING MATERIALS
  - Fireproofing
  - Acoustical Ceiling and Wall Finishes
  - Sprayed-on Insulation
  
- THERMAL SYSTEM INSULATION
  - Pipe Insulation
  - Equipment Insulation
  - Boiler/Breeching Insulation
  - Flue Insulation
  - HVAC Duct Insulation



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Notes:

MISCELLANEOUS MATERIALS

- Floor Tile/Sheeting and Associated Mastics
- Ceiling Tiles
- Mastics, Caulking, Glazing, and Putties
- Gaskets and Packing Material
- Cement Pipes, Siding and Wallboard
- Chalk Boards
- Plaster Materials
- Cooling Tower Components
- Electrical Wiring Insulation
- Brake and Clutch Linings
- Fire Blankets and Curtains
- Wallboard Materials
- Roofing Shingles, Felts and Mastics

**Specific information regarding the known locations of ACM should be available in each school's administrative office.**

The following asbestos-containing materials have been identified in Loudoun County Public School Facilities:

THERMAL SYSTEM INSULATION

Thermal system insulation in the form of pipe insulation, mudded joint packings, and/or boiler insulation was found in the following schools:

- Catoctin Elementary School
- Guilford Elementary School
- Sterling Elementary School
- Sugarland Elementary School
- Sully Elementary School
- Douglass Community School
- Middleburg Elementary School
- Loudoun Valley High School
- Valley Service Center
- Round Hill Center

Note: Asbestos-containing pipe insulation is assumed to be present behind walls and above enclosed ceilings in the aforementioned schools, and in the schools listed on page 10.

## SECTION 2.0

## LOCATION OF ACM IN THE FACILITIES

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### Notes:

#### □ MISCELLANEOUS MATERIAL

Vinyl asbestos floor tiles in various colors and the associated mastic, other mastics, flex duct connectors, wiring insulation, and fire doors were found in the following facilities:

- Aldie Elementary School
- Banneker Elementary School
- Blue Ridge Middle School
- Broad Run High School
- C.S. Monroe Tech Ctr
- Douglass Community School
- Emerick Elementary School
- Guilford Elementary School
- Hamilton Elementary School
- Hillsboro Elementary School
- J. L. Simpson Middle School
- Leesburg Elementary School
- Lincoln Elementary School
- Loudoun County High School
- Loudoun Valley High School
- Lovettsville Elementary School
- Lucketts Elementary School
- Meadowland Elementary School
- Middleburg Elementary School
- Park View High School
- Rolling Ridge Elementary School
- Round Hill Training Center
- Seneca Ridge Middle School
- Staff Training Center
- Sterling Middle School
- Sterling Elementary School
- Sugarland Elementary School
- Sully Elementary School
- Waterford Elementary School

Asbestos-containing mastics were found on the HVAC insulation in the following schools:

- Park View High School
- Lucketts Elementary School
- C. S. Monoroe Tech Ctr

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## SECTION 3.0 HEALTH EFFECTS OF ASBESTOS EXPOSURE

### Notes:

#### DISEASES RELATED TO ASBESTOS EXPOSURE

- Asbestos is hazardous when it is **inhaled**. When inhaled, it can cause disabling and fatal respiratory diseases.
- The **lungs** and the **digestive tract** are primarily affected by exposure to airborne asbestos fibers.
- Exposure to airborne asbestos fibers is related to the following **cancerous** and **noncancerous** diseases:

#### **CANCEROUS DISEASES:**

**Lung cancer** - cancer of the lung tissue. Lung cancer is one of the most common and most serious health effects of asbestos exposure. Symptoms include shortness of breath, constant coughing, feeling tired and weak, deep chest pain, coughing up blood, and weight loss.

Pleural or Peritoneal **Mesothelioma** - rare, but deadly, cancer of the linings around the lungs (Pleura) or the abdomen (peritoneum). Symptoms include (for pleural mesothelioma) shortness of breath, dull chest pain under the ribs, swelling in the chest; and (for peritoneal mesothelioma) swollen stomach, stomach pain, and weight loss.

**Other Cancers** - larynx, stomach, and colon cancers are the least common cancers caused by asbestos exposure.

**Notes:** **NONCANCEROUS DISEASES:**

**Asbestosis** - scarring in the lungs caused by the inhalation of asbestos fibers. This scarring takes place in the alveoli or air sacs of the lungs. As this disease progresses, it can severely hinder the transfer of oxygen and carbon dioxide. The scarring also increases the risk of lung cancer. Symptoms include shortness of breath, dry cough, tiring easily, tightness or pain in the upper chest or back, and clubbed fingers.

**Pleural Plaques** - thickening of the pleura; may adversely affect lung function.

**Pleuritis** - production of fluid from the pleura; may adversely affect lung function.

**Pleural Thickening** - may be derived from confluence of pleural plaques or extension of lung scarring; may adversely affect lung function.

**DOSE-RESPONSE RELATIONSHIP**

Generally, asbestos exposure related diseases have a clear dose-response relationship between asbestos exposure and development of the disease. “Dose-response” means that the greater the asbestos exposure (number of fibers inhaled or digested) and the longer the exposure takes place (dose), the more likely it is that a disease (response) will develop. One notable exception is **Mesothelioma**, which has no apparent dose-response relationship and even low levels of asbestos exposure can cause this disease.

## SECTION 3.0 HEALTH EFFECTS OF ASBESTOS EXPOSURE

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### Notes:

#### LATENCY PERIODS OF ASBESTOS-RELATED DISEASES

Latency period means the length of time between exposure to asbestos and the appearance of symptoms of a disease. As noted below, the latency periods for all asbestos-related diseases exceed several years.

- **LUNG CANCER** - 30+ years (dose-related response), occurrence increases with smoking
- **MESOTHELIOMA** - 30+ years, not affected by smoking
- **ASBESTOSIS** - 15 to 20 years (dose-related response), occurrence increases with smoking
- **PLEURAL PLAQUES** - 15+ years (dose-related response), occurrence increases with smoking
- **PLEURITIS** - 7 to 15 years (dose-related response), occurrence increases with smoking
- **PLEURAL THICKENING** - 15+ years (dose-related response), occurrence increases with smoking

Due to the extended latency periods, persons exposed to asbestos will not notice any immediate health effects from working with asbestos. Accordingly, it is important for all workers who come into contact with asbestos to take special precautions (which will be described in later sections of this course) even though they notice no ill effects from working with asbestos.

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## SECTION 3.0 HEALTH EFFECTS OF ASBESTOS EXPOSURE

### Notes:

#### SMOKING AND THE RISK OF LUNG CANCER

Individuals who smoke and who are exposed to asbestos have a greatly increased risk of developing lung cancer. Non-smoking persons exposed to industrial concentrations of asbestos have about a five times increased risk of developing lung cancer over a non-smoker who does not work with asbestos. A smoker who does not work with asbestos has about ten times increased risk of developing lung cancer over a non-smoker who does not work with asbestos. Together, these two exposures (asbestos and smoking) multiply, so that a smoker who also works with asbestos is more than fifty times more likely to contract lung cancer than the normal population.

The main reason for the multiplicative effect between asbestos exposure and smoking is that smoking paralyzes the body's natural defense mechanisms that work to prevent contaminants, such as asbestos fibers, from entering the lungs.

<u>TYPE OF PERSON</u>	<u>LUNG CANCER RISK FACTOR</u>
Non-smoker, not exposed to asbestos	1
Non-smoker, exposed to asbestos	5x
Smoker, not exposed to asbestos	10x
Smoker, exposed to asbestos	<b>50x to 90x</b>

#### SELF-HELP SMOKING CESSATION PROGRAM

Smoking cessation information and program material are available from a number of different public health programs. Refer to Appendix A for more information.

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## SECTION 4.0

## HOUSEKEEPING REQUIREMENTS

### Notes:

### HOUSEKEEPING-RELATED ACTIVITIES

Housekeeping-related activities performed in areas that contain ACM are regulated under the OSHA General Industry Standard (29 CFR 1910.1001) and Construction Standard (29 CFR 1926.1101).

Typical housekeeping activities in areas that contain ACM and that are covered under the standards include the following:

- **Floor care work** - polishing and stripping finishes on ACM flooring material.
- **Custodial or clean-up work** - dusting surfaces, vacuuming carpets, and cleaning up debris and accompanying dust in an area containing ACM. Also changing light bulbs or replacing smoke alarm batteries in a ceiling containing ACM is considered custodial work.

While the majority of the typical housekeeping activities performed by personnel at the facility can be performed without handling or disturbing ACM (such as dusting or mopping ACM flooring material, removing carpet over ACM floor tile, changing a light bulb in a fixture attached to a suspended ACM tile ceiling, and vacuuming carpet in room with no visible debris and the only ACM is located above a suspended ceiling), certain activities that are likely to disturb ACM are prohibited (see the following prohibited activities list).

To be able to perform these prohibited activities with facility personnel, several additional regulatory programs would



need to be in effect at the facility such as an employee medical surveillance program, comprehensive asbestos training programs, personal protective equipment and respiratory protection programs, and employee exposure monitoring program.

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## SECTION 4.0 HOUSEKEEPING REQUIREMENTS

### Notes:

#### **PROHIBITED ACTIVITIES**

Personnel are prohibited from performing the activities noted below. All activities listed below as well as any intentional handling or disturbance of ACM shall be performed by a licensed asbestos abatement contractor.

#### **Prohibited Housekeeping Activities:**

- Sanding, dry stripping and use of highly abrasive stripping/buffing pads on ACM flooring materials.
- Cleaning up debris and accompanying dust in areas containing accessible friable ACM, or visibly deteriorated ACM. For example, dust and debris located directly beneath a damaged area of ACM ceiling texture or pipe insulation would indicate that the dust and debris contain or are contaminated with ACM. Therefore, cleaning up this dust and debris would disturb asbestos.
- Any other activities that disturb ACM.
- Any intentional handling or disturbance of ACM.

#### **CARE OF ACM FLOORING MATERIAL.**

Housekeeping personnel shall use the following procedures when performing floor care activities.

- Sanding of ACM flooring material is prohibited.
- Stripping of finishes on ACM flooring material shall be conducted using low abrasion pads at speeds lower than 300 rpm and wet methods.

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## SECTION 4.0

### Notes:

## HOUSEKEEPING REQUIREMENTS

- Burnishing or dry buffing may be performed only on ACM flooring material that has sufficient finish so that the pad cannot contact the ACM.
- Non-asbestos-containing floor covering materials may be installed over existing flooring materials as long as the existing material is not disturbed or removed.
- Repair or removal of ACM flooring material is prohibited, except gluing a whole tile back in place.

## ASBESTOS WORK ACTIVITIES

Loudoun County Public Schools' asbestos policies require that housekeeping personnel do not handle or disturb ACM. It is important to understand that the handling or disturbance of ACM triggers additional OSHA requirements for specialized programs, training and equipment to be in place at the facility. For example, these requirements include:

- Engineering controls (HEPA filtered vacuums, work area enclosures, and diminished air machines)
- Special work practices (Wet methods, no visible emissions, and HEPA filtered equipment)
- Respiratory protection program (Respirator manual, respirators, and respirator fit-testing and training)
- Protective work clothing and equipment (Disposable head covers, coveralls, gloves, and boots)
- Hygiene facilities (decontamination facilities, showers, and change room)
- Additional asbestos training for affected employees (asbestos supervisor and worker training)

- Medical surveillance program (annual medical monitoring)
- Exposure assessments and monitoring (periodic personal air monitoring)

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## SECTION 5.0

### Notes:

## MAINTENANCE REQUIREMENTS

### MAINTENANCE ACTIVITIES

Maintenance activities performed in areas that contain ACM are regulated under the OSHA Construction Industry Standard (29 CFR 1926.1101).

Many of the typical maintenance activities performed by maintenance personnel at the facility can be performed without handling or disturbing ACM (adjusting controls or valves on equipment with ACM insulation that is non-friable or in good condition, and adjusting valves on piping insulated with ACM pipe insulation that is non-friable or in good condition, however, certain activities that are likely to disturb ACM are prohibited (see the following prohibited activities list).

To be able to perform these prohibited activities with facility personnel, several additional regulatory programs would need to be in effect at the facility such as an employee medical surveillance program, comprehensive asbestos training programs, personal protective equipment and respiratory protection programs, and employee exposure monitoring program.

### PROHIBITED ACTIVITIES

Maintenance personnel (except licensed O&M personnel) are prohibited from performing the activities noted below. All activities listed below as well as any intentional handling or disturbance of ACM shall be performed by licensed O&M personnel or a licensed asbestos abatement contractor.

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## SECTION 5.0

### Notes:

## MAINTENANCE REQUIREMENTS

### Prohibited Maintenance Activities:

Class I, II, III or IV asbestos work. These work activities are defined by OSHA as follows:

1. **Class I Asbestos Work** - activities involving the removal of thermal system insulation (TSI) and surfacing ACM.
  2. **Class II Asbestos Work** - activities involving the removal of ACM that is not TSI or surfacing material. This includes, but is not limited to, the removal of asbestos-containing wallboard, floor tile and sheeting, roofing and siding shingles, and construction mastics.
  3. **Class III Asbestos Work** - repair and maintenance operations, where ACM, including TSI and surfacing ACM, may be disturbed.
  4. **Class IV Asbestos Work** - maintenance and custodial activities during which employees handle but do not disturb ACM and activities to clean up dust, waste and debris resulting from Class I, II and III activities.
- Cleaning up debris and accompanying dust in areas containing accessible friable ACM, or visibly deteriorated ACM. For example, dust and debris located directly beneath a damaged area of ACM pipe insulation would indicate that the dust and debris contain or are contaminated with ACM. Therefore, cleaning up this dust and debris would disturb.
  - Any maintenance or construction activity that results in the disturbance of ACM. This includes, but is not limited to the following:
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1. Cutting away a small amount of ACM to access an electrical box for repair.
2. Repairing a valve covered by ACM.
3. Repairing a leaking pipe insulated with ACM in a way that disturbs the ACM.

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## SECTION 5.0

### Notes:

## MAINTENANCE REQUIREMENTS

- Any other activities that disturb ACM.
- Any intentional handling or disturbance of ACM.

### ASBESTOS WORK ACTIVITIES

This facility's Management Plan requires that maintenance personnel (except licensed O&M personnel) do not handle or disturb ACM. It is important to understand that the handling or disturbance of ACM triggers additional OSHA requirements for specialized programs, training and equipment to be in place at the facility. For example, these requirements include:

- Engineering controls (HEPA filtered vacuums, work area enclosures, and diminished air machines)
- Special work practices (Wet methods, no visible emissions, and HEPA filtered equipment)
- Respiratory protection program (Respirator manual, respirators, and respirator fit-testing and training)
- Protective work clothing and equipment (Disposable head covers, coveralls, gloves, and boots)
- Hygiene facilities (decontamination facilities, showers, and change room)
- Additional asbestos training for affected employees (asbestos supervisor and worker training)
- Medical surveillance program (annual medical monitoring)
- Exposure assessments and monitoring (periodic personal air monitoring)

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## SECTION 6.0

### Notes:

## FACILITY ASBESTOS POLICIES

### OVERVIEW OF FACILITY ASBESTOS POLICY

LCPS is committed to maintaining a safe and healthy building environment for its employees, tenants, contractors and the public. In accordance with AHERA, LCPS has completed its initial and triennial inspections as well as developed a management plan for the facilities that have asbestos-containing material.

- Identification of ACM at the facility.
- Training of employees on the Management Plan, and providing general information on related health effects and regulatory issues.
- Conducting regular evaluations of the condition of the ACM.
- Abatement of or repair of damaged and friable ACM (by properly licensed asbestos abatement contractors).
- Selective abatement of ACM (by properly licensed asbestos abatement contractors) to facilitate renovation, replacement or repair activities that would otherwise disturb the ACM.

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## SECTION 6.0

## FACILITY ASBESTOS POLICIES

### Notes:

### POLICIES AND STANDARD OPERATING PROCEDURES

#### **PURPOSE OF ASBESTOS POLICIES:**

It should be stressed that the mere presence of ACM does not constitute an exposure risk to facility workers or occupants. ACM presents an exposure risk only when the materials are disturbed and/or asbestos fibers become airborne. Such releases do not normally occur, but they may occur if the ACM is friable (easily crumbled by hand pressure), disturbed and/or damaged; or when non-friable ACM is improperly handled and rendered friable (such as by cutting, drilling or sanding the material). These policies have been established to prevent these situations.

#### **POLICIES:**

The following requirements must be adhered to at these facilities:

- No employee (except properly trained O&M personnel) shall intentionally handle or disturb ACM.
- No contractor or contractor's employee shall intentionally handle or disturb ACM unless as noted below, the contractor is a licensed asbestos abatement contractor.
- All intentional handling or disturbance of ACM, including removal or renovation, shall be performed by a licensed asbestos abatement contractor and monitored by a licensed asbestos consultant.

- All asbestos-related work shall be authorized by the Building Asbestos Control Person (BACP).

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## SECTION 6.0

### Notes:

## FACILITY ASBESTOS POLICIES

- Newly discovered ACM in a work area undergoing renovation or maintenance shall be reported to the BACP prior to any handling or disturbance of the material.
- ACM shall be assessed/evaluated on a semi-annual basis to identify any change in condition or accessibility.
- Contractors performing work in the facility shall be notified of the presence and locations of ACM.

### **POLICY GOAL:**

The goal of these policies is to maintain a safe and healthy building environment for employees, students, contractors and the public. At its most basic level, the policies facilitate this goal by establishing procedures for:

- Preventing uncontrolled handling and disturbance of ACM by:
  1. Prohibiting unauthorized individuals from intentionally handling or disturbing ACM.
  2. Prohibiting activities by unauthorized individuals that may require handling or disturbing ACM.
  3. Requiring that any activity that involves handling or disturbing ACM be conducted by a licensed asbestos abatement contractor.
- Regularly assessing the condition of ACM. Because of the ever changing nature of building environments, ACM conditions may change before the next scheduled assessment. By monitoring ongoing conditions, changes in the condition of the ACM can be discovered and addressed appropriately.



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## SECTION 6.0

## FACILITY ASBESTOS POLICIES

### Notes:

- Properly responding to changes in ACM condition. When damaged ACM has been discovered, a licensed asbestos abatement contractor will be notified to promptly respond to the situation.
- If employees or contractors notice changes in the condition of the ACM at the facility, such changes shall be reported to the BACP. In particular, changes such as color change or delamination from the applied surface, water damage, or other damage shall be reported to the BACP.
- Prior to in-house personnel performing any renovation, demolition or repair work at the facility, a review of the proposed work by someone knowledgeable in the locations of ACM at the facility must be performed. Renovation, demolition or repair work activities may not begin until this review has been completed. Any work activities requiring the handling or disturbance of ACM are to only be performed by licensed asbestos abatement contractors.
- Refer to the existing survey reports and drawings for locations of ACM. If ACM is present, visit the work area to determine if the work activity may potentially disturb the ACM. If ACM may be potentially disturbed, a licensed asbestos abatement contractor must perform the work.

**Notes:**

**RECOGNITION OF DAMAGED ACM**

- **Reporting Damage to BACP**

It is important that employees continually note the condition of ACM. When ACM is observed to be damaged, or a change in its condition has occurred, employees are to report the change to the BACP. Employees must understand the importance of not handling or disturbing the ACM and any associated dust or debris.

The **Building Asbestos Contact Person (BACP)** for these facilities is:

Frank Yodie

\_\_\_\_\_

\_\_\_\_\_

Phone No. ( 571 ) 252 - 2968

**If you discover damaged ACM, do not clean up the debris or repair the damage. Report the damage to the BACP listed above.**

**Notes:**

- **Types of Damage to Surfacing Material:**
  - o **Delamination:** where surfacing material breaks loose from the underlying material in layers. Caused by loss of adhesion due to rust, water, damage, or age.
  - o **Water damage:** from leaking roofs, water pipes, sprinklers, or overflowing fixtures/tanks. Flowing water may carry contamination far from the site of the leak.
  - o **Physical damage:** impact from maintenance and repair work; accidental impact from moving objects; vandalism, vibration, air erosion.
  
- **Types of Damage to Thermal System Insulation**
  - o **Damaged jacket or lagging:** jacket either removed or never installed; jacket damaged from gouging, scraping, tearing, or impact; water damage (from inside or outside the jacket); or maintenance, repair, or modification work.
  - o **Vibration:** from pumps, fans, other motors, other equipment such as compressors or emergency generators; construction activities, maintenance, repair, or modification work; or other building vibration.
  - o **Water damage:** weaken the insulation to the point it will not hold together (loss of cohesion); may make non-friable materials friable; may move asbestos contamination far from the site of the damaged material; and may contribute to the effect of physical damage or loss of the jacket.

**Notes:**

- **Types of Damage for Miscellaneous Materials:**
    - o **Physical damage:** impact damage from scraping, abrading, breaking, sawing, drilling, grinding, or sanding. Makes non-friable materials friable and more likely to release airborne asbestos fibers.
    - o **Water damage:** may make non-friable materials friable; may severely damage friable materials such as ceiling tiles; may cause adhesives to release non-friable materials such as floor tiles where they will be more easily damaged; and may transport contamination away from the original damage site.
  - **How to identify debris as asbestos:**
    - o Dust and debris on floors and surfaces in an area where surfacing materials, thermal system insulation materials, or other damaged or friable asbestos-containing materials are present must be treated as asbestos-contaminated debris
  - **Cleaning and Disposal of Asbestos Dust and Debris:**
    - o Must be done by properly trained and equipped asbestos abatement contractor who will:
      - 1) use specially filtered vacuum cleaners and/or special wet-cleaning methods.
      - 2) disposed of the ACM waste in specially sealed and labeled plastic bags or wrappings.
  - **Transportation and Disposal of ACM Waste:**
    - o Must be transported by a properly licensed transporter to a state approved landfill that is licensed to accept asbestos-contaminated waste material.
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Notes:**RESPONSE TO FIBER RELEASE EPISODES**

A fiber release episode is an uncontrolled or unintentional disturbance of ACM resulting in visible emissions (for example, dislodged friable ACM). Should a fiber release episode occur, the following procedures shall be initiated:

- Alert the employees in the affected area
- Evacuate the affected area, or building, if necessary
- Notify the BACP

Once notified, the BACP will be responsible for completing the response action to the fiber release episode. **If able to do so without entering the affected area, the BACP shall initiate the following procedures:**

- Keep all personnel (except emergency response personnel authorities and licensed asbestos abatement contractors) out of the affected area
  - Isolate the affected and potentially affected areas to the extent feasible by closing all doors leading to the area and posting appropriate signs to prevent inadvertent entry
  - Isolate power to the HVAC system supplying the affected area
  - Notify emergency response personnel authorities (fire department, emergency response personnel, etc.)
  - Notify facility management and, if necessary, other appropriate authorities
- 
-

**APPENDIX A**

**SMOKING CESSATION INFORMATION**

## APPENDIX A - SMOKING CESSATION INFORMATION

The following information on smoking cessation programs is being provided to all employees who work in areas that contain ACM. Additionally, a copy of the self-help smoking cessation pamphlet published by the National Institute of Health entitled "SMOKING FACTS AND TIPS FOR QUITTING" is included in Appendix B.

The following organizations provide smoking cessation information and program material.

1. THE NATIONAL CANCER INSTITUTE

Office of Cancer Communications  
National Cancer Institute  
National Institutes of Health  
Building 31, Room 10A24  
Bethesda, Maryland 20892

Cancer Information Service (800) 4-CANCER

2. AMERICAN CANCER SOCIETY

American Cancer Society  
1599 Clifton Road, NE  
Atlanta, Georgia 30329

(404) 320-3333

The American Cancer Society (ACS) is a voluntary organization composed of 58 divisions and 3,100 local units. Through "The Great American Smokeout" in November, the annual Cancer Crusade in April, and the numerous educational materials, ACS helps people learn about the health hazards of smoking and become successful ex-smokers.

3. AMERICAN HEARTH ASSOCIATION

American Hearth Association  
7272 Greenville Avenue  
Dallas, Texas 75231

(214) 373-6300

The American Heart Association (AHA) is a voluntary organization with 130,000 members (physicians, scientists, and laypersons) in 55 state and regional groups. AHA produces a variety of publications and audiovisual materials about the effects of smoking on the heart. AHA also has developed a guidebook for incorporating a weight-control component into smoking cessation programs.

4. AMERICAN LUNG ASSOCIATION

American Lung Association  
1740 Broadway  
New York, NY 10019-4374

(212) 315-8700

The oldest voluntary health agency with 57 state associations and 60 affiliates throughout the United States, the American Lung Association (ALA) provides help for smokers who wish to quit through their Freedom From Smoking self-help smoking cessation program. The organization actively supports legislation and information campaigns for nonsmokers' rights and conducts public information programs about the health effects of smoking.

5. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office on Smoking and Health  
Centers for Disease Control  
Mail Stop K-50  
4770 Buford Highway, NE  
Atlanta, GA 30341-3724

(404) 488-5705

The Office on Smoking and Health (OSH) is the Department of Health and Human Services' lead agency in smoking control. OSH sponsors distribution of publications on smoking-related topics, such as free flyers on relapse after initial quitting, helping a friend or family member quit smoking, the health hazards of smoking, and the effects of parental smoking on teenagers.



**APPENDIX B**

**QUIZ**

## ASBESTOS AWARENESS QUIZ

1. Asbestos is found only in sprayed-on insulation.

TRUE                      FALSE

2. OSHA asbestos regulations apply only to people who work directly with asbestos.

TRUE                      FALSE

3. Asbestos is a mineral made up of tiny fibers.

TRUE                      FALSE

4. Blue asbestos is the most commonly used form of the material.

TRUE                      FALSE

5. Asbestos usually enters the body through the skin.

TRUE                      FALSE

6. Asbestos can reduce the transfer of oxygen to the bloodstream.

TRUE                      FALSE

7. Asbestos exposure can lead to asbestosis and cancer.

TRUE                      FALSE

8. Asbestos affects the membrane lining the lungs.

TRUE                      FALSE

9. Asbestos-related diseases show several warning signs before they become dangerous.

TRUE                      FALSE

10. If you work with asbestos and are a smoker, quitting smoking can cut your chance of getting cancer in half.

TRUE                      FALSE

11. Warning signs are always placed at all entrances to asbestos work areas to prevent accidental or unauthorized entry.

TRUE                      FALSE

12. Almost all asbestos products may in time become hazardous, especially if their bonding material – or matrix – is disturbed.

TRUE                      FALSE

13. “Friability” is the tendency of asbestos fibers to become airborne.

TRUE                      FALSE

14. Non-friable asbestos can still be released into the air.

TRUE                      FALSE

15. Visibly damaged, degraded or friable asbestos-containing materials in the vicinity are always indicators that surface debris or dust could be contaminated with asbestos.

TRUE                      FALSE

16. You have to work directly with asbestos to be at risk from exposure to airborne fibers.

TRUE                      FALSE

17. You should not drill or cut through materials containing asbestos.

TRUE                      FALSE

18. If you find any material that you suspect may contain asbestos, it is not necessary to notify your employer.

TRUE                      FALSE

19. Asbestos waste can be thrown away in regular trash bags.

TRUE                      FALSE

20. Never sand or scrape asbestos-containing asphalt or vinyl flooring.

TRUE                      FALSE





**MANUAL DE ENTRENAMIENTO  
CURSO DE DOS HORAS  
CONOCIMIENTOS SOBRE EL ASBESTO**

**LOUDOUN COUNTY PUBLIC SCHOOLS**

Leesburg, Virginia

**PREPARADO POR**

**LOUDOUN COUNTY PUBLIC SCHOOLS**

**Facilities Services**

**1002c Sycolin Road**

**Leesburg, Virginia 20175**

**(703) 771-6462**

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# **MANUAL DE ENTRENAMIENTO – CONOCIMIENTOS SOBRE EL ASBESTO**

## **INTRODUCCION**

Este curso se presenta para aumentar su nivel de conocimiento sobre los materiales que contienen asbestos (ACM – Asbestos Containing Materias) en su lugar de trabajo. El mayor conocimiento y educación acerca de los materiales que contienen asbestos en el lugar de trabajo reducen la probabilidad de liberación de fibras de asbestos en el aire provocada en forma accidental o no controlada.

El material de este curso de entrenamiento se presenta en ocho secciones:

1. Información General Sobre el Asbesto
2. Ubicación y Tipos de Materiales ACM en las Instalaciones
3. Efectos Para la Salud - Exposición al Asbesto
4. Requisitos – Aseo (Housekeeping)
5. Requisitos – Mantenimiento
6. Política de las Instalaciones sobre el Asbesto
7. Reconocimiento de Materiales ACM Dañados
8. Respuesta Apropriada a Episodios de Emergencia por Liberación de Fibras de Asbesto

El propósito de este programa de capacitación es proporcionar a los empleados información acerca de los materiales que contienen asbestos, los efectos que para la salud representa la exposición a fibras de asbestos y la Política sobre Asbesto del empleador. Esta información permitirá que los empleados reconozcan los materiales y las situaciones que requieren acciones y respuestas de adecuadas a fin de proteger a empleados y otras personas.

Notas:

**FIBRAS DE ASBESTO**

- **Asbesto** es un nombre general para un grupo de minerales de silicato de magnesio que existen naturalmente como vetas de **fibras** largas y delgadas.
- Las fibras se pueden observar a simple vista y son agrupaciones de fibras de más pequeñas de menos de un micrón de diámetro.
- Las fibras de asbesto tienden a descomponerse en fibras más y más delgadas hasta que son invisibles a simple vista y requieran de un microscopio de electrón para ser observadas.
- Las fibras de asbestos tienen las siguientes propiedades:
  - Alta resistencia a la tensión
  - Resistencia al fuego
  - Buena capacidad de aislamiento térmico/eléctrico
  - Resistencia a los químicos
- El asbesto fue utilizado y se utiliza en la fabricación de:
  - o Blindaje anti-fuego – spray o paneles
  - o Acabados acústicos – spray
  - o Laminados para techos
  - o Aislamiento en sistemas térmicos (tubos/equipo)
  - o Laminados para pisos
  - o Recubrimientos para techos
  - o Láminas y tubos de cemento y asbesto
  - o Masillas y adhesivos
  - o Pinturas, sellantes y empaquetaduras
  - o Ropa resistente al calor
  - o Recubrimientos en frenos y embragues



**Notas:**

**MINERIA Y MAQUINADO DEL ASBESTO**

- El asbesto se ha minado en todo el mundo, dondequiera que la concentración de venas de asbesto en formaciones subterráneas de piedra es suficientemente alta (EE.UU., Canadá, Africa del Sur y Rusia)
- La minería del asbesto ya no existe hoy en día en los Estados Unidos.
- Canadá tiene grandes minas a cielo abierto que han suministrado casi el 85 por ciento del asbesto usado en los Estados Unidos.
- El mineral de asbesto se lleva de la mina a un molino donde las fibras de asbesto se separan de la piedra de desecho.
- Las fibras de asbesto son clasificadas, empacadas y embarcadas a fabricantes para ser convertidas en materiales con contenido de asbesto (ACM – Asbestos Containing Materials).

Notas:

**MINERALES DE ASBESTO**

El término “asbesto” se refiere a dos grupos de minerales:

**□ EL GRUPO SERPENTINO**

El **asbesto de crisotilo** (asbesto blanco) es el tipo más común de asbesto, componiendo casi 95 por ciento del asbesto usado en los EE.UU. Es muy resistente al calor y ha sido utilizado en varios componentes de edificaciones como aislamiento y blindaje contra el fuego. Las fibras de crisotilo son largas y muy flexibles y por esto ha sido usado para hacer ropa incombustible, así como también otros textiles.

**□ EL GRUPO ANFIBOLO**

El **asbesto de amosita** (asbesto marrón) no ha sido usado tanto como el crisotilo, principalmente porque tiene una menor resistencia a la tensión. A menudo se encuentra en materiales para aislamiento en tubos, calderas y sistemas mecánicos, aunque éstos no son sus únicos usos. El asbesto de amosita repele el agua rápidamente y es difícil de mantener mojado. Esto significa que es más difícil prevenir que las fibras se dispersen en el aire, haciendo que la amosita presente problemas en las operaciones de mantenimiento, reparación y eliminación.

Las fibras del **asbesto de crocidolita** (asbesto azul) son generalmente más cortas y quebradizas que las fibras de crisotilo. Sin embargo, la crocidolita tiene una resistencia a la tensión muy alta y, por lo tanto, se usa principalmente en productos de asbesto-cemento. Las excelentes propiedades de resistencia químicas de la crocidolita también la han hecho útil en empaquetadura resistente a la corrosión y otras aplicaciones semejantes. Tal como la amosita, la crocidolita no moja bien con agua y el control de fibras en el aire es difícil.

**Asbestos de antofilita, tremolita y actinolita** – No utilizados comercialmente; típicamente se encuentran en algunos materiales como un contaminante.

Notas:

**MATERIALES CON CONTENIDO DE ASBESTO**

Desde principios 1900 y terminando a finales de 1970, el asbesto se usaba comúnmente en una variedad de materiales para la construcción. Aunque algunos edificios han sido renovados para eliminar estos materiales que contienen asbesto, (ACM – Asbestos Containing Materials), muchos edificios todavía tienen un contenido de ACM significativo el cual puede presentar riesgos para la salud si no es manejado en forma apropiada. Además, el asbesto se encuentra todavía en unos pocos tipos de materiales en nuevas construcciones y productos.

**DEFINICIONES REGULATORIAS DE ACM**

**ACM:** En Ingles: Asbestos-Containing Material; definido como cualquier material que contiene **más de un uno por ciento de asbestos**. EPA y OSHA han dividido los materiales ACM en las siguientes tres categorías:

- **Material Superficial** - Material que se esparce por ‘spray’ o es aplicado a la superficie (tal como masilla acústica en techos, materiales resistentes al fuego aplicados a elementos estructurales o a otros materiales sobre la superficie para aplicaciones acústicas, de resistencia al fuego y otros propósitos).
- **Sistemas de Aislamiento Térmico** – Material aplicado a tubería, uniones, calderas, tanques, ductos y otros componentes estructurales para prevenir transferencia de calor.
- **Materiales Varios** – Materiales diferentes a los superficiales y a los de aislamiento térmico, entre los cuales se incluyen laminas para pisos, techos y empaquetadura.

**MATERIALES ASUMIDOS COMO ACM (PACM):** Materiales para aislamiento térmico y recubrimiento superficial en edificios construidos antes de 1981. También pisos de alta resistencia instalados antes de 1981. La designación PACM (Presumed Asbestos-Containing Material) puede ser refutada a través de pruebas, utilizando los protocolos EPA AHERA

**Notas:**

**ACM SOSPECHADO:** Materiales en edificios construidos después de 1980 o materiales instalados después de 1980 que no ha sido identificado como ACM, pero que se cree contienen asbesto por alguna razón. También materiales diferentes a los de superficie, de aislamiento térmico y de pisos de alta resistencia, en edificaciones construidas antes de 1981 o instalados antes de 1981 que no han sido identificados como ACM pero se cree contienen asbesto. La designación ACM puede ser refutada a través de pruebas siguiendo el protocolo EPA AHERA u otro método alternativo de inspección.

**MATERIALES PULVERIZABLES (FRIABLE ACM):** Materiales ACM, que al estar secos se pulverizan, desmoronan o se reducen a polvo al presionarlos con la mano.

- Los material pulverizables, como masillas resistentes al fuego y acústicas, son mas probables de liberar fibras de asbesto en el aire que los no-pulverizables.
- Se incluyen materiales no-pulverizables que hayan sido dañados y se hayan vuelto pulverizables por acción mecánica o química.

**NO-PULVERIZABLES (NON-FRIABLE ACM):** Materiales ACM que al estar secos no se desmoronan o pulverizan al someterlos a presión manual.

- Materiales no-pulverizables, tales como laminas para pisos y laminas de asbesto no son propensos a liberar fibras al aire a menos que sean dañados al ser cortadas, lijados, o rotos.

**CRITERIOS PARA REFUTAR:** Como se menciona antes en forma breve, es posible refutar la sospecha de contenido de asbesto. Sin embargo, deben seguirse procedimientos específicos fijados por OSHA para este efecto; En General, estos procedimientos requieren que los materiales sean analizados de acuerdo al protocolo EPA AHERA.

**Notas:**

**ACM, PACM Y ACM SOSPECHADO**

Como ya se menciona los ACM (Asbestos-Containing Materials), PACM (Presumed Asbestos-Containing Material) y los sospechosos de contener Asbesto son las tres categorías diferentes de materiales. Sin embargo, bajo el programa de mantenimiento y operaciones de estas instalaciones, todas las tres categorías se trataran y manejaran de la misma forma. Por lo tanto, para efecto de este programa de entrenamiento, cualquier referencia al termino ACM incluirá las tres categorías ACM (Asbestos-Containing Materials), PACM (Presumed Asbestos-Containing Material) y los materiales sospechosos de contener Asbesto, a menos de que se indique lo contrario.

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**Notas:****INSPECCION DE ASBESTO DEL EDIFICIO**

Una inspección de asbesto fue realizada al edificio de la escuela por un especialista acreditado de asbesto. Los resultados de esta inspección incluyen un inventario de los materiales que contienen asbesto.

**NOTA: Como ya fue mencionado en la sección previa, es posible rebatir la presunción que PACM o material sospechoso de ser ACM, contenga asbesto. Generalmente, esto requeriría que los materiales sean inspeccionados de acuerdo con protocolo de inspección de EPA AHERA para determinar el contenido de asbesto.**

Además, si cualquier persona advierte sobre materiales sospechosos de ser ACM, que no están listados actualmente en el inventario, debe informar inmediatamente a la persona de contacto sobre asbesto del edificio, BACP (Building Asbestos Contact Person).

**MATERIALES TIPICOS SOSPECHOSOS ACM**

La siguiente es una lista resumida de algunos de los más comunes materiales que contienen asbesto.

- MATERIALES PARA SUPERFICIE
  - Blindaje contra al fuego
  - Acabados acústicos en techos y paredes.
  - Aislamiento tipo ‘Sprayed-on’
  
- SISTEMAS DE AISLAMIENTO TERMICO
  - Aislamiento de tuberías
  - Aislamiento de equipos
  - Aislamiento de calderas
  - Aislamiento en chimeneas
  - Aislamiento en ductos de aire acondicionado

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**Notas:**

- MATERIALES VARIOS
  - Laminados y masillas para pisos
  - Laminados para techos
  - Masillas, sellantes y pastas
  - Material para empaquetaduras
  - Tubos de cemento, 'siding' y tableros para paredes
  - Tableros para Tiza
  - Materiales de yeso
  - Componentes – torres de enfriamiento
  - Aislamiento en conductores eléctricos
  - Recubrimiento en frenos y 'clutch'
  - Mantas y cortinas anti-fuego
  - Laminados para paredes (Wallboard)
  - Tejas para techos (shingles), felpas y masillas

**La oficina administrativa de cada escuela debe tener información específica acerca de la ubicación de materiales que contienen asbestos.**

Los siguientes materiales que contienen asbestos han sido identificados en el las instalaciones de las escuelas del condado de Loudoun:

- SISTEMAS DE AISLAMIENTO TERMICO

Aislamiento para sistemas térmicos en la forma de aislante para tubería, uniones con empaques pastosos y/o aislamiento en calderas se encontró en las siguientes escuelas:

- Catoctin Elementary School
  - Guilford Elementary School
  - Sterling Elementary School
  - Sugarland Elementary School
  - Sully Elementary School
  - Douglass Community School
  - Middleburg Elementary School
  - Loudoun Valley High School
  - Valley Service Center
  - Round Hill Center
- 
-

Nota: Se asume que aislamiento con asbestos para tubos se encuentra detrás de las paredes y por encima de los techos interiores en las escuelas mencionados y en las escuelas listadas en la pagina 10.



Notas:

## ☐ MATERIALES VARIOS

Pisos de Asbesto-Vinilo en varios colores y la masilla correspondiente, otras masillas, conectores flexibles de ductos, aislamiento de cables y puertas blindadas contra el fuego fueron encontrados en las siguientes instalaciones:

- Aldie Elementary School
- Banneker Elementary School
- Blue Ridge Middle School
- Broad Run High School
- Douglass Community School
- Douglass Support Facility
- Emerick Elementary School
- Guilford Elementary School
- Hamilton Elementary School
- Hillsboro Elementary School
- J. L. Simpson Middle School
- Leesburg Elementary School
- Lincoln Elementary School
- Loudoun County High School
- Loudoun Valley High School
- Lovettsville Elementary School
- Meadowland Elementary School
- Middleburg Elementary School
- Park View High School
- Rolling Ridge Elementary School
- Round Hill Training Center
- Seneca Ridge Middle School
- Staff Training Center
- Sterling Middle School
- Sterling Elementary School
- Sugarland Elementary School
- Sully Elementary School
- Waterford Elementary School

Masillas con contenido de asbestos fueron encontradas en el aislamiento de aire acondicionado en las siguientes escuelas:

- Park View High School
- Lucketts Elementary School
- C. S. Monroe Tech Ctr

Notas:

**ENFERMEDADES RELACIONADAS CON LA EXPOSICION AL ASBESTO**

- El asbesto es peligroso cuando es **inhulado**. Cuando se inhala, puede causar enfermedad respiratoria permanente o fatal.
- Los **pulmones** y el **tracto digestivo** son los principales órganos afectados por la exposición a fibras de asbesto en el aire.
- La exposición a fibras de asbestos en el aire esta relacionada con las siguientes enfermedades **cancerosas y no cancerosas**:

**ENFERMEDADES CANCEROSAS:**

**Cáncer del Pulmón** – Cáncer del tejido de pulmón. El cáncer del pulmón es uno de los más comunes y serios efectos para la salud que produce la exposición al asbesto. Los síntomas incluyen dificultad al respirar, tos constante, debilidad y cansancio, dolor profundo de pecho, tos con sangre y la pérdida del peso.

**Mesotelioma Pleural o Peritoneal** - Raro pero mortal; es el cáncer de los tejidos alrededor de los pulmones (pleura) o el abdomen (peritoneo). Los síntomas incluyen (para el mesotelioma pleural) dificultad al respirar, dolor de pecho bajo las costillas e inflamación del pecho; y para el mesotelioma peritoneal, estómago inflamado, dolor de estómago y la pérdida del peso.

**Otros Cánceres** – El cáncer de laringe, estómago y colon es el cáncer menos común causado por la exposición al asbesto.

Notas:

□ **ENFERMEDADES NO CANCEROSAS:**

**Asbestosis** – Cicatrices en los pulmones causadas por la aspiración de fibras de asbesto. Estas cicatrices suceden a nivel de los alvéolos o bolsas de aire de los pulmones. A medida que esta enfermedad progresa, pueden entorpecer severamente la transferencia de oxígeno y bióxido de carbono. También aumenta el riesgo de cáncer de pulmón. Los síntomas incluyen dificultad al respirar, tos seca, cansancio permanente, tensión o dolor en el pecho o la espalda superior y deformación de los dedos.

**Placas en la Pleura** – Engrosamiento de la pleura; puede afectar adversamente la función pulmonar.

**Pleuritis** – Producción de fluido en la pleura; puede afectar en forma negativa la función pulmonar.

**Engrosamiento de la Pleura** – puede ser derivado de la confluencia de placas en la pleura o extensión de cicatrización pulmonar; puede afectar en forma adversa la función pulmonar.

**RELACION DOSIS-RESPUESTA**

Generalmente, las enfermedades derivadas de la exposición al asbesto presentan una clara relación ‘Dosis-Respuesta’ entre la exposición al asbesto y el desarrollo de la enfermedad. ‘Dosis-Respuesta’ significa que entre mayor sea la exposición al asbesto (número de fibras inhaladas o ingeridas) y mas prolongada (Dosis), mas probable será que la enfermedad se desarrolle (Respuesta). Una excepción notable es el **Mesotelioma**, que no tiene una relación ‘Dosis-Respuesta’ aparente y aun niveles bajos de exposición pueden causar la enfermedad.

Notas:

**ESTADO LATENTE – ENFERMEDADES  
RELACIONADAS CON EL ASBESTO**

Estado latente significa el lapso de tiempo entre la exposición al asbesto y la aparición de síntomas de una enfermedad. Como se menciona a continuación, los períodos de estado latente para todas las enfermedades relacionadas al asbesto exceden varios años.

- **CANCER DE PULMON** - 30+ años (respuesta relacionada a la dosis), la ocurrencia aumenta para fumadores.
- **MESOTELIOMA** - 30+ años, no se afecta en fumadores.
- **ASBESTOSIS** - 15 a 20 años (respuesta relacionada a la dosis), la ocurrencia aumenta para fumadores.
- **PLACAS EN LA PLEURA** - 15+ años (respuesta relacionada a la dosis), la ocurrencia aumenta para fumadores.
- **PLEURITIS** - 7 a 15 años (respuesta relacionada a la dosis), la ocurrencia aumenta para fumadores.
- **ENGROSAMIENTO DE LA PLEURA** - 15+ años (respuesta relacionada a la dosis), la ocurrencia aumenta para fumadores.

Debido a los períodos extendidos de estado latente, las personas expuestas al asbesto no advertirán ningún efecto inmediato en su salud derivado de su trabajo con asbesto. Por consiguiente, es importante que todo trabajador que tenga contacto con asbesto tome precauciones especiales (que se describirá en secciones posteriores de este curso) aunque ellos no adviertan efectos de la enfermedad mientras trabajan con asbesto.

Notas:

**FUMAR Y EL RIESGO DE CANCER DE PULMON**

Los individuos que fuman y que son expuestos al asbesto tienen un riesgo muy grande de desarrollar cáncer de pulmón. Las personas no fumadores expuestas a concentraciones industriales de asbesto tienen cerca de cinco veces el riesgo de desarrollar cáncer de pulmón si se comparan con los no fumadores que no trabajan con asbesto. Las personas fumadores que no trabajan con asbesto tienen diez veces el riesgo de desarrollar cáncer de pulmón con respecto a los no fumadores que no trabajan con asbesto. Juntas, estas dos exposiciones (asbesto y fumador) se multiplican, de manera que un fumador que también trabaja con asbesto es más de cincuenta veces más propenso a contraer cáncer de pulmón que la población normal.

La razón principal para el efecto multiplicativo entre la exposición al asbesto y fumar es que fumar paraliza los mecanismos naturales de defensa del cuerpo que trabajan para prevenir la entrada a los pulmones de contaminantes tales como fibras de asbesto.

<u>TIPO DE PERSONA</u>	<u>FACTOR DE RIESGO CANCER DE PULMON</u>
No-fumador, no expuesto al asbesto	1
No-fumador, expuesto al asbesto	5x
Fumador, no expuesto al asbesto	10x
Fumador, expuesto al asbesto	<b>50x a 90x</b>

**PROGRAMA PARA DEJAR DE FUMAR**

Información sobre dejar de fumar y material del programa están disponibles en varios programas de salud pública. Ver el Anexo A para más información.

Notas:

**ACTIVIDADES RELACIONADAS CON EL ASEO**

Las actividades típicas relacionadas con limpieza y aseo desarrolladas en sitios que contienen materiales ACM, están reguladas bajo el estándar 'OSHA General Industry Standard (29 CFR 1910.1001) y el estándar de la Construcción (29 CFR 1926.1101).

Las actividades típicas de limpieza y aseo en áreas que contienen ACM y que están cubiertas bajo los estándar incluyen las siguientes:

- **Cuidado de Pisos** - Pulido y limpieza de pisos basados en materiales con contenido de asbesto - ACM.
- **Trabajo de Limpieza** – Limpiar el polvo en superficies, aspirar tapetes y limpiar residuos en áreas que contienen materiales ACM. También cambiar bombillos, focos o cambiar baterías en sistemas de alarma contra incendio en techos que contienen materiales ACM.

Mientras la mayoría de las actividades típicas de aseo y limpieza realizadas por el personal en las instalaciones se pueden realizar sin manejar o alterar materiales ACM (tales como quitar el polvo o trapear pisos ACM, retirar tapetes sobre pisos ACM, cambiar bombillos, focos o apliques suspendidos en techos con material ACM y aspirar tapetes en salones que no tienen residuos y el único material ACM esta ubicado por encima del techo interior), ciertas actividades que pudieran alterar materiales ACM están prohibidas (ver la siguiente lista de actividades prohibidas:

Para poder desarrollar estas actividades prohibidas con personal de las instalaciones, varios programas de regulación deberán estar implementados tales como un programa de monitoreo medico para empleados, programa de entrenamiento en asbesto, equipo de protección personal, programas de protección respiratoria y monitoreo de exposición para empleados.

**Notas:**

**ACTIVIDADES PROHIBIDAS**

Al personal se le prohíbe realizar las actividades anotadas a continuación. Todas las actividades listadas abajo así como cualquier manejo o alteración de materiales ACM deberán ser realizados por un contratista licenciado en desmantelamiento de asbesto.

**Actividades Prohibidas – Aseo y Limpieza:**

- Lijar, pulir en seco y utilizar materiales altamente abrasivos en pisos ACM.
- Limpieza de escombros o residuos y/o polvo correspondiente en áreas que contengan ACM pulverizable o material ACM deteriorado. Por ejemplo, polvo y residuos ubicados directamente debajo de un área dañada de techo ACM o aislante de tubería indicarían que el polvo o los residuos contienen o están contaminados con ACM. Por lo tanto, la limpieza de este polvo o residuos esparciría el asbesto.
- Cualquier otra actividad que altere materiales ACM.
- Cualquier manejo intencional o manipulación de material ACM.

**CUIDADO DE MATERIAL PARA PISOS ACM**

El personal de aseo deberá observar los siguientes procedimientos cuando realice actividades para el cuidado de pisos.

- El lijado de material ACM para pisos esta prohibido.
- El bruñido de acabados en material ACM para pisos debe ser realizado utilizando almohadillas de baja abrasión y velocidades menores a 300 rmp con métodos húmedos.

## SECCION 4.0 REQUISITOS – ASEO (HOUSEKEEPING)

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### Notas:

- Bruñir o brillar en seco se puede realizar sólo en materiales ACM que tengan suficiente acabado de manera que la almohadilla de bruñir no contacte el material ACM.
- Nuevos pisos de materiales que no contienen asbesto pueden ser instalados encima de los pisos ACM, siempre y cuando no se alteren o retiren los pisos originales.
- La reparación o retiro de material ACM para pisos están prohibidos, excepto volver a pegar en su sitio una lamina completa.

### **ACTIVIDADES DE TRABAJO Y EL ASBESTO**

La política de manejo de asbesto de las escuelas públicas del condado de Loudoun requiere que el personal de aseo no maneje o interfiera con materiales ACM. Es importante entender que el manejo de estos materiales desencadena requisitos adicionales de OSHA para programas especializados, entrenamiento y equipo que debe ser ubicado en las instalaciones. Por ejemplo, estos requisitos incluyen:

- Controles de ingeniería (vacíos de filtrado HEPA, cercos de áreas de trabajo y maquinas de aire)
- Practicas de trabajo especiales (métodos húmedos, emisiones no visibles y equipo de filtrado HEPA)
- Programas de protección respiratoria (manual del respirador, respiradores y pruebas/entrenamiento con respiradores)
- Ropa y equipo de trabajo de seguridad (cubiertas desechables para la cabeza y para todo el cuerpo, guantes y botas)
- Instalaciones para higiene (áreas de descontaminación, duchas y cuartos para cambio de ropa)
- Entrenamiento adicional sobre asbestos para empleados afectados (supervisor de asbesto y entrenador)
- Programa de monitoreo medico (anual)
- Evaluación y monitoreo de exposición (monitoreo periódico personal de aire)



**Notas:**

**ACTIVIDADES DE MANTENIMIENTO**

Las actividades de mantenimiento realizadas en áreas que contienen materiales ACM se regulan abajo el estándar de Industria de Construcción de OSHA (29 CFR 1926.1101).

Muchas de las actividades típicas de mantenimiento realizadas por el personal en las instalaciones se pueden llevar a cabo sin el manejo o alteración de materiales ACM (ajuste de controles o válvulas en equipos con material ACM de aislamiento no pulverizable y en buen estado y ajuste de válvulas en tubería aislada con material ACM no pulverizable y en buen estado; sin embargo, ciertas actividades que probablemente dispersarían material ACM están prohibidas (ver la siguiente lista).

Para poder realizar estas actividades prohibidas con personal de las instalaciones, varios programas de regulación adicionales deberán estar implementados como un programa de monitoreo medico para empleados, capacitación sobre el asbesto, equipo protector personal, programas sobre protección respiratoria y monitoreo de exposición.

**ACTIVIDADES PROHIBIDAS**

Al personal de mantenimiento (exceptuando el personal O&M con licencia) le esta prohibido realizar las actividades notadas abajo. Todas estas actividades, así como cualquier manejo intencional de materiales ACM serán realizados por personal O&M licenciado o por un contratista con licencia en desmantelamiento de asbesto.

### Notas:

#### **Actividades de Mantenimiento Prohibidas:**

Trabajo con asbestos Clase I, II, III y IV. Estas actividades de trabajo están definidas por OSHA de la siguiente forma:

1. **Trabajo con Asbesto Clase I** – actividades que involucran la remoción de aislante térmico y dejar al descubierto material ACM.
  2. **Trabajo con Asbesto Clase II** – actividades que involucran la remoción de materiales ACM diferentes a aislantes térmicos o dejar al descubierto material ACM. Esto incluye pero no se limita a la remoción de tableros para paredes, laminados para pisos y techos, ‘siding’, ‘shingles’ y masillas ACM.
  3. **Trabajo con Asbesto Clase III** – reparaciones y mantenimiento en donde se pueda alterar o dispersar materiales ACM, incluidos aislantes térmicos.
  4. **Trabajo con Asbesto Clase IV** – mantenimiento y otras actividades en las cuales los empleados manejen pero no afecten materiales ACM y labores de limpieza de polvo y residuos resultantes de actividades de trabajo Clase I, II y III.
- Limpiar escombros y polvo correspondiente en áreas que contengan ACM pulverizable y accesible o material ACM visiblemente deteriorado. Por ejemplo, el polvo y escombros localizados directamente debajo de un área dañada de aislamiento ACM de tubería indicaría que el polvo y los escombros contienen o están contaminados con ACM. Por lo tanto, limpiar este polvo y los escombros afectaría material ACM.
  - Cualquier actividad de mantenimiento o construcción que resulte en un efecto o alteración de ACM. Esto incluye, pero no es limitado a:
    1. Cortar pequeñas partes de ACM para tener acceso a cajas eléctricas para reparaciones.
    2. Reparar una válvula cubierta con ACM
    3. Reparar una fuga en un tubo aislado con ACM afectando de alguna forma el material ACM

### Notas:

- Cualquier otra actividad que afecte materiales ACM.
- Cualquier manejo o alteración intencional de algún material ACM

### **ACTIVIDADES DE TRABAJO Y EL ASBESTO**

El Plan de Manejo de estas instalaciones requiere que el personal de mantenimiento (exceptuando personal O&M con licencia), no maneje o afecte el material ACM. Es importante entender que el manejo de estos materiales desencadena requisitos adicionales de OSHA en cuanto a tener programas especializados, entrenamiento y equipo ubicado en las instalaciones. Por ejemplo, estos requisitos incluyen:

- Controles de ingeniería (vacíos de filtrado HEPA, cercos de áreas de trabajo y maquinas de aire)
- Practicas de trabajo especiales (métodos húmedos, emisiones no visibles y equipo de filtrado HEPA)
- Programas de protección respiratoria (manual del respirador, respiradores y pruebas/entrenamiento con respiradores)
- Ropa y equipo de trabajo de seguridad (cubiertas desechables para la cabeza y para todo el cuerpo, guantes y botas)
- Instalaciones para higiene (áreas de descontaminación, duchas y cuartos para cambio de ropa)
- Entrenamiento adicional sobre asbestos para empleados afectados (supervisor de asbestos y entrenador)
- Programa de monitoreo medico (anual)
- Evaluación y monitoreo de exposición (monitoreo periódico personal de aire)

**Notas:**

**GENERALIDADES – POLITICA DE LAS  
INSTALACIONES SOBRE EL ASBESTO**

Las escuelas del condado de Loudoun - LCPS (Loudoun County Public Schools) están comprometidas a mantener un ambiente saludable y seguro para sus empleados, arrendatarios, contratistas y el público. De acuerdo con AHERA, LCPS ha completado sus inspecciones iniciales y trienales así como también desarrollaron un plan de administración para las instalaciones que tienen materiales con contenido de asbesto.

- Identificación de materiales ACM en las instalaciones.
- Capacitación de empleados en el Plan de Manejo e información general sobre efectos para la salud relacionados y aspectos de regulación.
- Llevar a cabo evaluaciones regulares acerca de la condición del material ACM.
- Desmantelamiento o reparación de material ACM pulverizable o defectuoso (llevada a cabo por personal con licencia contratado)
- Desmantelamiento selectivo de material ACM (llevada a cabo por personal con licencia contratado) a fin de facilitar las actividades de renovación, reemplazo o reparación que de otra forma afectarían el material ACM.

**Notas:**

**POLITICA Y PROCEDIMIENTOS OPERATIVOS**  
**ESTANDAR**

**PROPOSITO DE LA POLITICA:**

Se debe enfatizar que la sola presencia de materiales ACM no constituye un riesgo de exposición para trabajadores y otro personal. ACM presenta un riesgo de exposición sólo cuando los materiales se afectan de alguna forma y/o fibras de asbesto llegan a estar en el aire. Tales liberaciones no ocurren normalmente, pero pueden ocurrir si el ACM es pulverizable (fácilmente desmenuzado bajo presión manual), perturbado y/o dañado; o cuando el material ACM no pulverizable se maneja en forma inadecuada y se vuelve pulverizable (como al cortar, taladrar o lijar). Estas política y normas se han establecido para prevenir estas situaciones.

**POLITICA:**

Se deben adherir los siguientes requerimientos en estas instalaciones:

- Ningún empleado (excepto personal O&M debidamente entrenado) deberá intencionalmente manejar o afectar materiales ACM.
- Ningún contratista o empleado de un contratista deberá intencionalmente manejar o afectar materiales ACM a menos que, como se menciona mas adelante, se trate de un contratista licenciado en desmantelamiento de asbesto.
- Todo manejo intencional o alteración de materiales ACM, incluyendo remoción o renovación, deberá llevarse a cabo por un contratista licenciado en desmantelamiento de asbesto y monitoreado por un consultor licenciado en asbesto.
- Todo trabajo relacionado con asbesto deberá ser autorizado por la persona BACP del edificio (Building Asbestos Control Person).

**Notas:**

- Materiales ACM nuevos descubiertos en áreas de trabajo bajo renovación o mantenimiento deberán ser reportados a la persona BACP antes de cualquier manejo o alteración del material.
- El material ACM deberá ser evaluado en forma semestral para identificar cualquier cambio en su condición o acceso.
- Los contratistas que desarrollen trabajos en las instalaciones deberán ser notificados acerca de la presencia y ubicación de materiales ACM.

**OBJETIVO DE LA POLITICA:**

La meta de la política es mantener un ambiente saludable y seguro para sus empleados, estudiantes, contratistas y público. En su nivel básico, la política facilita esta meta estableciendo los siguientes procedimientos:

- Prevenir el manejo y alteración incontrolada de materiales ACM de la siguiente forma:
  1. Prohibir que individuos no autorizados manejen o afecten intencionalmente materiales ACM.
  2. Prohibir actividades de individuos no autorizados que requieran manejo o afecten materiales ACM.
  3. Requerir que toda actividad que involucre manejo o afecte materiales ACM sea llevada a cabo por un contratista con licencia en asbestos.
- Valorar regularmente la condición del ACM. Debido a la naturaleza siempre cambiante del ambiente de un edificio, las condiciones del ACM pueden variar antes de la siguiente evaluación planificada. Controlando las condiciones progresivas, los cambios en la condición del ACM se pueden descubrir y tratar en forma apropiada.

**Notas:**

- Responder en forma apropiada a cambios en la condición del ACM. Cuando se descubra ACM defectuoso, se notificará a un contratista licenciado en desmantelar asbesto a fin de que responda en forma oportuna a la situación.
- Si empleados o contratistas advierten cambios en la condición del ACM en las instalaciones, tales cambios serán informados a la persona designada como BACP. En particular, cambios tales como variación de color o desprendimiento de la superficie aplicada, daño por agua u otro daño deberá ser reportado al BACP.
- Antes de que personal propio realice cualquier renovación, demolición o reparación en las instalaciones, una persona con conocimiento sobre la ubicación de materiales ACM deberá revisar el trabajo. Los trabajos de renovación, demolición o reparación no podrán iniciarse hasta que esta revisión se lleve a cabo. Cualquier actividades de trabajo que requiera el manejo o afecte materiales ACM deberá ser realizada por contratistas licenciados en desmantelamiento de asbesto.
- Referirse a los informes existentes de inspección y dibujos para ubicación de materiales ACM. Si el ACM está presente, visite el área de trabajo para determinar si la actividad de trabajo puede alterar potencialmente el ACM. Si el ACM pudiera alterarse potencialmente, un contratista licenciado en asbesto debe realizar el trabajo.

Notas:

**RECONOCIMIENTO DE MATERIAL ACM  
DAÑADO**

- **Reportar el daño a la persona BACP**

Es importante que los empleados noten continuamente la condición del material ACM. Cuando se observan daños en el material ACM o un cambio en su condición ha ocurrido, los empleados deberán informar el cambio a la persona BACP. Los empleados deben entender la importancia de no manipular ni alterar el material ACM y/o polvo o escombros asociados.

La persona de contacto para asbestos en el edificio (persona **BACP** – ‘**Building Asbestos Contact Person**’ (**BACP**) es:

Frank Yodie

\_\_\_\_\_

\_\_\_\_\_

Teléfono No. ( 571 ) 252 - 2968

**Si usted descubre ACM dañado, no limpie los escombros ni repare el daño. Informe el daño al BACP arriba mencionado.**



Notas:

- **Tipos de Daño a Material de Superficie:**
  - o **Descascaramiento:** Cuando materiales aplicados a la superficie se desprenden por capas de la superficie a donde estaban adheridos. Causado por pérdida de adhesión debido a oxidación, agua, daño o al paso del tiempo.
  - o **Daño por agua:** Debido a techos con gotera, tubos de agua, rociadores o tanque/dispositivos que superan el nivel máximo de agua y se rebosan. El agua que fluye puede llevar la contaminación lejos del sitio de la fuga.
  - o **Daño Físico:** Impacto ocurrido durante trabajos de mantenimiento y reparación; impacto accidental con objetos que son movidos de su lugar, vandalismo, vibración, erosión por flujo de aire.
  
- **Tipos de daño a Materiales de Aislamiento térmico:**
  - o **Forro Cobertor Dañado o Desplazado:** Forro cobertor removido o nunca instalado; forro dañado perforación, raspadura, rasgado o impacto; daño por agua (desde adentro o afuera del forro cobertor); o daño por trabajo de mantenimiento, reparación o modificación.
  - o **Vibración:** De bombas, ventiladores, otros motores, otros equipos tales como compresores o generadores de emergencia; actividades de construcción, trabajos de mantenimiento, reparación, o modificación; otras vibraciones del edificio.
  - o **Daño por Agua:** Debilita el aislamiento al punto que este se desintegra (perdida de cohesión); puede volver pulverizables a materiales no pulverizables; puede mover la contaminación por asbestos muy lejos del lugar donde se encuentra el material dañado; y puede contribuir a daño físico o pérdida de forros cobertores.

**Notas:**

- **Tipos de daño – Materiales Varios:**
  - o **Daño Físico:** Daño por impacto debido a raspado, abrasión, ruptura, corte, taladrado, moledura o lijado. Vuelve pulverizables los materiales no pulverizables y más propensos a dispersar fibras de asbestos en el aire.
  - o **Daño por Agua:** Puede volver pulverizables materiales no pulverizables; puede dañar severamente materiales pulverizables tales como laminados para techos; puede causar que adhesivos liberen materiales no pulverizables tales como laminados para pisos haciendo en esta forma que sean mas fácilmente dañados; y puede transportar la contaminación lejos del lugar del daño.
  
- **Como Identificar Escombros de Asbesto:**
  - o Polvo o escombros en pisos y superficies en un área donde estén presentes materiales de superficie, materiales de aislamiento térmico u otros materiales con contenido de asbestos dañados o pulverizables deberán ser tratados como escombros contaminados con asbesto.
  
- **Limpieza y Eliminación de Polvo y Escombros de Asbesto:**
  - o Deberá ser realizado por un contratista en desmantelamiento de asbesto debidamente entrenado y equipado quien:
    - 1) Utilizara aspiradoras con filtros especiales y/o métodos húmedos de limpieza.
    - 2) Retirara el desperdicio ACM en bolsas plásticas o empaques especialmente sellados y marcados.
  
- **Transporte y Eliminación de Desperdicios ACM:**
  - o Deberán ser transportados por un conductor licenciado a un relleno sanitario aprobado por el estado que este autorizado para recibir material de desperdicio contaminado con asbesto.

## SECCION 8.0 RESPUESTA APROPIADA A EPISODIOS DE LIBERACION DE FIBRAS / RESPUESTA DE EMERGENCIA

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### Notas:

#### **RESPUESTA A EPISODIOS DE LIBERACION DE FIBRAS**

Un episodio de liberación de fibras es una alteración no intencional o incontrolada de material ACM que resulta en emisiones visibles (por ejemplo, desacomodamiento de ACM pulverizable). Si un episodio de liberación de fibras ocurriera, los siguientes procedimientos deben ser iniciados:

- Alertar a los empleados en el área afectada
- Evacuar el área afectada, o edificio, si es necesario
- Notificar a la persona BACP

Una vez notificada, la persona BACP será responsable de completar la acción de respuesta al episodio de liberación de fibras. **Si es posible iniciar los siguientes procedimientos sin ingresar al área afectada, la persona BACP deberá:**

- Mantener a todo el personal (excepto personal de emergencia y contratistas en asbestos) fuera del área afectada.
  - Aislar las áreas afectadas y que potencialmente pudieran ser afectadas lo que mas se pueda, cerrando todas las puertas que conducen al área y colocando avisos apropiados para prevenir la entrada inadvertida
  - Aislar la energía a los sistemas de aire acondicionado que alimentan el área afectada.
  - Notificar a las autoridades de respuesta de emergencia (departamento de bomberos, personal de respuesta a emergencias, etc.)
  - Notificar a la administración de las instalaciones y si es necesario, a otras autoridades competentes.
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**ANEXO A**

**INFORMACION SOBRE DEJAR DE FUMAR**

## ANEXO A – INFORMACION SOBRE DEJAR DE FUMAR

La siguiente información sobre programas para dejar de fumar se provee a todos los empleados que trabajan en áreas que contienen materiales ACM. Adicionalmente, se encuentra disponible el boletín de auto ayuda sobre como dejar de fumar publicado por el Instituto Nacional de la Salud titulado “SMOKING FACTS AND TIPS FOR QUITTING”.

Las siguientes organizaciones proveen información sobre como dejar de fumar y material del programa.

### 1. INSTITUTO NACIONAL DEL CANCER

Office of Cancer Communications  
National Cancer Institute  
National Institutes of Health  
Building 31, Room 10A24  
Bethesda, Maryland 20892

Servicio de Información sobre el Cáncer (800) 4-CANCER

### 2. SOCIEDAD AMERICANA DEL CANCER

American Cancer Society  
1599 Clifton Road, NE  
Atlanta, Georgia 30329

(404) 320-3333

La Sociedad Americana del Cáncer (ACS – American Cancer Society) es una organización voluntaria compuesta de 58 divisiones y 3,100 unidades locales. Por medio del programa "The Great American Smokeout", en noviembre, la Cruzada anual del Cáncer, en abril, y numeroso material educativo, ACS ayuda a que la gente aprenda acerca de los peligros que para la salud representa fumar y como llegar a ser exitosos ex-fumadores.

### 3. ASOCIACION AMERICANA DEL CORAZON

American Hearth Association  
7272 Greenville Avenue  
Dallas, Texas 75231

(214) 373-6300

La Asociación Americana del Corazón (AHA – American Heart Association) es una organización de voluntarios con 130,000 miembros (médicos, científicos, y otros) en 55 grupos estatales y regionales. AHA produce una variedad de publicaciones y material audiovisual acerca de los efectos de fumar en el corazón. AHA ha desarrollado también una guía para incorporar un componente de control del peso en programas para dejar de fumar.

4. ASOCIACION AMERICANA DEL PULMON

American Lung Association  
1740 Broadway  
New York, NY 10019-4374

(212) 315-8700

La agencia de voluntarios más antigua de la salud con 57 asociaciones estatales y 60 afiliados a través de los Estados Unidos, la ALA (American Lung Association), proporciona ayuda para fumadores que desean para dejar de fumar a través del programa de auto ayuda "Freedom From Smoking". La organización sostiene activamente las campañas de legislación e información sobre derechos de los no fumadores y lleva a cabo programas de información pública acerca de los efectos que para la salud representa el fumar.

5. DEPARTAMENTO DE SALUD Y SERVICIOS HUMANOS

Office on Smoking and Health  
Centers for Disease Control  
Mail Stop K-50  
4770 Buford Highway, NE  
Atlanta, GA 30341-3724

(404) 488-5705

La Oficina Sobre Fumar y la Salud (OSH – Office on Smoking and Health) es la agencia dirigida por el Departamento de la Salud y Servicios Humanos para el control de fumadores. La OSH patrocina la distribución de publicaciones sobre asuntos relacionados con los fumadores, tales como boletines gratuitos sobre volver a fumar luego de la suspensión inicial del cigarrillo, ayudar a amigos o miembros de la familia a dejar de fumar, los peligros para la salud y de los efectos del fumar de los padres hacia adolescentes.

## EVALUACION – CONOCIMIENTO SOBRE ASBESTO

1. El asbesto se encuentra solo en aislamiento por ‘spray’.  
VERDADERO      FALSO
2. Las regulaciones sobre asbesto de OSHA se aplican solo a personal que trabaja con asbesto.  
VERDADERO      FALSO
3. El asbesto es un mineral hecho de fibras pequeñas.  
VERDADERO      FALSO
4. El asbesto azul es la forma mas comúnmente utilizada del material.  
VERDADERO      FALSO
5. El asbesto usualmente entra al cuerpo a través de la piel.  
VERDADERO      FALSO
6. El asbesto puede reducir la transferencia de oxígeno a la corriente sanguínea.  
VERDADERO      FALSO
7. La exposición al asbesto puede llevar a asbestosis y cáncer.  
VERDADERO      FALSO
8. El asbesto afecta las membranas de recubrimiento de los pulmones.  
VERDADERO      FALSO
9. Las enfermedades relacionadas con el asbesto presentan diversos síntomas o alertas antes de volverse peligrosas.  
VERDADERO      FALSO
10. Si usted trabaja con asbesto y es fumador, dejar de fumar puede cortar las posibilidades de tener cáncer a la mitad.  
VERDADERO      FALSO
11. Señales de alerta son siempre colocadas a la entrada en áreas de trabajo que contienen asbesto para prevenir entrada accidental o involuntaria.  
VERDADERO      FALSO

12. Casi todos los productos de asbesto con el tiempo pueden convertirse en peligrosos, especialmente si su material de adhesión o matriz es afectado.

VERDADERO      FALSO

13. Pulverizable (friability) es la tendencia de las fibras de asbesto a dispersarse en el aire.

VERDADERO      FALSO

14. El asbesto no pulverizable (non-friable) aun puede dispersarse en el aire.

VERDADERO      FALSO

15. Materiales que contienen asbesto (ACM) visiblemente dañados, degradados o pulverizables en áreas vecinas son siempre un indicador de que el polvo o escombros de superficies pudieran estar contaminados con asbesto.

VERDADERO      FALSO

16. Usted tiene que trabajar directamente con asbesto para estar en riesgo de exposición a fibras en el aire.

VERDADERO      FALSO

17. Usted no debe taladrar o cortar a través de materiales que contienen asbesto.

VERDADERO      FALSO

18. Si usted encuentra algún material que sospecha podría contener asbesto, no es necesario notificar el hecho a su empleador.

VERDADERO      FALSO

19. El desperdicio de asbesto puede eliminarse en bolsas de basura regulares.

VERDADERO      FALSO

20. Nunca lije o pele asfaltos o pisos de vinilo con contenido de asbesto.

VERDADERO      FALSO



TAB

9



2020

# LCPS Custodian Training Guide



*Our School*  
**Sparkles**  
*because of*  
**YOU!**

Reviewed Date \_\_\_\_\_ Initial of Custodian Trainee \_\_\_\_\_

Custodial Operations

Loudoun County Public Schools

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# LCPS CLEANING GUIDE FOR CUSTODIANS

To get the results that you and your supervisors want, you must follow instructions. In this chapter, you will learn the importance of:

- Reading labels and observing manufacturers' recommendations to get the most out of your cleaning chemicals
- Protecting yourself and the property you clean to avoid damage and personal injury.

## The Custodial Closet

A professional custodian's work begins in the room where equipment and chemicals are stored.

Storage areas may be within larger spaces such as boiler rooms, but all custodial storage rooms must be clean and organized. Since the custodial closet is visited at the beginning and end of a custodian's workday, it can set the mood and pace for an entire shift. It is the one place that custodians and house-keepers can control completely, and its condition may reflect the quality of service provided.

A dirty, dingy, disorganized closet is a sign that the custodians who use it are not working smart. In fact, they

may be working harder because their job environment hasn't been arranged properly.

A clean, organized closet is as important a tool as a good wet mop or a high-tech automatic scrubbing machine. A well-structured closet will have proper lighting and safe shelving and will be clean and free of debris.

Getting your custodial rooms into good shape may require some time and effort. Once they are clean and organized, however, it's much easier to keep them that way. Arranging storage areas appropriately is the first step toward a more efficient custodial department.

## Organizing a Custodial Closet

The key word to remember for a custodial closet is convenience.

Convenient location means that custodial closets are where you need them, when you need them.

- Easy entry and exit allow you to get into and out of custodial closets quickly, with no hassle.
- Organization makes all the custodial closets in your facility look the same way, so you will always know where to find the equipment and chemicals you need
- A "corporate set" standardizes product brands from closet to closet.
- Obviously, there will be some things about your custodial rooms that you can't change, like size and location. Keeping the convenience concept in mind, will help you set up storage areas as efficiently as possible.

## Tools for Cleaning

Above-floor cleaning usually includes everything in a room except floors, carpets and restrooms. Everything else (furniture, windows, shelves, upholstery, telephones, other appliances and air vents) needs to be cleaned.

To do this, you will need "tools of the trade:"

- Equipment refers to any item that is used repeatedly for a long time before it must be replaced, like a vacuum cleaner.
- Materials are items that are not considered equipment but last through many uses, like a microfiber duster.
- Supplies are consumable items that must be replaced when they are used up, like chemicals.

The following sections will teach you how to choose, use and maintain your equipment, materials and supplies.

## Chemicals for Cleaning and Maintenance

The most common chemical products for daily cleaning and maintenance are:

- Bowl cleaners
- Carpet spotters
- Disinfectants
- Floor-finish restorers and spray buffs
- General-purpose cleaners
- Glass cleaners
- Hand soaps

- Wood and metal polishes.

With these products, you can clean and maintain almost any surface. Occasionally, you may have to use stronger chemicals for heavy-duty cleaning.

Most cleaning agents act both physically and chemically. Physical actions include wetting and sudsy. Chemical actions include softening and dissolving.

*You must apply cleaning chemicals properly. If they are not applied properly, surface damage or personal injury may result.*

## Safety Practices

*Good safety practices will help prevent serious Injury to you and your fellow workers. Here are some basic points to remember:*

## Training

Pay careful attention during training sessions given by your employer. Your supervisors and trainers can provide valuable Information about chemical safety.

## Labels and documents

Read labels carefully and follow manufacturers' warnings and recommendations exactly. Documents such as SDS also provide Important safety Information.



## Flammability

The "flash point" is the temperature at which a chemical will catch fire. Check the flash points on product labels; the higher the flash point, the safer the product. Never use flammable products where there are exposed flames (near furnace boilers or gas burners in kitchens, for example).

Always use products where there is good ventilation.

## Personal Protection

If you use toxic products, or strong acid or alkaline chemicals, always wear personal protective equipment (PPE). PPE items include gloves, safety goggles or face shields, aprons and respirators.

Your employer or trainer will show you which of these items you must use in various work situations.

Do not work in confined quarters and be sure there is enough ventilation. Wash your hands before and after using any chemicals.

## Chemical Mixing

LCPS, most chemicals that require mixing are dispensed in our J-Fill solution dispenser.

Never mix a chemical with anything but water and follow dilution instructions exactly.

Mixing ammonia and bleach, for example, produces a poisonous gas that can kill you quickly.

## The Law

Many on-the-job chemical safety practices are required by federal and state government agencies, such as the U.S. Occupational Safety and Health Administration (OSHA). Don't put lives in danger, or your employer at risk, by ignoring these rules. For more information, go to [www.osha.gov](http://www.osha.gov).

In most cases, cleaning chemicals will be chosen by your managers, and supervisors will teach you how to use them. This chapter explains how the cleaning chemicals work.

## Chemical Safety

*Safety measures cannot be overlooked. You are responsible for protecting yourself and others, as well as the surfaces you work on.*

Chemical manufacturers try to make products that are safe, but eventually you will need chemicals that can be dangerous. They may be very corrosive (like acid restroom cleaners) or caustic (like floor-finish strippers) or they may give off fumes (like certain solvents).

## Cleaning Agents

Cleaning agents are products that remove soil from surfaces. Every custodian should be able to identify the seven different types of cleaning agents and the tasks they perform best.

Cleaning agents include:

- Water/steam
- Natural soap
- Synthetic detergents
- Solvent cleaners
- Acid cleaners
- Alkaline cleaners
- Abrasive cleaners.

## Types of Soil

There are two basic types of soil. To remove them effectively, you must know what each type is made of.

### **Loose, dry soil.**

Also called dust, this is what you see floating in the air and settling in a room as you look through a beam of sunlight. If it stays dry, dust can usually be removed with mechanical action alone. Examples of mechanical action include sweeping, dust mopping, wiping, vacuuming and wet mopping.

### **Oily, sticky soil**

Most dirt is mixed with grease or other oily material, which makes it stick to surfaces. Loose, dry dust turns into sticky soil when combined with other substances, including moisture in the air.

## Cleaning Agents:

### **Water**

Water is the oldest cleaning agent. It works well when soil contains no oil, is dry or is just slightly sticky. Water can act as a solvent to loosen, dissolve and remove dirt, but it cannot remove grease and oil by itself. Cleaning agents are needed to break through greasy or oily soil and wet the surface underneath. Steam vapor cleaning is an effective alternative to using chemicals.

In recent years, the use of steam vapor sanitation has become more common in commercial cleaning. Steam vapor sanitation enables cleaning hard and porous surfaces, while minimizing chemical usage. Steam ranges from 215-230 degrees Fahrenheit to sanitize, clean and deodorize various surfaces. Steam sterilization used in autoclaving requires 250-258 degrees Fahrenheit for an extended period to destroy all living organisms, including spores.

## Hard water

Reduces the efficiency of some cleaning agents due to greater amounts of dissolved metallic (calcium and magnesium) salts. This occurs naturally in some regions, especially in water drawn from wells. Custodial professionals in these regions need to learn special procedures for cleaning with hard water.

Hardness is measured in parts per million (PPM) of calcium carbonate salt. More than 400 PPM is considered "hard." Moderately hard water contains 200 to 400 PPM and soft water contains less than 200 PPM.

Salts in hard water combine with part of the cleaning agent, leaving less cleaning agent available to dissolve soil. As a result, more agent must be used to complete each cleaning task.

When a detergent is to be used with hard water, it should contain "water softeners" to remove salts. This reduces the amount of detergent needed and leaves no film on the surface being cleaned.

Hard water can reduce the effect of some disinfectants, germicides and bleach. A product's antimicrobial activity level may even fall below Environmental Protection Agency (EPA) standards when the product is used with hard water.

Soft water is the best type of water for cleaning. Most LCPS buildings have soft water.

## Natural Soap

Natural soap is the second-oldest cleaning agent. It is a mixture of naturally-occurring ingredients like alkalis and animal or vegetable fats and oils. (Alkalis include caustic soda, lime and lye).

Natural soaps add cleaning power to water. They penetrate soil and wet the surface underneath, so soil can be removed more easily.

Natural soaps are mild and normally won't hurt your skin or eyes.

The biggest problem with natural soaps is that they react with hard water to form an unsightly film. They are also hard to rinse off, resulting in a sticky buildup that attracts dirt back onto the cleaned surface.

## Synthetic Detergents/Surfactants

To avoid the disadvantages of natural soaps, chemists have created synthetic (man-made) detergents. Synthetic detergents provide the wetting and cleaning action of soaps without causing any film or buildup. Many synthetic detergents are called "surfactants."

Synthetic detergents or surfactants can do almost any cleaning job, even in hard water. They can contain a wide variety of chemicals combined in many ways. Ingredients may include petroleum products, sulfur, alcohols, amines, vegetable oils and animal oils.

## Solvent Cleaners

### Acid Cleaners

Three types of chemical solvents are used in cleaning products:

- **Aqueous solvents**, including water and alcohols
- Organic solvents, including petroleum distillates, citrus distillates and mineral spirits
- Aqueous/Organic solvents, including glycol ether.
- **Aqueous** solvents work for loose, dry soils but are not very effective on oily soils. Products containing organic or aqueous/organic solvents are better at cleaning soils such as tar, gum, tape residue, automotive grease and oil-based paint. Some of these solvents are pine oil, ethyl alcohol, butyl cellosolve, D-limonene, isopropyl alcohol, kerosene, benzene and methylchloride.
- **Organic and Aqueous/Organic** solvents dissolve, emulsify and suspend greasy and oily dirt such as automotive and heavy-duty grease, engine oils, fingerprints, body fats and varnish. They can be used on machinery, cement, many kinds of masonry tile and metal surfaces. Some carpet cleaning products also use this type of solvent.

*Be very careful when using cleaning agents containing chemical solvents. They can damage some surfaces such as resilient floor tile. Most chemical solvents are flammable. Some contain vapors that will attack your skin and lungs. Some leave a film that must be removed with a water based leaner.*

Many safe cleaning agents contain solvents. However, be sure to read all product labels carefully and wear protective gloves or goggles if recommended or required. Some types of soil cannot be removed with soaps, detergents or solvents. These include mineral deposits and rust stains left by water that you might find under the flushing rims of toilets or urinals.

Acid cleaners will effectively remove these types of soil. They can be used on porcelain, vitreous china, some types of glass, machinery, Plexiglas•, some types of quarry and ceramic tile and metal.

Acid cleaners have a wide range of strengths, and each one is suited to a different purpose. Always select the strength according to your intended use.

An acid cleaner that is too strong can permanently damage a surface, so you must be very careful. Hydrofluoric acid, for example, can turn leaded glass black. Sulfuric or strong phosphoric acid can mar metal surfaces.

*Do not get acid cleaners on your skin or in your eyes and avoid inhaling their fumes. Always wear protective gloves and goggles or a face shield when using acid cleaners. When using acid cleaners, follow all manufacturer instructions closely.*

## Alkaline Cleaners

Alkaline cleaners neutralize and remove soils that contain acids. Most greasy and oily soils have acidic components, so many cleaners contain alkaline materials.

Alkaline substances found in cleaning agents include sodium hydroxide, potassium hydroxide, sodium metasilicate, sodium carbonate and trisodium phosphate.

These substances are used to:

- Change fatty or oily soils into soap
- Improve surfactant's (or detergent's) efficiency
- Help disperse and suspend soil particles
- Provide water softening
- Increase soil-removing power.

*Use care when handling alkaline cleaning products because they will irritate your skin and eyes. As with acidic chemicals, follow label directions and use appropriate protective equipment.*

## Abrasive Cleaners

Some cleaning products contains scouring agents. They clean by physically abrading, scratching or scraping away stubborn soil. Abrasive ingredients may include silica dust, volcanic dust or other granular materials.

Scouring products may also contain deter- gents to help remove the loosened soil.

These cleaners come in three forms:

- Lotions
- Pastes

- Powders.

Lotion types have the smallest particle size and should be the first choice for general use. Pastes are more abrasive than lotions, and powders are the most abrasive.

*If the soil is too stubborn for a lotion abrasive, use caution as you move up to a paste or powder. Their abrasive actions can scratch and permanently damage surfaces being cleaned.*

# SOIL REMOVAL

## Chemical Cleaning Actions

Four detergency processes, or chemical actions, can be used to remove soil:

- Wetting
- Emulsification
- Dispersion
- Adsorption.

### Wetting

A property called "surface tension" makes water bead up or form drops. This tendency to hold together keeps water from spreading evenly over surfaces to be cleaned. For this reason, cleaning products contain wetting agents that reduce surface tension and allow water to flow easily into and under dirt to remove it.

## Emulsification

Water and oil do not mix naturally. However, soil often contains pieces of dirt that are held together with oils. To handle this type of soil, cleaning products contain emulsifiers that separate oil from dirt and break up large oil particles. Emulsifiers also keep oil particles floating in the cleaning solution so that they can be carried away.

## Dispersion

Once the oil and dirt components of soil have been separated, dispersion agents break up the larger pieces of dirt. These chemicals also keep dirt particles away from each other so that they do not stick together again.

## Adsorption

Some cleaning chemicals attract soil particles to themselves, allowing the soil to be carried away with the cleaning agent. This action, called adsorption, helps to remove soil from pores, cracks and crevices in the surface being cleaned. Note that "adsorption" is different from "absorption," which refers to the way things (like sponges) soak up liquids.

## Physical Cleaning Actions

In addition to wetting, emulsification, dispersion and adsorption, there are three physical cleaning actions to consider:

- Penetration
- Suspension
- Viscosity.

### Penetration

Allows cleaning agents to get into pores, cracks, joints and seams of surfaces to loosen and remove dirt.

### Suspension

Keeps dirt particles floating in cleaning solution so they won't be redeposited on the clean surface.

### Viscosity

Refers to the rate at which a cleaning agent flows. The thicker an agent, the slower it flows and the harder it is to rinse from a surface.

The thickest (highest viscosity) cleaners are foams. Foams are useful for cleaning walls and other vertical surfaces because they don't run.

## Acid or Alkaline?

Almost all cleaning agents have some level of acidity or alkalinity. Only one cleaning agent, pure water, is chemically neutral.

Note that chemists refer to alkaline substances as "bases!" In the cleaning profession, however, the term "alkaline" is more commonly used.

### The pH Scale

Levels of acidity and alkalinity are measured on the "pH scale." When you know the pH factor of a cleaning agent, you can tell how strong the product is and how safe it is to handle.

Chemical pH levels range from zero to 14 (refer to the chart on page 10). The closer a substance's pH factor is to zero, the more acidic it is. Likewise, substances with pH factors close to 14 are very alkaline. Products with a pH close to 7, like pure water, are neither acidic nor alkaline.

The numbers on the pH scale is calculated with a logarithmic system of mathematics. It's important to remember that each whole number on the pH scale indicates an acidity or alkalinity level 10 times stronger than the previous whole-number level.

*Substances with pH factors approaching zero or 14 are extremely powerful and require great care in handling.*

## Dilution

Another thing that affects the strength of cleaning agents is dilution level. Dilution occurs whenever you mix a product with water. When cleaning agents are sold in concentrated form they must be diluted before use.

A cleaning agent's "dilution ratio" indicates how much water must be mixed with the product to get the most cleaning power. Ratios are expressed as "1 to X," or 1 unit of cleaning agent to X units of water.

For example, a 1-to-256 dilution ratio (some- times shown as 1:256) means that one-part cleaning agent should be mixed with 256 parts water in order for the product to perform best. In volume units, 1 -to-256 means that 1/2 ounce of cleaning agent should be mixed with 1 gallon of water.

*Do not estimate volumes when mixing cleaning agents and water. Measure them exactly. Guessing wastes chemicals, can be unsafe and may force you to clean again because product performance wasn't right the first time.*

The correct dilution ratio for any product will always be found on the container label.

*Follow the dilution ratio recommended by the product manufacturer exactly.*

Adding too much cleaning agent can harm sur- faces and



leave a dull, sticky film that will attract more soil. Adding too little cleaning agent reduces effectiveness. Many chemicals come in pre-measured packets to help you dilute products correctly.

Some buildings have chemical dilution stations, which automatically mix measured amounts of concentrated chemicals with water from the building's supply pipes. In the presence of inconsistent water pressure, however, this type of system may measure incorrectly.

## Disinfection

One of your most important jobs as a custodian is to kill germs or stop their growth before they make people sick. Areas where germs must be controlled include classrooms (desk tops), restrooms, locker rooms, kitchens, cafeterias at LCPS.

Micro-organisms, or germs, cannot be seen without a microscope. They can live in soil, move on air currents or be spread by contact with people or animals. Most germs are not harmful, and some are helpful.

Germs that make people sick are called "pathogens." A surface that looks clean may be covered with pathogenic germs. After removing all visible soil, you may still have to use disinfectant chemicals to finish the job.

## Ideal Germ Conditions

Germs get nutrients from things that people and animals leave behind, including food, wastes, blood, body oils and fats. All these things can be found on dirty building surfaces. Since removing dirt takes away their food source, clean surfaces are your first line of defense against germs.

Besides food, germs need moisture, darkness and warmth. A restroom floor is an ideal place for germ growth because it is warm, often damp and its many cracks and crevices contain dirt on which germs feed.

## Disinfecting

Disinfection kills many more germs than sanitization. A chemical cannot be classified as a disinfectant unless it kills at least 99,999 out of 100,000 micro-organisms under controlled conditions.

Under average cleaning conditions, the number and kinds of germs killed by a disinfectant depends upon its type and strength.

Disinfectant can be applied to a surface after it is cleaned, or cleaning and disinfection can be done simultaneously with a combination cleaning/disinfectant chemical.

Disinfectants do not always kill all viruses or molds. Disinfectants used in industrial and commercial buildings, for example, are not as strong as those used in hospitals and other medical facilities.



## Sterilizing

Sterilization is the most effective method of killing germs. It destroys all germs and molds and makes viruses inactive. Methods include treatment with steam in a pressurized oven called an autoclave, treatment with radiation or treatment with very powerful sterilant chemicals.

Sterilization is not practical or necessary for cleaning ordinary building surfaces. It is most commonly performed in hospitals and other facilities where medical or surgical instruments must be germ-free.

Heat, a well-known germ-killing agent, has been proven to sanitize, disinfect and even sterilize objects. Steam vapor, since it is moist heat, has been shown to provide the advantage of rapid penetration to facilitate protein coagulation, which kills microbial organisms.

## Using Disinfecting Chemicals

Disinfectant chemicals are almost always supplied in concentrated form. They must be diluted with water to create a germ-killing solution with the proper strength.

*All LCPS cleaning chemicals are properly diluted in our J-fill dispenser. Never use any chemical directly from the bottle.*

Some germs can be removed simply by hand dusting or dust mopping. However, many germs remain in and under caked dirt and soil. To remove dirt and kill the germs, you

can use either a one-step or a two-step process.

### The one-step process

Involves a single cleaning/disinfectant chemical. Such a chemical performs both actions at once, and neither the disinfecting chemical nor the detergent interferes with the action of the other.

But, surfaces must be clean for the surface to be disinfected. Therefore, you must clean the surface of dirt, dust, debris first.

### The two-step process

Involves first cleaning of all debris with a general all-purpose cleaner and then spraying or wiping a disinfectant chemical. Some disinfecting chemicals do not need to be wiped but at LCPS we wipe after the disinfecting chemical has been in contact with the surface and while it is still damp. The time the disinfecting chemical stays in contact is the time that the disinfecting action is taking place.

## Types of Disinfectants

There are many types of disinfectants. Some kill only one type of germ. Others, said to have a "broad range of kill" work against a variety of germs. Still others kill germs well but may damage surfaces or harm people. Each type of disinfectant has advantages and disadvantages. LCPS uses a quaternary based cleaning and disinfectant which is an ammonia based product.

## Hazardous and Infectious Waste

*LCPS custodians do not handle 'hazardous' waste. In instances where hazard waste may occur, the department that creates this waste will ensure its proper disposal.*

Removing trash from buildings and disposing of it is no longer a simple task in our environmentally conscious society. Buried chemicals have poisoned drinking water supplies and medical waste has washed up on beaches. Trash disposal is a major issue for all levels of government.

Hospitals and public health officials have established standards for the handling, storage, removal and disposal of medical and infectious wastes. Similarly, states and the federal government regulate trash and hazardous wastes. Supervisors in buildings have primary responsibility for complying with these rules, which custodians should also follow.

### **Hazardous waste**

Can be one substance or a combination of substances. Depending upon its physical or chemical makeup, it may cause or significantly contribute to:

- An increase in mortality (deaths)
- An increase in health problems and in the occurrence of serious, irreversible illnesses
- Damage to the environment.
- A hazardous waste must be properly handled, stored and disposed of.

### **Infectious waste**

May include:

Laboratory cultures or etiologic agents, (micro-organisms or viruses that cause or significantly contribute to disease or death) which pose a substantial threat to health due to their volume and virulence

- Pathological specimens - including human or animal tissue, blood elements, excrement or secretions -which contain etiologic agents
- Surgical specimens -including human or animal parts and tissue removed surgically or in an autopsy -which contain etiological agents

Equipment, instruments, utensils and other disposable materials that are likely to transmit etiological agents from rooms of humans or enclosures of animals who have been isolated because of suspected or diagnosed communicable disease

Human dialysis waste materials, including arterial lines and dialysate membranes

Carcasses of animals infected with etiologic agents that may present a substantial hazard to public health if improperly managed.

## Hazardous Chemical Wastes

### Labeling

All hazardous chemical agents and waste must be properly identified and labeled under all circumstances at all times. Many cleaning agents are considered hazardous and must be identified and labeled.

Many states recognize four basic classifications of chemical waste: Toxic, corrosive, ignitable and reactive. These materials must be identified with the following information:

- All chemical containers must have manufacturer's labels and retain them whenever the containers are stored.
- If chemicals are dispensed into other containers, those other containers must be labeled with the chemical and common names of the product with warning- caution labels
- Storage cabinets must be identified as containing hazardous materials with labels like "toxic," "corrosive," etc.

### Handling and Moving

Handling and moving chemical waste requires close supervision and these safety precautions:

- Open containers must be tightly sealed and, if necessary, relabeled before disposal or storage
- Residual chemicals not in their original containers must be put into appropriate containers, tightly sealed and relabeled prior to relocating them

- Before they are transported, all containers must be inspected for leakage and packed appropriately to avoid breakage
- Toxic, corrosive, ignitable and reactive chemicals must be packed separately from each other, as they could react if they were ever mixed accidentally.
- Packing containers should be closed and taped with the contents listed on the outside.
- The name and phone number of a contact person should be marked on the outside of the containers.
- Packing containers should be clearly labeled this way: "CAUTION, HAZARDOUS WASTE CHEMICALS. DO NOT DROP." - "THIS SIDE UP."

### Other Precautions

Other practices that are safe, sanitary and protect the environment should always be part of any building's hazardous waste management system:

Rules and regulations should be followed strictly

Everyone who handles chemical waste should wear protective gloves, aprons, face goggles or another PPE

Eye wash stations should be available

Storage areas should be inspected and noncompliance should be noted and corrected

Separate chemical waste storage cabinets for each of the four kinds of chemical waste.

## Blood and Bodily Fluids

In the early 1980s, scientists discovered the human immunodeficiency virus (HIV), the virus that causes the deadly disease AIDS. The micro-organisms that cause AIDS and other infectious diseases such as hepatitis-B are called bloodborne pathogens.

Awareness of these diseases has led to safer practices for the handling and cleanup of substances that contain bloodborne pathogens. Such substances are typically blood, other bodily fluids or other potentially infectious material. Today, people are far more careful when cleaning up a spill of blood, vomit, urine or feces.

Not all custodians will be required to clean up these substances every day.

You should be aware of the potential hazards of bloodborne pathogens and how to safely clean up blood and bodily fluid spills. Such spills can occur anywhere that people could become injured or ill.

The same precautionary measures you take against AIDS or hepatitis-B will also help protect you against polio, tetanus, measles, mumps or the flu. A safe cleanup procedure for potential bloodborne pathogens protects your health and the health of those who use your facility.

In general, the chance of becoming infected by bloodborne pathogens is small for those who follow normal sanitary practices. However, the deadly nature of the diseases these

pathogens cause means you can't afford to take the slightest risk. For that reason:

*You must assume that ANY blood or bodily fluid spill contains disease-causing germs. It's better to be safe by taking precautionary measures than to risk infection.* Finally, when a spill occurs, follow the step-by-step procedure below for cleanup.

Cleaning Procedures:

- These procedures will be:
  - on a label adhered to the red bucket.
  - In the red bucket as a laminated 8.5" x 11"

instruction sheet.

- to be posted where you store the red bucket kit.
- Discard all disposable cleaning material into regular trash bags and dispose of directly into the trash dumpster.
- Disinfect any tools or other non-disposable items

# Clean-up Procedures for Vomitus and Fecal incidences

## 1. Clean Up

- Close off area of contamination
- Put on personal protective equipment
- Immediately cover soiled areas with absorbent (VOBAN) or paper towels until VOBAN can be used.
- Transfer materials into plastic bag for disposal.

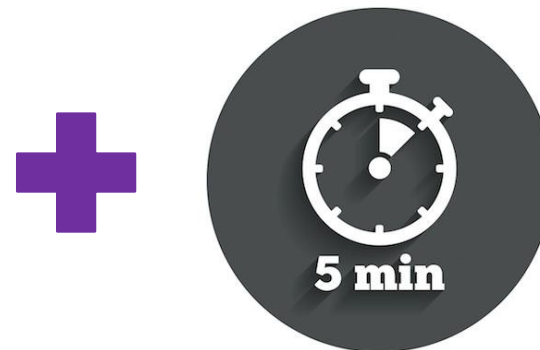
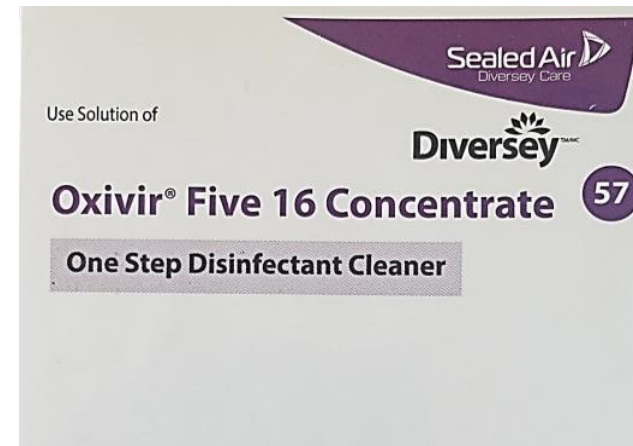
## 2. Disinfect Surfaces using OXIVIR Five 16

- For walls and floors spray the disinfectant.
- Keep the entire area moist with OXIVIR Five 16 for at least 5 minutes on all contaminated surfaces.
- Using paper towels, wipe down and cleanup the area
- Spray mist OXIVIR Five 16 over the entire area, again, let air dry. Once dry, open the area for use.
- Bag seal and discard all disposable cleaning equipment
- Disinfect any tools or other non-

disposable items used in the cleanup (i.e. mop buckets, handles)

## 3. Thoroughly wash hands with soap and water

## 4. Rinse any food preparation surfaces with water before use.



## Oxivir Five 16 Information

- Oxivir Five 16 is used to clean vomitus and/or fecal incidents to help prevent a Norovirus threat/outbreak.
- Oxivir Five 16 concentrate bottles will be stocked and kept in one location, the FACs warehouse.
- The concentrated form will be diluted at the FACS facility the Lead Head Custodians will fill/refill spray bottles for all schools.
- The concentrated bottle has a shelf life of 3 years.
- The diluted solution in spray bottles is 90 days.
- The stand time (amount of time the surface needs to stay wet to kill the Norovirus) is 5 minutes.
- A mist spray is to be applied, never a stream to prevent splash and spread.
- PPE should be worn, gloves at a minimum.

### Supply process:

- Each school will receive an Oxivir clean up kit consisting of:
- 1 red 2-1/2 gallon bucket (to be used only for this purpose).
- 2 spray bottles filled with Oxivir Five 16 in the correct dilution mixture.

## OSHA & Bloodborne Pathogens

- Each bottle will have the appropriate Oxivir label.
- Each bottle will have a 1" colored dot which will change color every 90 days.
- 1 lb. bag of Voban absorbent deodorizer.
- 1 laminated sheet with specific instructions.
- 2 copies of the MSDS which is to be put into the schools SDS books, asap.
- Each school should add to this kit, one partial used roll of paper towel & disposable gloves.
- This kit is to be kept in an area where HC & Day custodian have quick and easy access.

### Replenishment process:

- Your custodial supply delivery person will carry extra full bottles in his truck.
- As you empty a bottle or close to empty, place it in the area he normally checks;
- he will remove the empty bottle and replace it.
- If you need more than 2 bottles, he will give you a 3<sup>rd</sup> spray bottle, appropriately labeled.
- Every 90 days, your old bottles will be picked up regardless of how full/empty they are.
- At the same time, new bottles will be delivered.
- These bottles will have a different colored dot label

Reviewed Date \_\_\_\_\_ Initial of Custodian Trainee\_\_\_\_\_

To prevent the spread of AIDS and similar diseases, OSHA has established what is commonly called the bloodborne pathogens standard.

This standard, set down in federal law, directs employers to take certain steps to protect their employees from these diseases.

OSHA requires that employees who could reasonably be exposed to bloodborne pathogens in their normal job tasks (such as a person working in a hospital) must be provided with proper training, PPE and free vaccinations against hepatitis-8. An employee who has been exposed must be given a medical evaluation and follow-up.

The full OSHA bloodborne pathogens standard is too long and complex to be covered in this handbook. If you need more information about it, you should speak to your supervisor, your training instructor or the nearest OSHA office.

### **Safe Work Procedures**

There are many things you can do as a custodian to protect yourself and building users against infectious diseases. Here are some of the basics:

#### **Disinfection**

Follow appropriate cleaning and disinfection procedures. This helps eliminate the type of environment (such as moisture, warmth and darkness) that promotes microbe growth. Proper disinfection of building surfaces kills many infectious organisms and slows or stops their reproduction.

### **Hand washing and skin care**

Your skin normally blocks the entry of germs, but it can't function properly when you have apparent lesions (cuts you can see) or unapparent lesions (cuts or breaks in the skin that you can't see). Skin that appears to be healed can still have openings for microbes to enter. Be serious about hand washing and skin care.

### **Barrier protection**

The truly effective defense against infection is personal barrier protection with PPE when appropriate. Wearing PPE is essential when cleaning up spills of blood and other bodily fluids.

Treat all suspect materials or surfaces as if they were sources of infection. This approach falls under the OSHA guidelines for universal precautions, which your supervisor or trainer can explain to you in more detail.

A number of more specific procedures to help protect you from AIDS and other bloodborne diseases are:

Clean and decontaminate all equipment and work surfaces with an appropriate disinfectant:

- Decontaminate bins, pails, cans and similar receptacles
- Replace protective covers when contaminated
- Dispose of infectious materials in proper packages or containers

Do not directly handle broken glassware, hypodermic needles or similar items; most health care facilities have specially-labeled waste containers for these items (sometimes called "sharps").

Never put your hands into a container such as a trash receptacle, where you can't see the contents.

### **Hazard Communications Program**

Many workplaces have set up hazardous materials communication programs to help custodians and other employees better understand the chemicals they work with. Understanding the three parts of a hazard communication program - *training, SDS and warning labels* - will help you prevent unnecessary injury and illness that comes from improper chemical handling.

For the program in your workplace to be successful and protect you and your co-worker's health and safety, your participation and cooperation are essential. By following instructions given during training and by reading the SDS and chemical labels, you're making a professional effort.

### **Training**

Your employer should provide training on how to use and handle the chemicals you need to perform your job. Among other things, a training program should:

- Show you when and how to use PPE such as gloves and goggles
- Show you where SDS are located in your facility and how

and why they are used

- Teach you some basic first aid in case you need to help one of your co-workers
  - involved in an accident; you should be shown the locations of first aid stations first aid kits or wash areas
- Keep records of who was trained and what they learned for future reference. Also, in your employer's records, should be an updated list of the chemicals used and stored on-site.

### **Safety Data Sheets (SDS)**

Safety Data Sheets - usually called SDS -are supplied by the manufacturers of the products you use. The SDS for each chemical shows you how to safely use, handle and store it. Each SDS has at least eight sections:

#### **Section I, Chemical Identification**

Includes the name of the chemical as it appears on the label or any trade names, the name and address of the chemical's manufacturer, an emergency telephone number, an information telephone number and the date the SDS was prepared.



## **Section II, Hazardous Ingredients/Identity Information**

Lists the product's various hazardous chemical ingredients. Next to each ingredient, the SDS will show its permissible exposure limit (PEL) or its threshold limit value (TLV), which are the highest concentrations of the ingredient a person can be exposed to safely.

## **Section III, Physical/Chemical Characteristics**

Lists the specific chemical identity, including its appearance, smell or other identifiable characteristics. Such characteristics might be its boiling point, vapor pressure, vapor density, solubility in water melting point, evaporation rate or specific gravity.

## **Section IV, Fire and Explosion Hazard Data**

Lists the fire hazards associated with the chemical, including the chemical's flash point, which is the temperature at which the chemical ignites. This section also describes what other substances will extinguish the chemical and what firefighting methods - such as pouring on water or using a fire extinguisher - should be used to safely put out a fire involving this chemical. Any unusual fire and explosion hazards or flammable limits would be listed.

## **Section V, Reactivity Data**

Tells whether the chemical will react to other materials and conditions. Other information in this section would include conditions to avoid (such as heat or sunlight) to prevent

chemical instability; incompatibility, noting what other chemicals will cause the product to react, burn, explode or become gaseous; under what conditions the chemical decomposes in a hazardous way or produces byproducts; and hazardous polymerization.

## **Section VI, Health Hazard Data**

Lists the different "routes of entry" that a chemical can take to enter the body, such as inhalation, absorption into the skin or swallowing. It also lists health hazards, signs and symptoms of exposure, medical conditions generally aggravated by exposure and emergency and first aid procedures to follow in case of exposure.

## **Section VII, Precautions for Safe Handling and Use**

Lists steps to be taken in case the chemical is released or spilled, the proper disposal method and precautions in handling and storage.

## **Section VIII, Control Measures**

Lists the PPE that should be used when working with the chemical, such as gloves, goggles and respirators. The section also describes proper ventilation and work/hygienic practices to be used with the chemical. Material safety data sheets should be readily available to every worker on duty. Any time you are unsure about the ingredients or proper handling of a chemical, the SDS should always be consulted.

## Warning Labels

Most warning labels on chemicals have these basic warnings:

The basic warning on the label lists the chemical name, name and address of the manufacture, hazardous ingredients and precautions such as avoiding heat or skin contact

First aid procedures explain what to do in case someone is exposed to the chemical; there is specific first aid advice for exposure to the eyes, skin or after swallowing

Fire instructions list the proper procedure to follow in case of fire: not all chemicals are extinguished the same way, so it is important to read the label

Some labels tell you how to handle a spill; and you should always wear protective gear when cleaning up a chemical spill

A section on handling and storage will list the PPE you will need and the proper places in which to store the chemical

Disposal instructions include the proper procedure for disposal of leftover chemicals or the empty container which may still contain chemical residues.

Because chemicals are always being reformulated, it's important to read the warning labels on the chemicals you use. If you have any questions or doubts after reading the warning label, you should consult the chemical's SDS.

## Missing, Damaged Labels

Containers without labels should not be used or handled until a positive identification is made. Once the chemical is identified, label the container. If the chemical is hazardous, the proper "hazardous" identification should be made.

If a chemical is transferred from its original container to a new one, the new container must be properly labeled.

If a label is damaged or partially missing, report it to your supervisor and ask for a new label. A new label can either be copied from an identical product or obtained from the manufacturer.

If the chemical name is still intact on a damaged or partially missing label, you can obtain immediate information about the chemical by referring to its SDS. But, that container should still have a new warning label attached as soon as possible.

## Right to Know and Your Responsibility

Federal hazard communication rules, enforced by OSHA, say that any employees in the U.S. who work in the presence of hazardous chemicals have the "right to know" information about these chemicals. This means that employers must tell their employees about each chemical's contents, potential dangers and what to do in case of accidental spill or misuse. All this information must be readily available to all workers.

Some states also have their own "right to know" laws, but most are very similar to federal rules, which set minimum standards for all states in any case.

Each employee "shall comply with all occupational safety and health standards and all applicable rules, regulations and orders issued under [the right-to-know law]," the government says.

### **Using Cleaning Chemicals**

Do not mix chemicals; dilute chemicals only with water, and then only according to the manufacturer's directions

Make sure all chemical containers (including spray bottles) are properly labeled

Store chemicals in appropriate, safe, secure places

Bring to your work area only the amounts of chemicals necessary to do the job

Use PPE (including gloves, safety glasses or goggles, masks, aprons or other garments) to protect yourself against spills and splashes of chemicals

Wash hands or affected skin immediately in case of spills

If you don't know what a chemical is, how to use it or what its potential hazards are, ask your supervisor for instructions first

Remove leaking containers. Shift contents to another container and re-label it. Do not discard a container in the trash or pour a chemical down a drain without prior approval from your supervisor.

## LCPS CLEANING SOLUTIONS



**GLANCE HC**  
WINDOW CLEANER  
Glass  
White boards  
Stainless steel

**STRIDE CITRUS**  
NEUTRAL CLEANER  
Walls  
Desks  
Chairs  
Floors  
Counters

**Virex II 256**  
DISINFECTANT  
Sinks  
Desks  
Toilets  
Urinals  
Door handles  
Bathroom floors

**CREW**  
DISINFECTANT  
Toilets  
Urinals  
Area around toilets  
and urinals

**J-512**  
SANITIZER  
Tables  
Cafeteria tables

**OXIVIR FIVE 16**  
DISINFECTANT  
Cleans body fluids  
Blood  
Vomit  
feces

ONLY USE CLEANERS THAT LCPS SUPPLIES

# LCPS CLEANING SOLUTIONS



NEVER BRING CLEANERS FROM HOME

## ABOVE THE FLOOR CLEANING

Cleaning above-floor surfaces is an important part of a custodian's daily responsibility.

- Above-floor duties may include:
- Trash removal
- Vacuuming
- Dusting
- Surface cleaning and polishing
- Window and glass cleaning.

### Equipment for Above Floor Cleaning

*To extend the life of your equipment, be sure to follow the manufacturer's instructions for use and care. Use equipment only as recommended.*

#### Custodial Carts

Custodial carts, or utility carts, help you carry cleaning tools and supplies efficiently between the custodial closet or storeroom and the areas you clean.

#### Trash-Collection Receptacles

To transport trash from your work areas to a central disposal site, you can use trash-collection receptacles. Some custodial carts have trash-collection receptacles built into them, as described above.

If you are only collecting trash and are not performing other

cleaning tasks, a mobile trash-collection receptacle is most efficient. Yellow jackets or aprons can be added to carry small chemical containers, tools and supplies.

### Trigger Sprayers & Bottles

Trigger sprayers are used to dispense a variety of chemicals for cleaning.

Trigger-spray bottles are made of polyethylene or another durable plastic, and their volume is generally 16 or 32 ounces. The attached nozzles can be adjusted to produce a thin liquid stream or a fine-mist spray and everything in between.

Spray bottles must always be labeled to show the contents of the bottle.

*Do not use a sprayer that is not labeled and contains an unidentified chemical.*

### Vacuum Cleaners

Vacuums can be a very efficient tool for dusting, but make sure to empty vacuum bags when 1/2 to 2/3 full to maximize the cleaning power of the vacuum.

#### Tank-type or canister vacuums

Resemble a cylinder on wheels, either in a horizontal or vertical position. They usually have a flexible intake hose, standard floor vacuuming tools and other specialized tools for above-floor cleaning.



Tank-type or canister vacuums are normally pulled on their wheels behind the operator and can be used for dusting (high, low or horizontal surfaces) and carpet vacuuming. This versatility means that you don't have to switch back and forth between vacuum cleaners.

### **Backpack vacuums**

Are carried by the operator. They are excellent for above-floor dusting because they can easily be taken up a ladder or into hard-to-reach areas. They have the same specialized tools as tank-type or canister vacuums, so they can be used for both above floor and carpet vacuuming.

Even though the operator must carry both the machine and the soil it collects, many models are light and comfortable enough for most custodial employees.

### **Upright vacuums**

ProTeam upright vacuum attachments may be powered separately from the floor-suction head, or the vacuum hose may be removed from the suction head and connect other cleaning tools for dusting and cleaning crevices.

## **MATERIAL FOR ABOVE THE FLOOR CLEANING**

Remember that cleaning "materials" are items that wear

out sooner than equipment and have to be replaced more often.

### **Hand Dusters**

Synthetic blended dusters, such as microfiber, enable faster and more effective dry dusting. Microfiber, which is made up of polyester and polyamide, is both oil-attracting and water-attracting. Microfiber's wedge-shaped filaments

*Chemically treated cloths of any kind should not be discarded in the custodial closet and allowed to accumulate. They can catch fire under certain conditions.*

### **Cloth Wipes**

#### **Dry, untreated wipes**

Are made from high-end synthetic materials like microfiber. Microfiber's unique design allows it to attract both water and oils, making cleanup more effective and efficient. Since microfiber wipes can be color coded to ensure proper use and laundered, they are a more productive, greener option than any other type of cleaning wipe

### **Window and Glass Cleaners**

Glass cleaning products come in a concentrated liquid that dispenses the correct mixture from our J-fill dispensers.

Most glass cleaning agents are mild, general-purpose detergents that contain drying agents such as alcohol or ammonia.

Custodians may have to clean inside and outside window glass, glass partitions, glass walls, glass doors, mirrored glass, leaded glass, Plexiglas, or other glass-type surfaces.

*Cleaning agents formulated for glass should not be used on other surfaces unless the other surfaces are specifically mentioned on the container. Glass cleaners can harm finishes, metal surfaces, wood and resilient flooring.*

When applying general-purpose cleaner, glass cleaner or other cleaning chemical, spray the chemical on the cloth, not on the surface to be cleaned. Spraying chemicals directly on surfaces can harm the paint, furniture or other surfaces nearby. Also, spraying chemicals onto a surface puts more of the chemical into the air and this can cause wasted product as well as respiratory and other health issues for you and the building occupants.

## **Metal Polishes**

Metal polishes remove soil and help keep unfinished metal (usually chrome or stainless steel) from rusting. In routine cleaning, the most common use for metal polish is on door doors, bars, kick plates and restroom fixtures. Oils and waxes in metal polishes leave a shiny, protective film on surfaces. Using too much

*Metal polishes should only be used on surfaces for which*

*they are intended. To maintain safety and avoid damage, do not overspray onto surrounding surfaces. Always be prepared to wipe off any excess residue.*

## **Trash Liners and Bags**

Trash liners and bags are made of plastic and come in various sizes, colors and thicknesses. Liners are smaller and fit inside wastebaskets. Bags are larger and fit inside trash-collection receptacles.

Liners and bags help keep wastebaskets and receptacles clean and make trash removal easier and faster. They protect the inside container surface from liquids and sticky substances that cause odors, reducing the need for container washing.

## **CLEANING DEBRIS ON FLOOR SURFACES**

*You need to learn these basic procedures thoroughly. Understanding how best to use your equipment, materials and supplies will increase efficiency and improve cleaning results.*

## **Trash Removal**

The first step in trash removal is to bring the trash-collection unit or custodial cart into the room being serviced. Trash from all areas of the room will be



emptied into the trash-collection receptacle.

*When emptying trash into the collection unit, never compact the trash with your hands. This is unsanitary and dangerous. Sharp objects may be hidden in all the soft-looking paper.*

## Recycling

Is an important part of any facility's cleaning operation. Pay special attention to recycling bins during trash removal and ensure the contents are disposed of in the proper receptacle.

Clean paper, cardboard cartons, plastic bottles and containers and other items that store cleaning products can be recycled when empty. Make sure you and your co-workers are doing your part to support the green programs in your facility by recycling what you can.

- Recycle material cannot be disposed of in plastic bags

- Plastic bags cannot be put into the recycle dumpster
- If it's in a plastic bag, put the entire bag in the trash dumpster
- Do not cut open bags or sort trash from recycling
- Do not cut open bags and dump in recycling
  - just throw the entire bag in the trash dumpster.
- All paper plates with food residue are not recyclable
  - from cafeteria or other food events
- Recycle only clean materials / items. For example:
  - paper, cardboard; empty water bottles; empty soda cans
- Classroom papers & cans or bottles are to be recycled but not in plastic bags.
- Candy bags, potato chip bags etc., are not recyclable

## You Have the Power!

Ever wonder, "Why and how to recycle?" When you use "Recycle Often. Recycle Right.<sup>SM</sup>" great things happen. Every day we encounter hundreds of recyclable items. By recycling properly, you help materials get to their next best use, which in turn saves tons upon tons of raw materials, time, energy and expense.

## It's Time to Rethink Recycling

69% of plastic bottles don't get recycled.\* 45% of aluminum cans end up in the garbage.\* Liquids often spoil a whole load of otherwise recyclable paper. That's why it's time to get back to the basics of good recycling. The fact is that some recycling actions make a bigger impact than others. The **Recycle Often. Recycle Right.<sup>SM</sup>** Recycling Rules will help you rethink recycling to make a sustainable impact!

Visit [RecycleOftenRecycleRight.com](http://RecycleOftenRecycleRight.com) to make the promise and become a Recycling Ambassador. Whether you're a home owner, teacher, city official, business, kid, or a recycling enthusiast, all the information you need to help pass it on is just few clicks away.

\*Source: US Environmental Protection Agency

# RECYCLING RULES

1. RECYCLE ALL BOTTLES, CANS AND PAPER
2. KEEP ITEMS CLEAN AND DRY
3. NO PLASTIC BAGS

Certain offenders can slow down the recycling process or even ruin the load.

Make the Promise at [RecycleOftenRecycleRight.com](http://RecycleOftenRecycleRight.com) ...and then pass it on

---

## Participation is Key

With the help of communities across the country, Waste Management recycled enough material last year to fill 168,819 Boeing 737s.

© 2014 Waste Management, Inc. The Recycle Often. Recycle Right.<sup>SM</sup> recycling education program was developed based upon national best practices. Please consult your local municipality for their acceptable materials and additional details of local programs, which may differ slightly.

### Always recycle:



**Plastic Bottles & Containers**



**Food & Beverage Cans**



**Paper**



**Flattened Cardboard & Paperboard**



**Food & Beverage Cartons**

### Do NOT include in your recycling cart:



**NO Food Waste**



**NO Plastic Bags & Film**



**NO Foam Cups & Containers**



**NO Needles**

**To Learn More Visit:**  
[RecycleOftenRecycleRight.com](http://RecycleOftenRecycleRight.com)

#RORR

## Trash Removal Procedures

Wastebaskets: All wastebaskets must have a plastic liner. In restrooms & clinics, replace the liners every day

Liners do not need to be replaced daily in classrooms or offices. Replace the liners only when there the trash is wet, or has food, or has an odor.

Pull the liner from the wastebasket rim and bring the edges together. Pull the liner and its contents out of the wastebasket and place it in the trash-collection unit.

Check to see if the wastebasket is dirty inside or out. If necessary, wipe it clean.

Place a new liner in the wastebasket by wrapping the top edge over the wastebasket rim. Put the wastebasket back where you found it.

## Pencil Sharpeners:

When opening sharpeners, be careful not to spill wood shavings.

Dump sharpener contents into the trash-collection unit. Check for proper operation after replacing sharpener and report any problems or broken ones to your supervisor.

When the collection unit is full, or the collection route is finished, collected trash should be transported to the proper disposal area and deposited there. Don't spill

trash out of the collection unit or on your way to the disposal site. Spilled trash reflects poorly on you and everyone else who works in the facility.

When your work is done, return the trash-collection unit and tools or equipment to the proper storage area. All items should be cleaned in preparation for their next use.

## Dusting

Dusting removes the light soil that accumulates on surfaces before it becomes a sticky, more complex soil.

### Safety.

Always follow these rules to avoid injury to yourself and others.

Use ladders, scaffolds or extension tools when dusting high surfaces. Most vacuums have attachments that allow operators to clean high areas while standing on the floor. Many lamb's wool and microfiber dusters also have telescoping handles.

Never stand on furniture. If you use a ladder, never stand on the top step.

Make sure that all vacuum cleaners have proper grounding and that their cords are in good repair.

### **Professional Conduct.**

Do not read materials left anywhere in the room while dusting or performing other cleaning tasks. Some documents may be personal or sensitive. Occupants of rooms must be confident that custodians will not read or disturb their materials or allow them to end up in anyone else's hands.

### **Dust High to Low.**

Always dust high surfaces first. It makes no sense to clean a low surface and then push dust back onto it from a higher surface.

Any surface that has not been cleaned within the past 12 hours will have some accumulation of dust on it. Horizontal surfaces, like a table-top, will have more accumulation than vertical surfaces, like a wall. The amount of dust accumulation on any surface depends upon circumstances in the building, like the amount of air movement or the humidity level.

The longer dust remains on surfaces, the more it mixes with moisture and other substances in the air. This mixture clings to the surfaces and a greater effort is required to remove it.

Most above-floor dusting does not need to be done every day, but all horizontal surfaces need to be dusted regularly. Under normal circumstances, it takes about seven days for dust to become visible. Your supervisors will consider the building's environment and the desired appearance level in

order to determine the required dusting frequency.

Most surfaces can be dusted with a microfiber or feather duster, a treated dust cloth or a dry cloth sprayed with a general-purpose detergent. Each method offers a different degree of speed and effectiveness.

### **Microfiber dusters**

Are faster to use than other methods, but you must dust frequently enough to keep the dust loose. If the dust becomes sticky and clings to the surface, a traditional duster's ability to remove it is limited. In addition, a traditional duster may make less contact with the surface since it tends to be moved quickly. Synthetic blended dusters, such as microfiber, enable faster and more effective dry dusting.

### **Dry dust cloths and a trigger sprayer**

Containing a general-purpose detergent will do a good job of removing heavier, stickier soil. This approach tends to be more thorough because surfaces must be wiped carefully to remove sprayed-on detergent. It does take more time, but the more often you dust, the less you'll need to use this method for removing heavy accumulations.

In areas where both cleaning and disinfection are required on a regular basis, a cleaner/disinfectant can be sprayed on dry cloths instead of a general-purpose detergent.

## Vacuum Dusting

Vacuum dusting is thorough and is particularly good for items like chalk trays, vents, mini blinds and corners or crevices. With the right vacuum equipment, vacuum dusting can be done at the same time as floor or carpet vacuuming.

Vacuum dusting is the only workable method for dusting fabric-covered surfaces such as upholstered furniture, draperies or fabric covered walls or partitions. Dust settles into fabric fibers and will cause wear and a soiled appearance if not removed regularly.

## Where to Dust

Items that need regular dusting include:

- Office equipment
- Countertops
- Furniture
- Telephones
- Filing cabinets
- Molding
- Ledges
- Windowsills
- Picture frames
- Door tops, hardware and frames
- Window blinds and shutters
- Corners and crevices
- Light switches
- Vents

- Lighting fixtures
- Chalkboard trays and erasers
- Stairway handrails and banisters.

*Never move or remove items on a desk, cabinet, window sill etc. to dust. If the surface has anything on it either dust around or do not dust that surface at all. When in doubt, do not disturb any of these items.*

Overhead surfaces are not usually dusted as frequently as lower, more reachable surfaces. Overhead surfaces can be scheduled for dusting 2x per month, unless circumstances in your building make it necessary to dust these surfaces more often.

When your dusting work is done, return equipment and tools to the proper storage area.

Clean all items and prepare them for future use:

Depending upon the model of vacuum cleaner you use, empty or dispose of the vacuum cleaner bag and replace the existing bag or insert a new bag as necessary

Shake out treated dust cloths and feather, microfiber or lamb's wool dusters inside a trash receptacle or plastic trash bag to avoid spreading dust

Launder untreated dust cloths often.

## CLEANING AND POLISHING SURFACES

Depending upon the product being used and the surface being treated, cleaning and polishing may be performed in a single step. In other cases, multiple products and more steps may be required.

### Wood Surfaces

Above-floor wood surfaces usually occur on desks and other furniture, wall paneling, mantels and beams. In general, these surfaces should be treated with furniture polish, or in some cases, special-purpose oils.

### Wood furniture and shelves

Require a neutral cleaner. The cleaner is sprayed on a cloth and wiped in a circular buffing motion. No residue, which can stain, should be left on the wood.

*If you use a trigger sprayer, avoid overspray onto other surfaces. Spray oil onto the application cloth and not directly onto the wood.*

### Plastic surfaces

Plastic is used for furniture, paneling and room ornamentation. Most plastics can be cleaned with a light solution of general-purpose detergent.

### Metal surfaces

Metal surfaces may occur on furniture, walls, panels, doors, elevators, escalators, window frames, beams and room ornamentation. require a neutral cleaner. The cleaner is sprayed on a cloth and wiped in a circular buffing motion. No residue, which can stain, should be left on the wood.

### Painted or anodized metals

Can be cleaned with a neutral cleaner. require a neutral cleaner. The cleaner is sprayed on a cloth and wiped in a circular buffing motion. No residue, which can stain, should be left on the wood.

These surfaces will require little, if any, polishing.

## Cleaning and Polishing Guidelines

### Safety.

Always follow these rules to avoid injury to yourself and others.

- Do not stand on furniture.
- Use ladders or scaffolding
- If you use a ladder, do not stand on the top step
- Make sure that all electric handheld buffers are grounded properly and that their electric cords are in good repair.
- Only use products recommended for the surfaces you are cleaning and polishing. Use of the wrong chemical can damage surfaces beyond repair.



## Equipment care

When work is complete, equipment and supplies should be returned to the proper storage area. To keep necessary items ready for use, clean or service them as follows:

- Regularly launder all cloths used for cleaning and polishing
- Regularly clean pads and brushes for handheld electric buffers
- Periodically replace motor brushes for electric buffers.

## Stainless steel, aluminum, brass, copper and other material

Require more frequent cleaning and polishing than wood, plastic and stone. They are particularly susceptible to the body oils on human hands, which cause fingerprints and smudges. If the body oils are not removed, they will tarnish and discolor the metal surfaces. Daily clean with a neutral cleaner. The cleaner is sprayed on a cloth and wiped in a circular buffing motion. No residue, which can stain, should be left on the wood.

Special cleaner/polishers are available for each type of metal surface. They are rubbed on and then rubbed off with a soft, clean cloth. Some products can be applied with a trigger sprayer and others come in aerosol form.

*Avoid over-spraying cleaning/polishing chemicals to keep from damaging nearby surfaces.*

## Glass Cleaning

Many glass surfaces in buildings must be cleaned regularly, including inside and out- side window glass, interior glass partitions, glass walls, glass doors, mirrors, display cabinet glass and picture frame glass.

### Routine glass cleaning

Is usually confined to small areas such as mirrors and doors. The method used for these surfaces is spray-and-wipe. A cleaning agent is sprayed on the glass from a trigger sprayer or aerosol container and is then wiped off with a clean cloth or paper wipe.

*To avoid leaving streaks or a film behind, be sure to use a cleaning chemical specifically formulated for glass.*

### Project glass cleaning

Is glass cleaning at less than routine frequency, usually applies to exterior window glass and is often done with a squeegee. Some interior glass items may be cleaned on a project basis, as well.

For large glass areas, the squeegee method is faster than spraying and wiping, but it requires more skill. You may not want to use this method for interior cleaning because controlling water runoff from the squeegee can be difficult.

## Squeegee Cleaning

It may take practice to master this process. And remember that some glass surfaces have two sides that need cleaning.

### Step 1.

- Using a window brush or squeegee glove, wet the section of glass to be cleaned with the glass cleaning solution.
- While the glass is wet, scrape off any residue and scrub hard-to-clean areas.
- Wash off the ledges and window frame. Do not use more solution than necessary.

### Step 2.

- Be sure that all dirt has been removed from the glass before using the squeegee.
- Start the squeegee process before any dry spots appear.
- To avoid "dry skip," wipe the blade with a damp towel.
- At the top corner of the glass, tilt the blade so that its top 2 inches are touching the surface.
- Pull the squeegee across the glass to make a 2-inch dry strip, touching just the glass surface and not the frame. This creates an area from which you can start cleaning the rest of the surface, and prevents "run down" from the top.

### Step 3.

- Wipe the blade again with a sponge or towel.
- Beginning on the dry strip at the top, pull the squeegee downward to within 2 or 3 inches of the bottom of the glass.
- Repeat this step across the entire surface, overlapping strokes as you go.
- Be sure to clean the blade between each stroke and at the end of the last stroke.
- Do not use unnecessary pressure.

### Step 4.

- Wipe along the bottom of the glass with a sponge or towel to remove excess water.
- Repeat step 2 to create a dry strip along the lower edge, remembering not to touch the frame.
- The glass should now look spotless with no streaks or drips.

*Large surfaces should be divided into sections for cleaning. Otherwise, the solution may dry faster than it can be removed.*

*To avoid a visible dividing line between sections, overlap strokes slightly.*



## Floor Surfaces

Well-maintained floor surfaces are essential to the efficiency of any organization that occupies the building you clean. Hard-floor maintenance duties may include:

- Mopping (dust, damp or wet)
- Vacuuming (dry or wet)
- Sweeping
- Cleaning with rotary floor machines
- Polishing, buffing or restoration with rotary floor machines
- Disinfection.

*When you first meet someone, your impression is a lasting one. The same is true for buildings. Whether your earliest judgment of a building's appearance is good or bad, it will be difficult to change that opinion later.*

Floors are the most used (and abused) surfaces in any building. Maintaining them takes 80 percent of a custodian's time and effort.

Proper floor care requires special procedures, chemicals and equipment. These will have no effect, however, if the custodian is not well- trained.

Daily floor cleaning is only the first step. Preventive measures must be taken to ensure consistency of appearance and to prevent deterioration.

## Equipment for Floor Cleaning

### Mop buckets & down-press wringers

Yellow 25 - 35-liter containers with wringers. Single compartment.

### Plastic jaw-type mop head holders & Wet-Mop Handles

Preferred by LCPS custodians are Vinyl-covered aluminum handles do not conduct electricity. They are also lightweight, non-abrading and comfortable to use. This type of handle offers all the advantages of aluminum without any of the disadvantages.

### Dust Mop Handles and Frames

Handles are usually made of wood at LCPS. Depending upon the size of the mop, they are screwed into a frame assembly or back plate that holds the mop head in place.

Dust-mop frame assemblies are usually made of metal rods. They have a hinge in the middle, so they can fold up, allowing mop heads to be slipped on. Frames are made for different mop-head sizes (LCPS standards are 18, 48 or 60 inches).

### Putty Knives

Putty knives are used for many jobs, but in cleaning operations their main function is to remove chewing gum and other sticky substances from floors. The one-inch, elastic- metal blade-type is common.

*Be careful when using a putty knife on any surface, especially on resilient flooring. Digging with the knife can damage surfaces, so use it gently to pry substances loose.*

## **Dustpans**

Plastic dustpans used by LCPS are light weight, flexible and easy to use.

To gather soil from sweeping or dust-mopping operations, use a counter brush with your dustpan. Store the pan by hanging it up in a custodial storage area or on a custodial cart.

## **Equipment for Hard Floors**

Any vacuuming machine can help to speed up cleaning. In many cases, operators don't even have to switch machines for different floor surfaces. They can simply change tools as they travel between floor surfaces.

### **Wet/dry vacuums**

Are generally used for cleaning stripping solutions off floor in a scrubbing operation or for food cleanup. It may be used for daily maintenance in areas that require wet mopping and wet pickup on a daily basis.

Wet/dry vacuums come in many sizes. LCPS models have a 15 or 20- gallon capacity and carry a wand or floor tool for solution and dirt pickup. Other models have a front-

mounted, floor-level vacuum intake and a back-mounted squeegee which make them self-contained, rolling wet-pickup units.

### **Vacuum Cleaners**

Vacuums can be a very efficient tool for routine hard floor care but make sure to inspect vacuum bags at least every two hours and empty vacuum bags when 1/2 to 2/3 full to maximize the cleaning power of the vacuum!

Paper vacuum bags are standard in most upright, backpack and canister vacuum cleaners.

Vacuums other than the wet/dry type can be used for daily hard-floor maintenance in place of sweeping and dust-mopping.

### **Upright vacuums**

Often have a head that can be adjusted for hard floors or carpeted areas. LCPS uses these only for carpeted surfaces in our offices, auditoriums & libraries.

### **Portable tank-type and backpack-type vacuums**

Have also been adapted for hard-surface floor care. Fitted with special tools, these machines can be used for power dust mopping.

### **Auto Scrubbers / Floor Machines**

For a long time, hand-guided rotary floor machines have been the most commonly used equipment for mechanized floor maintenance. LCPS uses 175-RPM machines for stripping off old floor finish & scrubbing.

Floor machines have various pad-driver sizes, with diameters ranging from 12 to 35 inches. (Diameter is measured edge-to-edge, across the center of the pad). High-speed machines generally have pad drivers close to 20 inches in diameter.

### **Slow or Low Speed machines**

Conventional floor machines (those that operate at 150 to 200 RPM) have three main parts:

- pad driver (or insta-lock)
- drive motor with housing and chassis
- handle with controls and power cord.

### **Pad drivers (or insta-locks)**

Use wire or fiber bristles to hold pads in place. Drivers are removable and interchangeable so that pads or brushes can be selected for specific floor operations.

### **Drive motors**

Can produce different horsepower (HP) levels. Two of the most common are 1 and 1.5 HP. Motor housings are usually sealed, *so only a qualified repair person should attempt to access the motor.*

The motor housing and chassis are made of heavy steel or aluminum. They are surrounded by a rubber bumper that protects walls and furniture from marring. *Bumpers should be kept clean and in good repair.*

Conventional machines usually have a set of wheels on the back. The wheels are fixed in a raised position, which requires the operator to tip the machine back onto the wheels for mobility.

### **Handles:**

On most models, a lever or hand-turned wheel allows adjustment of handle height for easy and safe operation. Most operators adjust the handle to a level just below their waist.

Handles should be in the raised position when machines are being stored or transported. *To avoid injury and property damage, do not operate a machine with its handle raised.*

A floor machine's electrical cord is usually 50 feet long, and it may be bright yellow or orange for easy visibility. *To avoid tangling or damage during storage, be sure that the cord is wrapped entirely around the hooks on the machine handle.*

*Check cords regularly for cracks and cuts. Be sure that plugs, including the grounding plugs, connect properly with sockets. Cord restraints should be working correctly.* Handlebars are used by the operator to grip and control the machine. A hand-operated power lever on one handlebar activates and deactivates the rotating pad or brush. Rotary action starts when the lever is squeezed, and rotation

stops if the lever is released for any reason.

### **High-Speed machines**

Floor polishers or burnishers, clean and polish floors faster because the operator doesn't have to make as many passes over the surface. They normally operate in the 1500 – 3000 RPM range. This combined with special high-speed pads produce greater friction and heat. Combined with high-speed floor-finish products, this friction burnishes to a high shine.

Usually, the wheels on high-speed machines are not adjustable. They are used to move the machine during operation, and unlike conventional machines, they are not used to transport machines between locations. Most high-speed machines can only move forward or backward, and not side-to-side.

### **Handles**

On high speed machines may not be adjustable. Some handles are completely removable for storage or transport, and others just tilt toward the body of the machine.

### **Breaker switches**

Are often located on the handles, just below the handlebars. If a machine draws too much electrical current (usually more than 15 amps), its breaker switch "pops" to interrupt power and shut off the machine. A popped switch must be reset when the machine has cooled to restore

power to the motor.

Overdrawing of current can happen frequently during tasks like spray buffing. In these situations, having a breaker switch on the floor machine prevents repeated and time-consuming trips to the building's electrical box (to reestablish current flow through a main circuit breaker).

Typical battery machines have 20- inch pad drivers and operate at 36 volts DC. All have built-in charging devices that can be plugged into a wall socket. To maintain enough power, batteries must usually be charged overnight.

*Always follow the manufacturer's instructions when charging batteries, and be sure to do it in a well-ventilated room*

## **MATERIAL FOR FLOOR CLEANING**

### **Brooms and Brushes**

Brooms and brushes are designed for special functions in certain circumstances. Using the wrong one can cause you to work harder and still achieve an inadequate level of cleanliness. For example, if you use a soft horsehair broom on an asphalt driveway, it won't sweep as clean as a harder bristle broom. In addition, the horsehair broom will soon be ruined.

Brooms should only be used on surfaces for which they are

intended. For instance, some specialty brooms are designed specifically for debris on the floor of a manufacturing plant. Generally, indoor brooms pick up larger particles and not dust or grit which should be handled with a dust mop.

When a broom is not in use, hang it off the floor with the brush head downward and the bristles facing away from the wall.

Do not rest brooms on their bristles or fibers. This bends the brush head permanently, reducing performance and causing premature wear.

When in regular use, brooms should be cleaned of dust and litter every day.

If brooms must be stored for long periods, store them in mothballs.

## Mop Color Coding

Coding by yarn or headband color can identify mops associated with specific cleaning operations. This type of system minimizes cross contamination when a variety of chemical solutions are used.

For example, a custodian mopping with harsh stripping solution would not want to use the same mop later for a beverage spill. Residue from the stripping solution might damage the finished floor where the spill occurred.

### **Wet mop head color coding for LCPS:**

Blue, wet mop head:

- all floors except bathrooms
- Used with yellow handle only

White, wet mop head:

- All floors including bathrooms
- Used with yellow handles on all floors except bathrooms.
- Used with red handles in bathrooms.

## Dust-Mop Heads

Like wet mops, dust mops can have cut-end or looped-end construction. Dust mops must be vacuumed cleaned daily and laundered 3x per month, as well. Our dust-mop heads are made of fine, tightly-twisted yarns that can withstand repeated harsh treatment from commercial washing machines.

## Floor Machine Pads

Almost every cleaning operation uses synthetic floor pads. They are made of nylon or polyester, and some may contain animal fibers.

Pads are usually 1 inch thick and are 12", 14", 16" or 20" in diameter depending on the machine you are using.

In a quality floor pad, the abrasives are distributed throughout. As the pad wears down, more abrasive material is exposed. This keeps a consistent amount of abrasive on the floor surface at all times and gives the pad excellent wearing qualities compared to surface-coated pads.

## Floor Machine Pad Color

Pad manufacturers normally follow a color scheme that is widely understood among cleaning professionals. The general rule is, "The darker the pad color, the more abrasive the pad."

LCPS uses the following colors for:

- Red – cleaning floors, daily use on auto floor scrubbers
- Beige – polishing/burnishing floors on regular daily basis
- White – polishing floors that have been freshly re-finished
- Burgundy / Brown – for top scrubbing floors (not stripping) to refinish
- Black – for top scrubbing and stripping floors to refinish
- Yellow/Gold – combination cleaning and polishing, used on floor scrubbers only. For use during March, April, May & early June. Helps maintain and bring well-worn floors back to a bright shiny gloss.

*For instance, brown or black pads are only used for stripping off old floor finish off tile floors. Pads for scrubbing soil off the floors are red. Buffing pads are beige or white.*

### Pad Care

Some operations clean pads in-house, which includes soaking them in a stripping-like solution for stripping pads or neutral cleaner for red or beige pads to release accumulations of old floor finish and soil.

Worn or damaged pads must be disposed of in the trash. Do not recycle these pads.

## Chemicals for Floors

Improper use of certain chemicals can damage floor finishes and the floor material itself. This section will tell you how to use the appropriate chemicals for each floor type safely.

*Before using any chemical, remember your custodial training and read the manufacturer's directions. Always store chemicals in well-marked containers.*

In order to choose an appropriate chemical, you must identify the floor material you will be cleaning. There are three basic types in LCPS buildings.

- Resilient flooring (VCT – vinyl composite tile)
- Masonry (or non-resilient flooring – concrete or Terrazzo)
- Wood, gym floors; in some older buildings, hallways, great room & classrooms.

### Resilient floors

Include synthetic materials such as vinyl tile, vinyl asbestos tile, asphalt tile and rubberized tile. These floors (VCT, vinyl composite tile) are the most common floors in LCPS.

### Masonry (non-resilient) floors

Are found in our older school hallways and some classrooms. Some new schools are being built with these floors now as well.



### **Wood floors**

Are found in LCPS gymnasiums, halls and other rooms in older buildings.

### **Disinfectants**

#### **Resilient floors**

Do not need to be disinfected except in our cafeterias (periodically) and restrooms (daily). Classrooms, hallways & cafeteria floors should be cleaned with our neutral cleaner, Stride. Bathrooms & locker rooms should be cleaned with Virex II 256 disinfectant.

#### **Non-Resilient floors**

Most hard (non-resilient) tile surfaces can withstand any type of disinfectant. They are designed for installation in areas that require constant cleaning and disinfection, like restrooms.

#### **Terrazzo and stone floors**

On natural stone or terrazzo floors, use neutral-pH disinfectants only (Stride or Virex II 256).

### **Gum Removers, spray freezing**

Are sprayed on with an aerosol and freeze gum to a rock-like hardness. The gum can then be scrapped off the floor with a putty knife, leaving little or no residue.

## **CLEANING OF HARD FLOORS**

Sweeping is the first step for all hard-surface floor care. In general, you should not start any other floor-care operation until you have swept and dust mopped.

Sweeping removes large particles of dirt and debris and should be done even before dust mopping.

### **Congested or Obstructed Areas**

Congestion and obstructions from furniture or equipment can make sweeping difficult. For example, if you must sweep a classroom containing 50 student desks, using a 36-inch push broom does not make sense. This size broom gets caught between the desk legs and moving the desks would decrease productivity.

An 8-inch or 12-inch broom would be much more productive in this situation.

Sweeping should begin at the back of an area. Debris should be swept into the aisles, and then it should be swept into one pile and picked up with a counter brush and dustpan (or lobby pan). Always carry a putty knife to remove gum.

Trash and sweepings should be placed in waste receptacles.

## Halls and Corridors

In spacious areas, it's ok to dust mop first but you must spot-sweep to remove all larger debris first. Without doing so beforehand, you won't remove all items and soils usually found in big spaces and you will ruin your dust mop. It is not made to collect large objects (like paper and candy wrappers) or liquids, and it will spread dirt, mud and spills over any surfaces that you dust mop later.

All trash and debris should be piled in a central area, picked up with a counter brush and dust- pan and placed in a trash receptacle.

## Stairways

The preferred way to clean stairs is to first remove large debris with a broom as necessary, then then vacuum. Do not only sweep the stairs as it will create a lot of dust and you will need to hand dust the entire stairwell far more often than necessary.

Stairs are never dust mopped. Sweeping & vacuuming is the only dry method of cleaning you will use, so it takes on added importance in these areas. Begin spot sweeping at the top of the stairwell to remove large debris. To remove dirt and gum from comers and edges, use a counter brush and putty knife. Move any collected debris down the stairs as you go, and at the bottom, gather the debris with a dustpan and place it in a trash receptacle.

Once finished sweeping, vacuum each stair to remove smaller particles of dirt.

## Stair Landings

Landings are usually large enough to be swept. How you sweep landings will depend on the stairway design. You can sweep landings in the same way you sweep stairs, picking up collected debris right on the landing. If landings connect to stairways, you can sweep debris down the stairs instead.

## Mopping Stairways and Landings

With the possible exception of building entrances, stairways and landings seem to collect the most dirt. They are tight spaces that carry a large of amount of traffic and are often close to areas where outdoor moisture and dirt are present. In addition, limited room for movement can make it hard to clean the many cracks, crevices and corners found in stairways.

When mopping is necessary, you must decide whether to damp mop or wet mop. Damp mopping may be adequate most of the time, but heavy dirt buildup requires wet mopping. Because stairways are usually very dirty, use either a double-bucket/double-mop method or a flat mopping system. This is the basic procedure:

Place "Wet Floor" signs at the top of the stairs and on each landing.



*Remember that slip-and-fall accidents are more dangerous on a stairway than on a flat floor.*

- Begin mopping at the top of the stairs and work downward.
- Keep the mop buckets at the bottom of the stairs. Carrying them from stair to stair is inefficient and unsafe and makes spills more likely.
- Mop stairways in a straight-line motion, cleaning the face of each stair as well as the stepping surface.
- On landings, use a figure "8" or "S" mopping pattern.
- Carry a putty knife to scrape dirt out of corners and crevices.

Custodian Areas & Duties							
	Requirement						Trained
	Solution required	Daily	1x per week	2x or 3x week	Monthly	As necessary	Date
<b>Stairwells</b>							
Dust / wipe / wash between balusters	Stride			x		x	
Wipe / disinfect hand banisters	Virex	x					
Clean windows & sills	Stride					x	
Dust/clean ceiling light fixtures & air circulation venting					x	x	
Clean walls, remove any marks or writing on any surface	Stride						
Clean/polish all exterior doors in stairwell	Stride						
Vacuum stairwells and intermediate landings		x					
Wash stairwells and intermediate landings	Stride	x					
Wash floor on the main level 12" past where the railings are affixed to floor	Stride	x					
Wash all edges and corners 12" from wall on first & second floor landings.	Stride						
Floor mats vacuumed in stairwell landings by exits doors		x					

Reviewed Date \_\_\_\_\_ Initial of Custodian Trainee \_\_\_\_\_

## STAIRWELLS

Pic#	Tool/supply item	How to use
#1	Maid cart or trash bin & apron	Keep supplied with all necessary items
#2	Gloves, disposable vinyl PPE	Keep on cart, must use whenever you are using cleaning solutions and as you need.
#3	Large grey trash can	All trash to be placed in plastic liners in grey containers
#3a	Sm & Lg trash can liners	Replace all trash can liners daily, no exception
#4	Rags, blue	Used for glass, mirror or metal surfaces
#4a	Rags, Yellow or green	Used for all cleaning surfaces EXCEPT in toilets & urinals
#5	Dusters	Long handle to clean, vents, window ledges etc. Regular handle for lower surfaces
#6	Broom & dust pan	Broom clean floors & stairs to pick up larger debris
#7	Vacuum	Vacuum stairs & landings, mats & carpets daily
#8	Mop bucket	Fill with cold water & Stride neutral cleaner
#9	Wet mop	Yellow handle, blue or white mop head. Wash floors as needed or at least 3 times week.
#10	Green scrub pad	Use to clean harder to clean surfaces like sinks, desk tops
#10	Red or white scrub pad	Round pads from the center of new floor scrubber pads, use on floor, wall marks
#11	Scraper	Use to remove gum, tape etc. from hard surfaces
#12	Glance glass cleaner	Spray bottle only. For windows, mirrors & stainless steel
#13	Virex disinfectant	Spray bottle or bucket. Disinfect all door handles, railings
#14	Stride neutral cleaner	Spray bottle, bucket or mop bucket to clean all surfaces not requiring disinfecting
#23	Paper towels	Many classrooms have sinks, fits into wall dispenser
	Gum remover	Use to remove gum from carpets & upholstery only

Reviewed Date \_\_\_\_\_ Initial of Custodian Trainee \_\_\_\_\_

### STAIRWELLS



1



2



10



5



6



4



9



8



3



12



14



7



6



11

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## Dust Mopping

Dust mopping or dry vacuuming is the most important procedure in the daily maintenance of hard floors. For efficiency and health reasons, some facilities prefer vacuuming to dust mopping.

### Dust Mopping

If you care for your tools and perform dust mopping properly, you can prevent floor maintenance from becoming tedious and time consuming.

### Clean mop heads

Before they are hung up or treated using a counter brush. Do this over a trash container, if possible do it outdoors. Be sure to clean the counter brush afterwards.

### Unload the mop head

Occasionally during your dust mopping procedure. At certain intervals, often at the end of a room or corridor, lift the mop about six inches off the floor and shake it gently once or twice. This will allow more soil to be picked up during the next passes.

*For safety, leave all unloaded soil in non-traffic areas.*

Unloaded soil should be dust-mopped up when each area is completed. Place it in a trash receptacle rather than pushing it to another area.

## Choose the right mop size and technique

The right size will increase efficiency and minimize work.

Most congested areas require an 18-inch dust mop. Such places include classrooms, offices, meeting rooms and machinery areas.

Use the swivel action of the mop-head frame to clean around furniture and other obstructions. Mop soil into aisles, and then to the end of the area for pickup. Do not push soil into another area.

In wider halls, corridors, stairways and landings use the largest dust mop that will be efficient. These areas usually require a 48-inch, 60-inch dust mop. Use long mopping paths in long, wide areas using an "S" curve mopping pattern.

In smaller open areas, try using the "S" curve mopping pattern. This allows you to walk down the middle of an area while mopping in a sideways motion, cleaning in front of you as you go.

Keep the mop on the floor unless you are unloading it. If you are blocked by floor mats, pick them up and dust mop underneath.

## Vacuuming

Although dust mopping is the most popular way to dust hard-floor surfaces on a daily basis, vacuuming can be a

better method if the proper vacuum cleaner and tools are used.

You will need to determine the best vacuuming path for each room. The goal is to move forward continuously without backtracking over areas that have already been cleaned. Try to minimize the number of times you have to unplug and re-plug the power cord. With portable machines, you can also try to minimize cord crossover.

## **Damp Mopping, Wet Mopping and Wet Vacuuming**

On many hard floor surfaces, wet cleaning is more effective than dry (dust mop) cleaning. The cleaning solution breaks up and suspends tough soils that would be left behind by a dust mop.

### **Damp mopping**

Is done with a mop soaked in solution and then tightly wrung out. Very little water should be left on the floor after damp mopping.

Damp mopping may be used to handle occasional spills or to clean small areas that are more heavily soiled than the rest of the floor. This is called "spot mopping." Larger areas that are soiled regularly due to heavy foot traffic or other types of constant use are often damp-mopped as well. This is called "track mopping" or "sectional mopping."

If the room you are cleaning is crowded with desks or other furniture, portable or backpack vacuums are a good choice. With this type of equipment, and using an efficient vacuuming path, a custodian can clean a crowded room measuring 40 feet by 40 feet in about eight minutes.

You can dust above-floor surfaces while you vacuum floors. Most vacuums have tools and extension wands for this purpose.

### **Wet mopping**

Uses a soaked mop to spread cleaning solution over the floor surface. A tightly-wrung mop is then used to remove the solution. This technique removes more soil than damp mopping.

#### **Single-Bucket Wet and Damp Mopping**

To perform this procedure, you will need a clean mop bucket, a single mop (conventional or flat) and a chemical cleaning solution. You may also need a wet vacuum, if required or preferred.

- Soak the mop in chemical solution until it is completely drenched.
- For wet mopping, wring the mop just enough to remove excess solution. For damp mopping, wring the mop tightly.
- Mentally divide the floor area into sections. A section of about 10 feet by 10 feet usually works well.
- Mop each floor section using a figure "8" or "S" pattern

## Safety

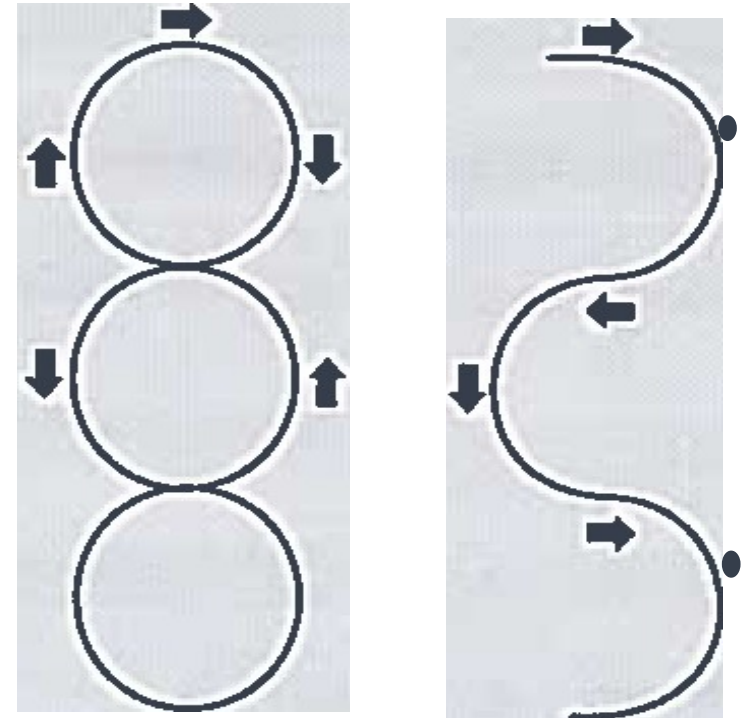
- Always use "Wet Floor" signs to warn people of slippery conditions.
- Wear slip-resistant footwear.
- Do not allow cleaning solutions to flow into inaccessible areas, such as under doors, fixtures or heavy equipment. Floor surfaces can be damaged by solution that is hidden and left behind.
- Never leave cleaning solutions in puddles.
- Dilute chemicals properly.
- Place cleaning equipment out of the way to avoid trips and falls.
- Try not to cause Injury with mop handles.
- If there is foot traffic in the area you are cleaning, watch where you are going. Avoid accidents by being courteous and letting others pass by.

***Before using a wet vacuum, check all electrical connections. Be sure that the plug has a third prong for grounding. If the prong is missing or broken off, don't use the vacuum until the plug is fixed.***

## Mopping Baseboards

Baseboards and corners should be mopped every time the floor is mopped. When damp or wet mopping, however, don't splatter chemical solution onto baseboards. Splattering can cause a buildup that makes them look dingy.

Try not to mop the wall while working on baseboards. Any walls touched by mops should be washed by hand immediately



### **Mopping Technique**

- A figure "8" or figure "S" mopping pattern is appropriate for most areas, regardless of the type of mop you are using. Both patterns require you to move backward as you mop.

## Custodian Areas & Duties

	Requirement						Trained
	Solution required	Daily	1x per week	2x or 3x week	Monthly	As necessary	Date
<b>Classrooms &amp; halls, workrooms, store</b>							
Empty hallway trash bins in your hallways		x					
Empty all trash from bins		x					
Replace bin liners as necessary (when wet or gummed up)		x					
Replace empty soap, purell & paper towels as necessary		x					
Wipe, disinfect trash bin tops & sides	Virex	x				x	
Remove gum carpets	Gum remover						
Wash all desk tops	Virex	x					
Wash/wipe chair seats	Virex	x					
Dust / clean all counters	Stride	x					
Dust / clean window sills				x		x	
Dust high locations - tops of boards, Promethean bridge, door frames etc.				x			
Clean whiteboards - do not erase anything	Glance	x					
Clean classroom windows	Glance					x	
Clean classroom door windows, both sides	Glance					x	
Wipe / clean door handles	Virex	x					
Remove marks, etc., from any surfaces	Stride					x	
Remove scuff marks from classroom doors	Stride					x	
Clean walls, remove any marks or writing on any surface		x					
Turn monitors off			x				
Turn monitors and computers off							
Sweep or dry mop or vacuum floors		x					
Wet mop or vacuum floors - wash doorway landing outside to main hall	Stride			x			
Lock all classroom, workroom, office, closet doors once completed							
Lockers in hallways to be dusted and cleaned of finger prints etc.	Glance			x		x	
Clean & polish water fountains in your hallways	Glance	x					
Clean / wipe vending machines in your hallways	Glance	x					
Clean / wipe display windows in your hallways	Glance					x	
Dust ceiling light fixtures & air circulation venting					x	x	

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## CLASSROOMS & WORKROOMS

Pic#	Tool/supply item	How to use
#1	Maid cart or trash bin & apron	Keep supplied with all necessary items
#2	Gloves, disposable vinyl PPE	Keep on cart, must use whenever you are using cleaning solutions and as you need.
#3	Large grey trash can	All trash to be placed in plastic liners in grey containers
#3a	Small trash can liners	Replace as necessary, usually when torn, wet or has odor
#4	Rags, blue	Used for glass, mirror or metal surfaces
#4a	Rags, Yellow or green	Used for all cleaning surfaces EXCEPT in toilets & urinals
#5	Dusters	Long handle to clean top of boards, vents, window ledges etc. Regular for lower surfaces
#6	Broom & dust pan/mop	18" dust mop or broom for floors to pick up larger debris
#7	Vacuum	Clean floors daily, vacuum all hard floors, mats and carpets
#8	Mop bucket	Fill with cold water & Stride neutral cleaner
#9	Wet mop	Yellow handle, blue or white mop head. Wash as needed or at least 2- or 3-times week.
#10	Green scrub pad	Use to clean harder to clean surfaces like sinks, desk tops
#10	Red or white scrub pad	Round pads from the center of new floor scrubber pads, use on floor, wall marks
#11	Scraper	Use to remove gum, tape etc. from hard surfaces
#12	Glance glass cleaner	Spray bottle only. For windows, mirrors & stainless steel
#13	Virex disinfectant	Spray bottle or bucket. Disinfect all door handles, water fountains & desk tops if when needed
#14	Stride neutral cleaner	Spray bottle, bucket or mop bucket to clean all surfaces not requiring disinfecting
#22	Purell hand disinfectant	Replace the cartridge ONLY when completely empty, fits sanitizer dispensers only
#35	Gojo hand soap	Replace the cartridge ONLY when completely empty, fits hand soap dispensers only.
#23	Paper towels	Many classrooms have sinks, fits into wall dispenser
	Gum remover	Use to remove gum from carpets & upholstery only

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### CLASSROOMS & WORK ROOMS & STORE



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## Custodian Areas & Duties

	Requirement						Trained
	Solution required	Daily	1x per week	2x or 3x week	Monthly	As necessary	Date
<b>Hallways</b>							
Empty hallway trash		x					
Floors dust mopped		x					
Remove gum, marks, tape & other objects on floor.... etc.,	Gum remover	x					
Floors auto scrubber washed	water only	x					
Hallway walls cleaned /scrubbed - all marks, tape, glue removed	Stride	x					
Hallway fixtures dusted / cleaned	Stride	x					
Exterior doors cleaned/polished	Stride	x					
Exterior door frames cleaned/dusted	Stride	x					
Exterior door windows cleaned	Glance	x					
Courtyard windows, doors & sills cleaned	Glance						
Clean/polish emergency doors within hallways and stairwells	Stride			x			
Dust & clean tops and doors/edges of lockers.	Stride			x			
Dust ceiling light fixtures & air circulation venting					x	x	
Clean walls remove any marks or writing on any surface		x					
Vacuum floor mats by exit/entrance doors		x					
Floors burnished				x			
Remove gum, marks, tape, objects, from ceilings, lockers.... etc.,	Gum remover	x					
<b>Elevator</b>							
Clean chrome doors, handrails, panels (inside and outside)	Glance	x					
Sweep / Vacuum floors		x					
Wash Floors, clean door rail groves	Stride	x					

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## HALLWAYS

<b>Pic#</b>	<b>Tool/supply item</b>	<b>Used for/to</b>
<b>#2</b>	Gloves, disposable PPE	Use whenever you are using cleaning solutions and as you need
<b>#3</b>	Large grey trash can	All trash to be placed in plastic liners in grey containers
<b>#3a</b>	Sm & Lg trash can liners	Replace all trash can liners daily, no exception
<b>#4</b>	Rags, blue	Used for glass, mirror or metal surfaces
<b>#4a</b>	Rags, Yellow or green	Used for all cleaning surfaces EXCEPT in toilets & urinals
<b>#5</b>	Dusters	Long handle to clean top of lockers, vents, window ledges etc. Regular handle for lower surfaces
<b>#6</b>	Dust mop / broom	48" dust mop or broom with dustpan to pick up larger debris
<b>#10</b>	Green scrub pad	Use to clean harder to clean surfaces like sinks, desk tops
<b>#11</b>	Scraper	Use to remove gum, tape etc. from hard surfaces
<b>#10</b>	Red or white scrub pad	Round pads from the center of new floor scrubber pads, use on floor, wall marks
<b>#12</b>	Glance glass cleaner	Spray bottle only. For windows, mirrors & stainless steel
<b>#13</b>	Stride neutral cleaner	Spray bottle, bucket or mop bucket to clean all walls
<b>#19</b>	Auto floor scrubber	Elementary schools only. Use 2x per week or more often for best care of floor Middle & High Schools. Use daily on all hallways.
<b>#20</b>	Auto floor burnisher	Elementary schools only. Use 2x per week or more often for best care of floor Middle & High Schools. <ul style="list-style-type: none"> <li>• Daily - main floor main halls by front office &amp; entrance down to cafeteria</li> <li>• 3x week for all other main level halls</li> <li>• 2x week for all levels above or below the main level of your school.</li> </ul>

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### HALLWAYS



1



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20



19

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# Custodian Areas & Duties

	Requirement						Trained
	Solution required	Daily	1x per week	2x or 3x week	Monthly	As necessary	Date
<b>Cafeteria - Breakfast</b>							
Put tables down before breakfast	Virex	x				x	
Place trash and recycle bins in area before breakfast		x					
Clean tables after breakfast using J-512 disinfectant, spray wipe, spray again	J-512	x					
Empty trash & recycle into outside dumpsters		x					
<b>Cafeteria - Lunch</b>							
Put all tables down according to cafeteria map		x					
Place trash and recycle bins in area before breakfast		x					
During lunch, monitor spills and larger trash, clean/pickup as necessary		x					
Check and refill as necessary soap, paper towels and toilet tissue		x					
Between lunches, clean floors of all spills and debris on floor		x					
Between lunches, empty trash and recycle bins as necessary		x					
After lunch, all tables are cleaned and J-512 is sprayed on tables and left wet	J-512	x					
All tables are folded up, placed along a wall in cafeteria		x					
All floors are cleaned of debris		x					
Floors are washed with auto scrubber	water only	x					
Tables are put back down for the next activity		x					
<b>Recycling</b>							
Recycle only CLEAN items:							
Clean paper, folded & clean cardboard							
Clean drinking cans, bottles							
<b>DO NOT RECYCLE:</b>							
--cafeteria food trays							
--Pizza boxes							
--Styrofoam food containers							
--plastic food containers							
--Pizza boxes							

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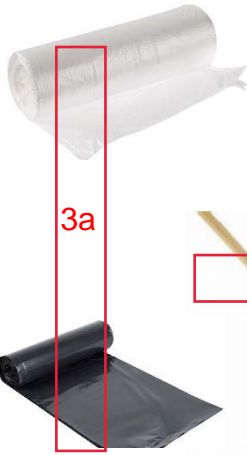
## CAFETERIA

<b>Pic#</b>	<b>Tool/supply item</b>	<b>Used for/to</b>
#1	Maid cart or trash bin & apron	Keep supplied with all necessary items
#2	Gloves, disposable vinyl PPE	Keep on cart, must use whenever you are using cleaning solutions and as you need.
#3	Large grey trash can	All trash to be placed in plastic liners in grey containers
#3a	Sm & Lg trash can liners	Replace all trash can liners daily, no exception
#4	Rags, blue	Used for glass, mirror or metal surfaces
#4a	Rags, Yellow or green	Used for all cleaning surfaces EXCEPT in toilets & urinals
#5	Dusters	Long handle to clean top of lockers, vents, window ledges etc. Regular handle for lower surfaces
#6	Dust mop / broom	48" dust mop or broom for floors to pick up larger debris
#8	Mop bucket	Fill with cold water & Stride neutral cleaner, use during lunch for spills
#9	Wet mop	Yellow handle, blue or white mop head.
#10	Green scrub pad	Use to clean harder to clean surfaces like sinks, desk tops
#10	Red or white scrub pad	Round pads from the center of new floor scrubber pads, use on floor, wall marks
#12	Glance glass cleaner	Spray bottle only. For windows, mirrors & stainless steel
#13	Stride neutral cleaner	Spray bottle, bucket or mop bucket to clean all surfaces not requiring disinfecting
#16	J-512 disinfectant	Use only on tables or other eating surfaces in cafeteria between and after final lunch
#19	Auto floor scrubber	All schools, auto scrub floors daily
#20	Auto floor burnisher	All schools, use 2x per week or more often for best care of floor
#22	Purell hand disinfectant	Replace the cartridge ONLY when completely empty, fits inside sanitizer dispensers only

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### CAFETERIA



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## PROCEDURE FOR CLEANING FOOD SURFACE TABLES

Diversey J-512 Sanitizer is made for food service applications.

Dilution dispensers are located in the kitchen custodial closet.

Each school will keep 4 spray bottles appropriately labeled.

J-512 sanitizes and does not require rinsing.

### Cleaning of cafeteria tables or other eating surfaces is to be done:

- Between and after each breakfast, lunch and dinner session
- After special events when food is consumed
- Spray bottles are to be used, no buckets
- Tables are to be wiped clean to remove spilled food & liquids with paper towels
- Soiled paper is disposed of in regular trash after each table has been wiped clean
- After the meals are finished and tables are wiped clean with J-512
  - Do a final spray (again) and leave the surface wet – do not wipe dry
  - This is required to completely sanitize the surface.

### PROCEDURE STEPS:

1. First meal is finished: spray the tables with J-512, clean and wipe.
2. Second meal is finished: spray the tables with J-512, clean and wipe
3. Third meal is finished: spray the tables with J-512, clean and wipe.
4. Final meal is finished: Spray the tables with J-512, clean and wipe.
5. After final meal is finished: Spray one more time, generously and leave wet.



*Steps 1 through 4 cleans the surface, as it is being wiped dry in less than 5 minutes. Step 5 is when the surface is disinfected as the surface is sprayed with enough solution to keep it wet for 5 minutes which is the required time for the sanitizing process to take effect.*

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## CLEANING OF CARPETS

*When you first meet someone, your impression is a lasting one. The same is true for buildings. Whether your earliest judgment of a building's appearance is good or bad, it will be difficult to change that opinion later.*

Well-maintained floor surfaces are essential to the efficiency of any organization that occupies the building you clean. Carpeted-floor maintenance duties may include:

- Incoming soil control
- Vacuuming (dry or wet)
- Spotting
- Stain and spill removal.

Floor condition can set the tone for an entire facility. The floor surface underfoot is the first thing people will notice.

Floors are the most used (and abused) surfaces in any building. Maintaining them takes 80 percent of a custodian's time and effort and uses 80 percent of a building's maintenance budget.

Proper floor care requires special procedures, chemicals and equipment. These will have no effect, however, if the custodian is not well trained.

Daily floor cleaning is only the first step. Preventive measures must be taken to ensure consistency of appearance and to prevent deterioration.

## Entrance Mats

A proper entrance matting program is an essential part of any green cleaning program as well as improving the safety of the building for visitors and staff alike. LCPS schools should have a minimum of 8' inside all entrances & exits.

This should mean that the matting which removes about 80% of the soil on their shoes.

Minimizing the amount of soil brought into the building means that cleaning technicians spend less time and less chemicals cleaning the building. Also, it minimizes the risk of slip and fall accidents caused by wet slippery floors.

### **Vinyl loop (or pile) mats**

Are one of the newest types. The top loop or pile surface is permanently bonded to a non-slip vinyl backing. This backing creates a comfortable walking surface and helps to hold the mat in place.

### **Carpet mats**

Do a good job of removing dirt, including very fine particles. They have an attractive appearance but can be difficult to clean when heavily soiled. They must be vacuumed daily and extracted periodically.

## Rubber mats

Have thousands of rubber "fingers" that are cut off to form a flat surface.

These fingers use a brushing-squeegee action to wipe soil, snow, ice melt and gravel from shoes and boots. Suction cups on the backing keep the mat from slipping and dirt and water are trapped in a leak-proof tray at the base of the rubber fingers.

## Vacuums

Vacuums are the most important equipment used in daily carpet maintenance. Using the right type of vacuum can extend the life of a carpet dramatically.

### Upright Vacuums

LCPS models have one motor powers both suction and tool-head brush movement. These vacuums remove light soil and usually have a low initial cost. They are light weight and are most commonly used in our schools.

If you use a single-motor vacuum on a thick pile or shag carpet, you may need to adjust the brush height to avoid overworking the motor. For proper cleaning, the brush should barely touch the carpet fibers.

### Portable Vacuums

Portable vacuums can be tank-type, canister or backpack units. They are generally designed for easy maneuverability and transport.

## Canister vacuums

Are commonly used to clean homes. They usually consist of a vacuum unit and separate power head connected by a hose and wand.

Canister vacuums are generally lightweight and attachments make them multipurpose. They can clean any carpeted surface, but their effectiveness for picking up large particles is limited

## Backpack vacuums

Are carried on the operator's back and are used with or without a power head. They allow good freedom of movement in areas with furniture or other obstructions and in confined spaces. They can also be carried up ladders for cleaning high, hard-to-reach areas. Most backpack vacuums are lightweight and comfortable to carry. They will get heavier with the accumulation of soil, and as with any type of vacuum, power heads will weigh more than pure suction heads.

The air exhaust on a backpack vacuum is at or above waist height. The exhaust should be directed so that papers and other items are not blown off desks or shelves. Some models have exhaust baffles to minimize this problem.

## Carpet Extractors

For tough stains or periodic deep-cleaning, extraction is generally recommended in commercial carpet cleaning. Some carpet extractors may use heat, chemical, water and suction to deep-clean carpets. Carpet extractors for commercial use are available with many different features and purposes, including portable, adjustable temperature and psi, hot or cold, etc. However, there are common features on all carpet extractors, such as hose, wand tip, recovery tank and filters.

Over-wetting during carpet extraction is one common problem that can occur and add to drying time. To help solve many carpet cleaning upholstery and window blinds. Hand-held units can be powered with an electrical cord or rechargeable batteries.

## Wide Area Vacuums

Wide area vacuums are designed to pick up small to medium-sized particles on large, open areas of carpet. They have pickup heads up to 30 inches wide, allowing them to cover thousands of square feet per hour. In congested or obstructed spaces, however, area vacuums are not effective or efficient in most areas. At LCPS, this type of vacuums is used in our Administration Building only.

## Supplies for Carpet Cleaning

Vacuum cleaner bags are the only materials needed for daily carpet maintenance. The type of bag you use will depend upon the specific model of vacuum you use and the environment in which you work. Both cloth bags and paper bags are effective when used properly.

Well-maintained non-HEPA vacuums work well for standard cleaning operations, but HEPA vacuums may be preferred where indoor air

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must be very clean. When you replace a HEPA filter, be sure to follow the manufacturer's directions and your supervisor's instructions exactly.

Paper vacuum bags are often required in areas where indoor air quality is an issue because they trap more small particles.

## Soil Control

It's been estimated that it costs \$600 to remove a single pound of dirt through sweeping, mopping, vacuuming and carpet care. Since entrance mats can keep 8 out of 10 pounds of dirt from entering buildings from the outside, they are a very good investment.

Even the best vacuuming programs can't remove the same amount of dirt as well-placed and properly-maintained entrance mats. Each building is different, however, so the following factors need to be considered in order to get the best possible soil control:

The number of mats needed is dependent upon conditions outside the building. More mats are necessary, for example, if sidewalks are often strewn with debris and lawn areas become muddy when it rains.

Dirt can come inside at any building- access point, so mats should be placed at all back doors and service entrances.

Mats need to be close to doorways so that people will walk on them as soon as they enter the building.

To capture the maximum amount of dirt, matting should extend 16 to 20 feet into the building. Mats should be wide enough to cover the entire traffic area.

## Vacuuuming

For carpets to look clean, be clean and last as long as possible, they must be thoroughly vacuumed every day. Congested areas require the most attention because they are difficult to clean, but open areas are the most visible to building residents and the public.

### Vacuuuming Congested Areas

Both upright and portable vacuums can be effective in congested areas. Upright vacuums provide the convenience of all-in-one, single- unit operation. Portable vacuums are better for hard-to-reach areas.

To do an excellent job with an upright vacuum, regular vacuuming must be supplemented with detail vacuuming. You need to use a wand and special tools daily, and furniture needs to be moved periodically so that cleaning can be done underneath.

Here are some guidelines for routine use of an upright vacuum in congested areas:

- Plan and follow the best "route." It's usually most efficient to start at the rear (or most remote part) of the room and work toward the exit door.
- Maximize the use of your power source. Only use electrical outlets that allow you to vacuum the greatest amount of floor space. This will reduce the number of times that you have to unplug and re-plug the machine.
- As much as possible, try to vacuum the entire carpeted surface. First, use attachments to detail-vacuum around the bases of furniture legs and into cracks and corners. Then, use the main suction head to cover areas where people walk, sit or stand.

### Portable tank-type, canister and backpack vacuums

Do an outstanding job in congested areas. You can easily change tools and wands to do all the detail vacuuming as you go.

The keys to quick vacuuming with portable machines are:

- Always move forward
- Unplug and re-plug the machine as few times as possible
- Never cross over the cord with a tank- type or canister vacuum.

## Vacuuming open areas.

### Upright vacuums

All sizes can be used in open, carpeted areas. You must remove large objects and trash prior to vacuuming, and edges and corners must be cleaned using wand and tool attachments. Using the correct motion or path is important when vacuuming open areas using the main suction head. Most upright vacuums have a 12-inch to 20-inch path and are most efficient when moved across the carpet in slightly-over-lapping, parallel strokes. Fan-type patterns are less efficient due to unnecessary overlap.

### Portable Vacuums

A parallel stroke is preferable to a fan-type pattern. Use wands and tools whenever needed to clean edges, crevices and corners.

Since the main body of tank-type and canister vacuums trails along behind you, be careful not to cross over the cord.

To use a large-space or area vacuum, pick up large objects and trash first. Push the machine in a straight line, moving up and down the area as far as the cord length allows. Edges and corners need to be cleaned in a separate operation using a vacuum with detachable tools.

*Be careful when operating large-space or area machines because their extra size and weight can cause injury if they are used improperly.*

## Spotting Carpets

The term "spotting" simply refers to removal of localized soil and  
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stains from carpets. When done correctly, spotting helps to maintain a high level of carpet appearance in even the busiest spaces.

Some spots, such as mud and scuffs, are easily removed. Others, such as coffee and soft-drink stains, become harder to remove as time passes. Spots containing red or purple dyes, however, are hard to remove no matter how soon they are handled.

People who were in the room when the spot was created may be able to tell you what was spilled or rubbed in and if any immediate action was taken. If they tried to clean it themselves, they may have made the situation worse.

Try to determine how long the spot has been on the carpet. The longer it has been there, the harder it will be to remove permanently.

## Spot Cleaning

To keep carpet appearance levels high, spot control must be done daily using a carpet spotting kit. Your supervisors can purchase these kits fully assembled or they can make them in-house. Ready-to-use kits offer the convenience of pre-formulated chemicals, minimizing or eliminating the need for pouring, repackaging and labeling.

A carpet spotting kit should contain the following items and chemicals:

- Carrying case, tray or box to hold contents
- Soft to medium bristle brush
- Cloth towel

- Putty knife, bone scraper or other tool for working the spot after chemicals are applied
- LCPS provided carpet cleaner (enCase)
- Neutral all-purpose cleaner (stride)

If you are assembling the kit in-house, you will need small plastic bottles for storing the chemicals. 24-ounce spray bottles are suggested.

## Spotting Procedures

For **general stain and spill removal**, follow these directions:

1. Blot up any excess liquid with a clean, absorbent towel, cloth or sponge.
2. If solids are present, scrape up the excess with a putty knife or dustpan. Disinfect or clean any tools used for this purpose.
3. Select a cleaning chemical. Before applying it to the spot or stain, test it on a small, hidden section of the carpet. Make sure that no damage or discoloration results.
4. If the chemical seems safe, apply it to the stain but don't over-wet the area. Using a sponge helps to apply solutions sparingly.
5. Blot the chemical into the stain with a towel or sponge. To avoid spreading the stain, don't rub or brush the area.
6. Work inward from the outside of the stain; continue blotting until the spot is removed.

7. When the stain is gone, rinse the area with clean water. Avoid over-wetting by applying the water with a sponge.
8. Absorb most of the excess moisture. Then cover the area with a thick layer of towels and place a heavy object or stack of books on top. Keep the towels and weight in place overnight.

If done as soon as a spill or spot is reported, this four-step procedure will remove 95 percent of fresh or recent soils:

1. Blot up all excess material before it has a chance to set, which can occur in just minutes. To keep spots from spreading and getting worse, don't rub or scrub when you blot.
2. Moisten the spill area with an all-purpose cleaning solution (spray with Stride). Never not use bleach or ammonia as they create bigger problems.
3. Blot up all the cleaning solution with a sponge. Then repeat the saturation and blotting procedure.
4. Use a clean towel to absorb excess moisture. Then dry the spot with a fan for as long as necessary.

Unfortunately, many spills are unreported. For old spills or spots, try the following four-step procedure:

1. Select a chemical using the spotting chart at the end of this section (or another recommended spotting chart).
2. Apply just enough chemical solution to dampen the spot and use the bottom of a putty knife to tap the area.
3. Using a clean towel, blot up the excess solution and see if

any soil has transferred to the towel from the carpet. If not, you may want to use another type of spotting chemical.

4. Without adding more solution, keep blotting until no more soil dissolves and moves to the towel.

To make a general-purpose spotting solution, mix two teaspoons of concentrated detergent (liquid or powder) in two cups of warm water

To make an alkaline spotting solution, mix two tablespoons of ammonia in one cup of water

To make an acidic spotting solution, mix  $\frac{3}{4}$  cup of white vinegar (acetic acid) in 1- $\frac{1}{2}$  cups of water.



## Custodian Areas & Duties

	Requirement						Trained
	Solution required	Daily	1x per week	2x or 3x week	Monthly	As necessary	Date
<b>Offices / Library / Administration</b>							
Clean bathrooms as described in bathroom list		x					
Empty all trash from bins		x					
Replace bin liners as necessary (odors, wet or gummed up)			x			x	
Check and refill as necessary soap, paper towels and toilet tissue		x					
Dust ceiling light fixtures & air circulation venting					x	x	
Dust all counters, desks, tables, book shelves		x					
Wash all hard surface floors		x					
Wipe all uncluttered desks, tables, counters	Stride	x					
Clean windows	Glance	x					
Clean walls remove any marks or writing on any surface	Stride	x					
Vacuum all carpeted floors		x					
Carpet extract 2x per year							
<b>MS &amp; HS auditorium</b>							
Vacuum / sweep all floors & stairs							
Walls & railings	Stride						
Spot clean carpets			x			x	
Clean walls remove any marks or writing on any surface	Stride	x					
Clean stage (sweep, vacuum) as allowed or necessary						x	
Dressing room in stage & sound box		x					
Wash hard surface floors	Neutral		x			x	
Carpet extract 2x per year							

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## OFFICES & LIBRARY

<b>Pic#</b>	<b>Tool/supply item</b>	<b>How to use</b>
<b>#1</b>	Maid cart or trash bin & apron	Keep supplied with all necessary items
<b>#2</b>	Gloves, disposable vinyl PPE	Keep on cart, must use whenever you are using cleaning solutions and as you need.
<b>#3</b>	Large grey trash can	All trash to be placed in plastic liners in grey containers
<b>#3a</b>	Sm & Lg trash can liners	Replace all trash can liners daily, no exception
<b>#4</b>	Rags, blue	Used for glass, mirror or metal surfaces
<b>#4a</b>	Rags, Yellow or green	Used for all cleaning surfaces EXCEPT in toilets & urinals
<b>#5</b>	Dusters	Long handle to clean top of lockers, vents, window ledges etc. Regular handle for lower surfaces
<b>#6</b>	Dust mop / broom	18" dust mop or broom for floors to pick up larger debris
<b>#7</b>	Vacuum	Clean floors daily, vacuum all hard floors, mats and carpets
<b>#8</b>	Mop bucket	Fill with cold water & Stride neutral cleaner
<b>#9</b>	Wet mop	Yellow handle, blue or white mop head. Wash floors as needed or at least 2 or 3 times per week
<b>#10</b>	Green scrub pad	Use to clean harder to clean surfaces like sinks, desk tops
<b>#10</b>	Red or white scrub pad	Round pads from the center of new floor scrubber pads, use on floor, wall marks
<b>#11</b>	Scraper	Use to remove gum, tape etc. from hard surfaces
<b>#12</b>	Glance glass cleaner	Spray bottle only. For windows, mirrors & stainless steel
<b>#13</b>	Virex disinfectant	Spray bottle or bucket. Disinfect door handles, water fountains & desk tops when needed
<b>#14</b>	Stride neutral cleaner	Spray bottle, bucket or mop bucket to clean all surfaces not requiring disinfecting
<b>#22</b>	Purell hand disinfectant	Replace the cartridge ONLY when completely empty, fits inside sanitizer dispensers only
	Gum remover	Use to remove gum from carpets & upholstery only

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### OFFICES & LIBRARY



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## AUDITORIUM & ES GYM or ACTIVITY ROOM

Pic#	Tool/supply item	Used for/to
#1	Maid cart or trash bin & apron	Keep supplied with all necessary items
#2	Gloves, disposable vinyl PPE	Keep on cart, must use whenever you are using cleaning solutions and as you need.
#3	Large grey trash can	All trash to be placed in plastic liners in grey containers
#3a	Sm & Lg trash can liners	Replace all trash can liners daily, no exception
#4	Rags, blue	Used for glass, mirror or metal surfaces
#4a	Rags, Yellow or green	Used for all cleaning surfaces EXCEPT in toilets & urinals
#5	Dusters	Long handle to clean top of lockers, vents, window ledges etc. Regular handle for lower surfaces
#6	Dust mop / broom	18" dust mop or broom for floors to pick up larger debris
#7	Vacuum	Clean floors daily, vacuum all hard floors, stairs, landings, mats and carpets
#8	Mop bucket	Fill with cold water & Stride neutral cleaner
#9	Wet mop	Yellow handle, blue or white mop head. Wash floors as needed or at least 2 or 3 times per week
#10	Green scrub pad	Use to clean harder to clean surfaces like sinks, desk tops
#10	Red or white scrub pad	Round pads from the center of new floor scrubber pads, use on floor, wall marks
#11	Scraper	Use to remove gum, tape etc. from hard surfaces
#12	Glance glass cleaner	Spray bottle only. For windows, mirrors & stainless steel
#13	Virex disinfectant	Spray bottle or bucket. Disinfect all door handles, railings daily
#14	Stride neutral cleaner	Spray bottle, bucket or mop bucket to clean all surfaces not requiring disinfecting
#19	Auto floor scrubber	Elementary schools only. Use 2x per week or more often for best care of floor
#20	Auto floor burnisher	Elementary schools only. Use 2x per week or more often for best care of floor
#22	Purell hand disinfectant	Replace the cartridge ONLY when completely empty, fits inside sanitizer dispensers only
	Gum remover	Use to remove gum from carpets & upholstery only

Reviewed Date \_\_\_\_\_ Initial of Custodian Trainee \_\_\_\_\_

### AUDITORIUM & ES GREAT ROOMS



Reviewed Date \_\_\_\_\_ Initial of Custodian Trainee \_\_\_\_\_

## CLEANING OF RESTROOMS & LOCKERROOMS & CLINICS

Clean restrooms help to protect the health and morale of building occupants and visitors. When not cared for properly, however, restrooms cause more cleaning and maintenance related complaints than any other building area. Restroom (and shower room) maintenance duties may include:

- Mopping (damp or wet)
- Dusting and sweeping
- Surface cleaning and polishing
- Disinfection
- Deodorizing
- Trash removal
- Supply refill.

### Equipment for Restroom & Clinics

#### Custodial Carts

For restroom and shower room maintenance, custodial carts address three basic needs:

- Transport of cleaning materials
- Distribution of refillable supplies
- Trash collection.

#### 44-gallon trash cans with apron

Have limited storage using pockets to keep smaller items readily available such as trash bags/liners, spray bottles &

gloves. They are designed for trash removal and basic cleaning of smaller surface areas.

Carts must always be kept clean and well-organized. For maximum efficiency, never carry more items than you need for the services you perform.

### Sprayers

LCPS trigger sprayers are designed for general purpose detergents, disinfectants and glass cleaners. Spray bottles must always be labeled to show the contents of the bottle.

*Do not use a sprayer that is not labeled and contains an unidentified chemical.*

### Floor Squeegees

Excess water on floors can be moved to a floor drain using a floor squeegee.

### Mop Buckets

LCPS uses a standard, single bucket with down press wringer on wheels. Water is squeezed directly into the bucket so there is little chance for spillage, and the centered wringer handle keeps the bucket well- balanced.

## Wet-Mop Holders

### Plastic Holders

That resist chemicals and are also corrosion-free. They are also lighter and easier to handle than metal holders. LCPS has used all types of holders but plastic jaw type is the most popular with our custodians.

## Wet-Mop Handles

LCPS has used all types of handles but vinyl-covered aluminum is the most popular with our custodians.

- **Vinyl-covered aluminum handles** do not conduct electricity. They are also lightweight, non-abrading and comfortable to use. This type of handle offers all the advantages of aluminum without any of the disadvantages.

## Materials for Restroom Cleaning

### Green scouring pads

Are abrasive pads used for cleaning sinks, urinals and toilets as needed. They will scratch metal and plastic as well as any painted surface. Because bathrooms and shower areas are cleaned daily, wipes/rags are usually sufficient.

*Never use a green abrasive pad on a finish that you do not intend to remove. Chrome and enamel fixtures can be damaged, and paint can be taken off.*

## Bowl Mops

Bowl mops are used to apply liquid cleaners to toilets and urinals. They are the safest way to handle bowl cleaners, which are usually acidic. Some bowl mops have a built-in wringer.

Be sure that surfaces are properly cleaned when using this tool. It's easy to skim over areas while using bowl mops for daily cleaning.

## Wipes / Microfiber cloths

Wipes are used to clean and dry surfaces, glass and mirrors. LCPS uses only Microfiber wipes which are often made from polyester and polyamide, a nylon by-product. Polyester does the scrubbing and polyamide provides remarkable absorbency. Microfiber cleaning requires less chemical and less water than traditional towels and wipes.

## Microfiber cloth color usage

**RED** is always on only used for toilets, urinals and the surrounding stall. Never use this color for sinks or other surfaces or any other area/room in the building.

**YELLOW / GREEN** are used for general purpose cleaning. This color should be used on all surfaces to clean including sinks, table/counter tops, furniture, desks, walls etc.

**BLUE** is used to clean windows & mirrors.



## Gloves

Gloves should always be worn to protect custodians from unsanitary conditions and harsh cleaning chemicals. They are as important as any cleaning supplies or tools. For restroom care, you are required to wear gloves when cleaning any surface.

LCPS uses vinyl, no latex and powder disposable free gloves.

## Wet-Mop Heads

LCPS mainly uses only the a synthetic, disposable 'white' mop head for bathrooms. They should not be washed but disposed of with the trash once it becomes too soiled to properly clean.

Man-made fibers, such as polyester or nylon, are generally stronger than other mop types. They are clean and free of foreign matter. Synthetics are commonly blended with other fibers to add strength & absorbency. LCPS uses a typical mop weights of 16 or 24 ounces.

### Color Coding

Coding by yarn or headband color can identify mops associated with specific cleaning operations. This type of system minimizes cross contamination when a variety of chemical solutions are used.

For example, a custodian mopping with harsh stripping solution would not want to use the same mop later for a

beverage spill. Residue from the stripping solution might damage the finished floor where the spill occurred. Instead, one color of mop could be designated for stripping and a different color could be used for routine spills.

## LCPS color coding for wet mopping.

### Handles

- **Red** mop handles are for bathroom use only. Never use anywhere else.
- **Yellow** mop handles or any other color are for all other use (never for bathrooms)

### Mop Heads

- **White** mop heads are used for everything including bathrooms, halls, classrooms, stripping & top scrubbing.
- **Blue** mop heads are for all floors except bathrooms, stripping or top scrubbing floors.
- **Never** re-use a mop head that has been used in a bathroom, in any other room.

## Supplies for Restroom/Shower Room Maintenance

### Quaternary ammonium compounds

Or "quats," are good germ killers and will not burn the skin if used in proper proportions. They are much less corrosive on floor finishes than synthetic phenols and are good for general use in food-service and food-preparation

areas.

Most quats are not tuberculocidal OSHA requires the use of tuberculocidal disinfectants to clean up blood or bodily fluids, so quats are not appropriate for this type of contamination

When used in cleaner/disinfectants, quats' germ-killing power diminishes if there is a large amount of soil. Hard water also limits the killing power of quats.

### **Bleach – NEVER use bleach products**

**Hypochlorite** Disinfectants work only on surfaces that are already clean. They lose power when they come into contact with foreign substances such as soil.

The most common hypochlorite disinfectant is household bleach (sodium hypochlorite). It is not an effective cleaner by itself, and once it is mixed with water, bleach becomes ineffective after 20 hours. Under the right conditions, however, bleach can be a powerful tuberculocidal agent.

Hypochlorite's corrode metal and can dull tile floors and damage grout if used over a long period of time. They can burn skin and eyes and give off dangerous fumes.

*NEVER USE OR BRING INTO AN LCPS BUILDING BLEACH OR OTHER CLEANERS, REGARDLESS OF WHOMEVER ASKS YOU TO DO SO. THIS INCLUDES LIQUID, SOLID OR POWDER.*

### **Stride Multipurpose Cleaner**

Neutral, multipurpose cleaners can be used to remove a variety of common soils from surfaces such as floors and countertops. They clean better than water alone but are not effective on hard water deposits or uric acid stains. The term, 'Neutral' means that the PH level is not acidic or alkaline (approx. +/- 7.0)

Multipurpose cleaner can help prevent bacterial growth by removing soils on which bacteria feed but are not disinfectants. They can be used for the first step of a two-step disinfection process to be followed immediately by a separate germ-killing chemical (Virex II 256)

*Always use the J-fill dispenser to fill bottles, buckets etc. NEVER pour directly for the concentrated container.*

*Never use unlabeled chemicals, and never try to identify a chemical by smell, taste or feel. Give unlabeled chemicals to your supervisor for proper identification.*

### **Virex II 256 and Crew Disinfectant**

Disinfectant chemicals are almost always supplied in concentrated form. They must be diluted with water to create a germ-killing solution with the proper strength.

To remove dirt and kill the germs, you can use either a one-step or a two-step process:

*Always use the J-fill dispenser to fill bottles, buckets etc.*



*NEVER pour directly from a concentrated container.*

*Never use unlabeled chemicals, and never try to identify a chemical by smell, taste or feel. Give unlabeled chemicals to your supervisor for proper identification.*

### **The one-step process**

Involves a single cleaning/disinfectant chemical. Such a chemical performs both actions at once, and neither the disinfecting chemical nor the detergent interferes with the action of the other.

*Do not try to make a cleaner/disinfectant yourself by mixing chemicals. It is much safer and more effective to use products mixed by a manufacturer.*

### **The two-step process**

Begins with removal of surface soil with some type of cleaning agent (probably a detergent). This is followed immediately with a separate disinfectant that kills germs left on the surface.

Some disinfectants kill only one type of germ. Others, said to have a "broad range of kill," work against a variety of germs. Still others kill germs well but may damage surfaces or harm people. Each type of disinfectant has advantages and disadvantages.

### **Glance glass cleaner**

Glass-cleaning products come in a concentrated liquid that

is diluted with water in our J-Fill dispenser. This is the only glass cleaner to be used at LCPS.

Glance glass-cleaning agents are mild purpose detergents that contain drying agents such as alcohol or ammonia.

Custodians may have to clean inside and outside window glass, glass partitions, glass walls, glass doors, mirrored glass, leaded glass, Plexiglass or other glass-type surfaces. Some glass and window surfaces require special cleaning agents.

Special cleaning agents may also be required for soils that are difficult to remove, such as hard- water spotting or lime buildup.

*Cleaning agents formulated for glass should not be used on other surfaces unless the other surfaces are specifically mentioned on the container. Glass cleaners can harm finishes, metal surfaces, wood and resilient flooring.*

*Always use the J-fill dispenser to fill bottles, buckets etc. NEVER pour directly for the concentrated container.*

*Never use unlabeled chemicals, and never try to identify a chemical by smell, taste or feel. Give unlabeled chemicals to your supervisor for proper identification.*

### **Bowl Cleaners**

Bowl cleaners usually contain phosphoric, hydrochloric or hydrofluoric acid. They should be used only on vitreous china toilet bowls and urinals.

*Never use bowl cleaners on sinks or drinking fountains.*

Acids are used to remove mineral-scale buildup, tarnish and rust stains. Cleaning products may contain sulfuric, muriatic, phosphoric or hydrochloric acid. The specific acid used, however, is not as important as its concentration in the product.

LCPS uses acid cleaners for toilets only, in only a few schools, in rural areas, that have high levels of minerals in the water (hard water).

These cleaners are not designed for everyday use. Use them periodically to remove lime- scale deposits, hard-water scale or stains or uric acid stains.

Bowl cleaners come in either liquid or powder form. Liquids are generally more concentrated and work faster. Powdered products are inactive without moisture, so spills may be easier and safer to clean up.

*Only use acids for the purposes stated on their container labels. Follow directions carefully and protect yourself with safety goggles, a work apron or smock and rubber gloves.*

*If bowl cleaner comes into contact with any surface for which it is not intended, clean it off immediately. Avoid spilling bowl cleaners onto carpets because they will become discolored and damaged.*

*Apply these chemicals with a bowl mop only (not a brush*

*as the brush may spray liquid) and never let them touch your skin. Take the same safety precautions with bowl cleaners as you do with acid products (see previous section).*

### **Metal Polishes**

Metal polishes, usually a blend of mineral oils and detergents, clean metal fixtures and make them shine. They should never contain abrasives which can scratch and mar metal surfaces.

*Use metal polishes only on surfaces for which they are formulated and follow directions carefully. To prevent slip-and-fall accidents, avoid over spraying metal polishes onto floors.*

### **Trash Liners and Bags**

Trash liners and bags are made of plastic and come in various sizes, colors and thicknesses. Liners are smaller and fit inside wastebaskets. Bags are larger and fit inside trash-collection receptacles.

Liners and bags help keep wastebaskets and receptacles clean and make trash removal easier and faster. They protect the inside container surface from liquids and sticky substances that cause odors, reducing or eliminating the need for container washing.

## Toilet Tissue

Custodians must make sure that a convenient, controlled and adequate supply of toilet tissue is in all restrooms at all times.

To prevent overuse, waste and stealing, our dispensers "lock" so that tissue cannot be spooled freely onto the floor. They also hold two rolls and have "windows" so that the tissue supply can be checked without opening the dispenser.

LCPS use a standard sized toilet tissue roll. Only refill when one of the rolls is completely used up.

## Paper Hand Towels (all LCPS buildings)

Custodians must make sure that an adequate and controlled supply of hand toweling is in all restrooms at all times. In bathrooms that have more than one paper towel dispenser, only refill when the dispenser is completely empty. In bathrooms with only one dispenser, use your judgment as to when to replace it. Use the unused portion of the roll to clean up other jobs.

## Electric Hand Dryers (some LCPS buildings)

Electric hand dryers work by blowing warm air onto wet hands and provide an alternative to drying hands with paper or linen towels. If used exclusively, electric dryers

eliminate the need to purchase, store, refill and dispose of toweling.

## Toilet-Seat Covers (some LCPS buildings, not in schools)

In facilities that provide them, a toilet-seat cover dispenser is usually placed in each toilet stall. Standard models allow users to pull out a paper cover and place it on the seat, which is more practical and sanitary than covering seats with regular toilet tissue. After use, the paper covers can be flushed away without harming the plumbing.

Custodians must load seat covers and check frequently to make sure that enough covers are available.

## Sanitary Napkin Dispensers

FREE machines dispense sanitary napkins or tampons in all female student restrooms. Custodians should follow the manufacturers' instructions for refilling and other- wise maintaining these dispensers.

## Hand Soap

Wall-hung liquid-soap dispensers are filled by placing a cartridge of soap into the dispenser. A lever releases a certain amount of soap into the user's hands. Some dispensers can be adjusted to control the amount of soap released.

## Restroom/Shower Room Maintenance

### Cleaning solutions

- VIREX II 256 is used for all cleaning surfaces including floors.
- CREW is used only in spray bottles and is used to clean toilets, urinals and surrounding stall areas. Never use on the floor, sinks or water fountains.
- Glance is used only on glass and mirrors.

### Daily Cleaning 14-Steps

Cleaning of restrooms and shower rooms use the 14-step procedure below. The steps may have to be adjusted for specific conditions in your building. Detailed mopping, wet vacuuming and pressure washing procedures appear later in this section.

1. Check and refill dispensers of toilet tissue, hand towels, toilet seat covers, sanitary napkin products, soap and sanitary napkin dispensers.
2. Empty all trash cans, containers including sanitary napkin receptacles.
3. Put on protective eyewear and gloves
  - a. Soak urinal strainers in a bucket of disinfectant solution.
  - b. Put any accumulated trash from the strainers into trash receptacles.
4. Begin wet disinfection and wet cleaning operations.
  - a. If toilets and urinals need acid treatment as described here. (If acid treatment is not necessary, proceed to the next step).
  - b. Use a bowl mop to force water down the drain with rolling strokes.
  - c. Apply liquid acid cleaner with the bowl mop to the bowl.
  - d. Leave acid on surfaces for about 10 minutes while you do other tasks.
  - e. Then flush the toilet.
5. If needed, wash walls with a cleaner and/or disinfectant. Do this with a rag and a bucket of solution.
6. Clean and disinfect toilets, urinals and wash basins in one of two ways:
7. For a **single-step operation**, wash fixtures using a RED cloth and a cleaner/ disinfectant.
8. For a **two-step operation**, wash fixtures with an all-purpose cleaner and dry them with RED cloths. Then spray fixtures with a disinfectant solution using a trigger sprayer, pump-up sprayer or aerosol.
  - a. Be careful not to spray toilet tissue.

9. With either method:
  - a. always clean under the rims and comers of urinals to prevent buildup of odor-causing bacteria.
  - b. Watch for hard-water mineral deposits and residual chemical buildup on fixtures.
  - c. Always disinfect the tops and undersides of toilet lids and seat rims because all surfaces are susceptible to bacterial growth.
  - d. Polish all metal fixtures with metal polish or a clean wipe. Clean all other surfaces, such as partitions and lower horizontal surfaces, with a cleaner/disinfectant.
10. Afterward, wipe them down properly to prevent chemical buildup.
11. Use glass cleaner to clean mirrors and other glass. When cleaning double-sided glass, wipe one side in one direction and the other side in another direction. If there are streaks later, this will tell you which side of the glass needs more work.
12. Clean floor-drain covers. Pour a small amount of water into each drain to check for plugs and to seal out sewer gases.
13. Wash doors, door handles and doorknobs on both sides of the door with a cleaner/ disinfectant. If electric hand dryers are present, wipe them down with disinfectant solution.

14. Wet-mop the floor using a cleaner/ disinfectant. This can be done by either a single or double-bucket method but using two buckets is usually preferred.

### **Damp Mopping, Wet Mopping**

LCPS requires that restrooms be cleaned from high areas to low areas, working toward the door. Dry cleaning tasks should be performed before wet cleaning tasks. Bathroom, locker room & shower floors should be cleaned with Virex II 256 disinfectant.

On all bathroom, locker room floors, wet cleaning is mandatory every day. The cleaning solution breaks up and suspends tough soils that would be left behind otherwise.

#### **Damp mopping**

Is done with a mop soaked in solution and then tightly wrung out. Very little water should be left on the floor after damp mopping.

Damp mopping may be used to handle small spills or to clean small areas that are more heavily soiled than the rest of the floor. This is called "spot mopping."

Larger areas that are soiled regularly due to heavy foot traffic or other types of constant use are often damp-mopped as well. This is called "track mopping" or "sectional mopping."

### **Wet mopping**

Uses a soaked mop to spread cleaning solution over the floor surface. A tightly-wrung mop is then used to remove the solution. This technique removes more soil than damp mopping.

*When using these techniques, remember that water and cleaning solution can create slip-and-fall hazards when left on floor surfaces. Be sure to place an ample number of "Wet Floor" warning signs in and around the work area.*

### **Single Bucket Wet and Damp Mopping**

To perform this procedure, you will need a clean mop bucket, a single mop (conventional or flat) and a chemical cleaning solution. You may also need a wet vacuum, if required or preferred.

Soak the mop in chemical solution until it is completely drenched.

For wet mopping, wring the mop just enough to remove excess solution. For damp mopping, wring the mop tightly.

Mentally divide the floor area into sections. A section of about 10 feet by 10 feet usually works well. Mop each floor section using a figure "8" or "S" pattern.

For wet mopping, mop each section once to apply the solution. Allow the solution to remain on the floor for a few minutes, but don't allow it to dry. Using a tightly-wrung mop or a wet vacuum, go over each section a second time to

remove most of the moisture from the floor.

*Leaving solutions on floors too long may remove the floor finish.*

If you have used a wet vacuum, damp rinse the area to remove any remaining dirt and solution using a mop that has been soaked in water and then wrung out tightly.

Repeat the procedure for each floor section, overlapping slightly onto the previous section.

### **Single mop**

- Soak the mop in the solution bucket and wring it out. For wet mopping, wring the mop just enough to remove excess solution. For damp mopping, wring the mop tightly.
- Mop the selected area using a figure "8" or "S" pattern.
- For wet mopping, mop each section once to apply the solution. Allow the solution to remain on the floor for a few minutes, but don't allow it to dry. Using a tightly-wrung mop or a wet vacuum, go over each section a second time to remove most of the moisture from the floor.
- Mop the same section again to pick up any remaining dirt and solution.
- Place the mop back in the solution bucket and repeat the process in the next selected area. Remember to overlap slightly onto the previous section.



## Double Bucket Wet and Damp Mopping

The double-bucket method is usually used for wet mopping, but it can be used for damp mopping, also. In this system, one bucket carries the chemical solution and the other carries clean water. You can use either one or two mops, but the two-mop approach leaves floors cleaner.

As in the previous single-bucket procedure, you'll need to mentally divide the floor area into sections of about 10 feet by 10 feet.

### Two mops:

- Wring out the mop in the solution bucket. For wet mopping, wring the mop just enough to remove excess solution. For damp mopping, wring the mop tightly.
- Mop the selected area using a figure "8" or "S" pattern. When the area is done, place the mop back into the solution bucket.
- For wet mopping, mop each section once to apply the solution. Allow the solution to remain on the floor for a few minutes, but don't allow it to dry.
- Using a tightly-wrung mop or a wet vacuum, go over each section a second time to remove most of the moisture from the floor.

- Tightly wring the rinse-water mop and go over the same section to pick up any remaining dirt and solution.
- When finished, place the mop back into the rinse-water bucket.
- Repeat the process in the next selected area, overlapping slightly onto the previous section.

*Leaving solutions on floors too long may remove the floor finish.*

## Mopping Baseboards

Baseboards and corners should be mopped every time the floor is mopped. When damp or wet mopping, however, don't splatter chemical solution onto baseboards. Splattering can cause a buildup that makes them look dingy.

Try not to mop the wall while working on baseboards. Any walls touched by mops should be washed by hand immediately.

## Custodian Areas & Duties

	Requirement						Trained
	Solution required	Daily	1x per week	2x or 3x week	Monthly	As necessary	Date
<b>Clinic</b>							
Clean bathrooms as described in bathroom section		x					
Empty trash bins		x					
Replace trash liners daily, no exception		x					
Check and refill as necessary soap, paper towels and toilet tissue		x					
DO NOT empty blue "recycle" bin unless permission is given					x	x	
DO NOT clean counters, desk, file & book cabinets, desk without permission							
Dust ceiling light fixtures & air circulation venting							
Clean walls remove any marks or writing on any surface	Stride	x					
Wash & disinfect sink	Crew						
Vacuum carpeted floors		x					
Wash/disinfect all hard surface floors including sick rooms	Virex	x					
<b>Locker rooms</b>							
Dust ceiling light fixtures & air circulation venting					x	x	
Clean bathrooms as described in bathroom list		x					
Clean mirrors	Glance	x					
Clean door handles & push plates on entrance/exit doors	Stride	x					
Clean walls remove any marks or writing on any surface	Stride	x					
Clean / wipe locker tops and doors with neutral cleaner	Stride	x					
Sweep floors		x					
Wash floors	Stride	x					

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## CLINIC

Pic#	Tool/supply item	How to use
#1	Maid cart or trash bin & apron	Keep supplied with all necessary items
#2	Gloves, disposable vinyl PPE	Keep on cart, must use whenever you are using cleaning solutions and as you need.
#3	Large grey trash can	All trash to be placed in plastic liners in grey containers
#3a	Sm & Lg trash can liners	Replace all trash can liners daily, no exception
#4	Rags, blue	Used for glass, mirror or metal surfaces
#4a	Rags, Yellow or green	Used for all cleaning surfaces EXCEPT in toilets & urinals
#4b	Red	Used on toilets & urinal and area immediately surrounding toilets and urinals.
#18	Toilet brush / swab	Clean inside & rim of toilets & urinals with brush daily
#5	Dusters	Long handle to clean, vents, window ledges etc. Regular handle for lower surfaces
#7	Vacuum	Clean floors daily, vacuum all hard floors, mats and carpets
#6	Broom & dust pan	To pick up larger debris
#8	Mop bucket	Fill with cold water & Virex disinfectant cleaner
#9	Wet mop	RED handle, white disposable mop head only. Wash floors every day.
#10	Green scrub pad	Use to clean harder to clean surfaces like sinks, desk tops
#10	Red or white scrub pad	Round pads from the center of new floor scrubber pads, use on floor, wall marks
#11	Scraper	Use to remove gum, tape etc. from hard surfaces
#12	Glance glass cleaner	Spray bottle only. For windows, mirrors & stainless steel
#13	Virex disinfectant	Spray bottle or bucket. Disinfect door handles, water fountains & desk tops
#14	Stride neutral cleaner	Spray bottle, bucket or mop bucket to clean all surfaces not requiring disinfecting
#15	Crew disinfectant	Spray bottle only. Do not use with bucket. Use to clean toilets & urinals and areas around.
#24	Long handle grabber	To remove debris from toilet bowls and urinals
#22	Purell hand disinfectant	Replace the cartridge ONLY when completely empty, fits inside sanitizer dispensers only
#23	Paper towels	Replace only when completely empty
#35	Gojo hand soap	Replace the cartridge ONLY when completely empty, fits inside hand soap dispensers only.
#36	Sanitary napkin bags	Replaced once used, daily
#37	Toilet Paper	Replace only when roll is completely used as dispensers have 2 rolls each.

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CLINIC



Reviewed Date \_\_\_\_\_ Initial of Custodian Trainee \_\_\_\_\_

## Custodian Areas & Duties

	Requirement						Trained
	Solution required	Daily	1x per week	2x or 3x week	Monthly	As necessary	Date
<b>Bathrooms</b>							
Empty trash, replace bag liner every time in all bathrooms		x					
Empty sanitary napkin receptacles, throw bag in trash, put new bag in dispenser		x					
Fill sanitary napkin dispensers with tampons & napkins		x					
Check and refill as necessary soap, paper towels and toilet tissue		x					
Clean / dust all high areas, alarm boxes, dividers, mirror tops, door frames	Virex	x					
Clean door handles & push plates on entrance/exit doors	Virex	x					
Dust ceiling light fixtures & air circulation venting					x	x	
Clean walls remove any marks or writing on any surface	Virex	x					
Clean / disinfect all toilets / urinals	Crew	x					
Clean / disinfect ceramic walls around toilets, urinals, sinks	Crew	x					
Clean / disinfect all toilet hand rails, toilet paper & napkin dispensers, door handles/locks/flushing mechanisms	Virex	x					
Clean / disinfect all sinks	Crew	x					
Clean / disinfect / refill all soap dispensers	Crew	x					
Clean / disinfect / refill all towel dispensers	Crew	x					
Clean / disinfect / refill napkin discard bins	Crew	x					
Clean / disinfect all chrome standards (joins dividers to walls) in toilet, urinals	Crew	x					
Clean / disinfect ceramic walls in entire bathroom	Virex						
Clean mirrors	Glance	x					
Sweep floors		x					
Wash / disinfect floors	Virex	x					
Lock all bathrooms once finished except for Main Street		x					
NOTE: Crew must be used in spray bottles, never put in pails or mop buckets							

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## BATHROOMS

Pic#	Tool/supply item	How to use
#1	Maid cart or trash bin & apron	Keep supplied with all necessary items
#2	Gloves, disposable vinyl PPE	Keep on cart, must use whenever you are using cleaning solutions and as you need.
#3	Large grey trash can	All trash to be placed in plastic liners in grey containers
#3a	Sm & Lg trash can liners	Replace as necessary, usually when torn, wet or has odor
#4	Rags, blue	Used for glass, mirror or metal surfaces
#4a	Rags, Yellow or green	Used for all cleaning surfaces EXCEPT in toilets & urinals
#4b	Red	Used on toilets & urinal and area immediately surrounding toilets and urinals.
#18	Toilet brush / swab	Clean inside & rim of toilets & urinals with brush daily
#5	Dusters	Long handle to clean top stall dividers, vents, etc.
#6	Broom & dust pan	To pick up larger debris
#8	Mop bucket	Fill with cold water & Virex disinfectant cleaner
#9	Wet mop	RED handle, white disposable mop head only. Wash floors every day.
#10	Green scrub pad	Use to clean harder to clean surfaces like sinks, desk tops
#11	Scraper	Use to remove gum, tape etc. from hard surfaces
#10	Red or white scrub pad	Round pads from the center of new floor scrubber pads, use on floor, wall marks
#12	Glance glass cleaner	Spray bottle only. For windows, mirrors & stainless steel
#35	Gojo hand soap	Replace the cartridge ONLY when completely empty, fits inside hand soap dispensers only.
#13	Virex disinfectant	Spray bottle or bucket. Disinfect all door handles, water fountains & desk tops
#14	Stride neutral cleaner	Spray bottle, bucket or mop bucket to clean all surfaces not requiring disinfecting
#15	Crew disinfectant	Spray bottle only. Do not use with bucket. Use to clean toilets & urinals and areas around
#23	Paper towels	Many classrooms have sinks, fits into wall dispenser
#24	Long handle grabber	To remove debris from toilet bowls and urinals
#36	Sanitary napkin bags	Replaced once used, daily
#37	Toilet Paper	Replace only when roll is completely used as dispensers have 2 rolls each.

### BATHROOMS



Reviewed Date \_\_\_\_\_ Initial of Custodian Trainee \_\_\_\_\_

## Outdoor Maintenance

All custodians are responsible for the grounds of the school or building, all year long. This includes all buildings, structures, sidewalks, parking areas and other areas on the property such as garages, sheds, storage containers, mechanical / generator areas, courtyards, playgrounds etc.

Normally, all athletic buildings and grounds are maintained by the athletic custodian in high schools, but all custodians will be required to assist upon request from time to time.

Playgrounds with mulch surfaces must be maintained weekly by custodians. These areas will need to have the mulch 'fluffed' especially in areas where it is compacted down by children playing such as under swings, slides and ladder areas. These compact areas must have the mulch loosened by using a pitch/spade fork and/or a rake. Maintining this area on a regular bais, a few times a week will prevent a lot of very hard work later on.

All outdoor areas are maintained year round with grass, tree, shrub & mulch in warmer months & snow & ice clearing during the winter months.

## General Indoor Maintenance duties

All custodians are responsible for light maintenace duties as required and or requested by the Head Custodian or Administrator of your school.or FACS supervisory staff.

These responsibilities are duties which do not require repair but rather maintenance to keep appliances & your tools working and fixures in good condition.

As a custodian for LCPS, in your normal day to day activities in the school, watch for and report problems with fixtures not working such as toilets, sinks & faucets, clocks, door handles/locks, dispensers, light bulbs etc.

Custodial tools such as vacuums & floor machines must be checked everytime you use them for loose, cracked cords, missing prongs in cords or anything out of the ordinary.

# Custodian Areas & Duties

	Requirement						Trained
	Solution required	Daily	1x per week	2x or 3x week	Monthly	As necessary	Date
<b>General</b>							
Replace ceiling tiles (whole tiles only, do not replace ones needing cutting)							
Replace batteries in auto toilet/urinal flushers and auto sink faucets							
Report ceiling leaks							
Report leaking water toilets, sinks & fountains							
Report broken fixtures (IE: towel, toilet paper; soap etc.)							
Clean and maintain all custodial closets							
Clean and maintain all electrical / maintenance rooms and closets							
Always use only Cold Water for our duties - Hot Water only for carpet cleaning							
Always turn off water taps when finished in custodial sinks							
Always clean/vacuum dry floor mop heads before putting into wash bin							
Always place tools, handles down when storing in bins (i.e. mop handles down)							
<b>Outdoors</b>							
Mow grass, all 'islands' cut down to 3.5" LCPS standard grass height				x			
Trim grass along all curbs, buildings, posts etc.				x			
Blow grass off all sidewalks to prevent tracking into school				x			
Weed and water as necessary				x			
Trim tree branches at least 7' from ground surface						x	
Trim all dead branches from trees						x	
Trim all suckers (small new growth on trunk of tree)						x	
Playground, fluff and redistribute mulch as needed		x					
Empty trash bins around school perimeter				x		x	
Pick-up trash in same area's as grass mowing, parking lots & playgrounds				x			
Clean-up loading dock and dumpster lock-up areas				x		x	
Winter snow removal of all sidewalks and trails on property and roadside						x	
Winter spread ice melt as needed after snow/ice event. Use spreader only.						x	
Outdoor generator area, mow grass, pull weeds & trees & brush growth						x	

Reviewed Date \_\_\_\_\_ Initial of Custodian Trainee \_\_\_\_\_

## OUTDOORS

<b>Pic#</b>	<b>Tool/supply item</b>	<b>Used for/to</b>
<b>#2</b>	Gloves, cotton with grips	Outdoor use only.
<b>#3</b>	Large grey trash can	All trash to be placed in plastic liners in grey containers
<b>#3a</b>	Large trash can liners	Replace all trash can liners daily, no exception
<b>#24</b>	Long handle grabber	To remove debris from toilet bowls and urinals
<b>#25</b>	Hedge Shears	Maintain hedges and other fauna on grounds
<b>#26</b>	Loppers	Maintain minimum 7" clearance for branches on trees
<b>#27</b>	Hand clippers	Trim small branches, suckers on plants and trees
<b>#28a</b>	Trimmer line	To replace trimmer line as it gets worn down
<b>#28</b>	Trimmer	All curbs, sidewalks, around post and buildings to be trimmed to 3/5" tall
<b>#29</b>	Edger	All curbs to be edged (using edger or trimmer) (not all schools)
<b>#30</b>	Leaf Blower	All grass clippings, leaves and other debris & light snow blown off sidewalks & entrances
<b>#31</b>	Push mower	To mow indoor courtyards and smaller, tighter areas around the school
<b>#32</b>	Ice melt & seed spreader	Used to evenly distribute ice melt, seeds or fertilizer as needed
<b>#34b</b>	Diesel fuel	For some lawn tractors (always check to ensure you are using the correct fuel type)
<b>#33</b>	Ride on mower	Grass to be maintained at min. height of 3.5" (Deere or Kubota tractor or Toro zero turn)
<b>#33</b>	Ride on snow blower	Blow snow off sidewalks and pathways only
<b>#34</b>	Gasoline, regular	For lawn equipment and tractors (check to ensure you are using the correct fuel type)
<b>#34a</b>	Gasoline w/50-1 oil	For some lawn equipment (always check to ensure you are using the correct fuel type)
<b>#38</b>	Snow blower, walk behind	Clearing sidewalks of snow

Reviewed Date \_\_\_\_\_ Initial of Custodian Trainee \_\_\_\_\_



### OUTDOORS



2



3



3a



24



25



26



27



28a



28



29



30



31



32



38



33 some schools only



33 mower - summer converted to 40 snow blower - winter



34



34a

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**TAB**

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**LOUDOUN COUNTY PUBLIC SCHOOLS**  
**SUPPORT SERVICES DEPARTMENT**  
**FACILITIES SERVICES DIVISION**  
**1002C SYCOLIN ROAD, S. E.**  
**LEESBURG VA 20175**  
**TEL: 571-252-2960**

**LOUDOUN COUNTY PUBLIC SCHOOLS -**  
**ASBESTOS AWARENESS TRAINING ACKNOWLEDGEMENT**

**By signing below, I hereby acknowledge receiving and understanding, information contained with the Loudoun County Public Schools – ASBESTOS AWARENESS TRAINING, and furthermore, understand where to find additional copies and access for further review. I agree that it is my personal responsibility to read and familiarize myself with the expectations and policies held with the ASBESTOS AWARENESS TRAINING handbook. I also understand that I have the opportunity to ask questions and receive additional explanations for any policy or topic covered within the handbook, from my supervisors and/or Administrators.**

**I understand that willfully violating any policy or procedure addressed within the ASBESTOS AWARENESS TRAINING Handbook, may jeopardize my future employment with Loudoun County Public Schools, and will reflect negatively on my annual review.**

**NAME (PRINT):** \_\_\_\_\_

**NAME (SIGN):** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **WORK LOCATION:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_

**Please complete and return to Facilities Services, where it will be kept on file for future use if needed**







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**LOUDOUN COUNTY PUBLIC SCHOOLS -  
BLOODBORNE PATHOGEN VIDEO TRAINING**

By signing below, I hereby acknowledge reviewing & understanding information contained with the Loudoun County Public Schools – Bloodborne Pathogen video training, and furthermore, understand that I can request to review this video at any time in the future.

I agree that it is my personal responsibility to review and familiarize myself with the expectations and policies held within the video.

I also understand that I have the opportunity to ask questions and receive additional explanations for any policy or topic covered within the video training, from my supervisors and/or Administrators.

I understand that willfully violating any policy or procedure addressed within the Custodial Handbook, may jeopardize my future employment with Loudoun County Public Schools, and will reflect negatively on my annual review.

NAME (PRINT): \_\_\_\_\_

NAME (SIGN): \_\_\_\_\_

DATE: \_\_\_\_\_ WORK LOCATION: \_\_\_\_\_

WITNESS: \_\_\_\_\_

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## **CUSTODIAN ESSENTIAL PERSONNEL**

### **Operational Procedures for School Closing, Delays, or Holidays**

#### **Essential Personnel**

- When directed by their supervisor, Essential Personnel are required to report to work during emergency closures to assist in returning schools to normal operations.
- Non-exempt employees will be paid at their regular rate of pay for the period of closure plus they will be paid at their regular rate of pay for additional hours physically worked as essential personnel during the period of the emergency closure.
- Non-exempt employees will be paid an overtime rate of one and one half times their regular rate of pay when required to perform essential operations on a weekend without regard to the forty-hour rule. Essential Personnel will not have time deducted for a lunch break when directed to work on a weekend, holiday or during emergency closures.
- If a custodian, as an essential personnel, fails to report to work as directed by their supervisor on a weekday or weekend, the employee must take annual leave for the full day missed.

#### **Delayed Start of School**

- Essential Personnel will report to work as normally scheduled, if they fail to report to work as scheduled they will be charged annual leave for the time they did not physically work.

#### **Early Closing of School or After-School Activities**

- Essential Personnel will not be charged annual leave for time after the official closing time if they have been released by their supervisor.
- Essential Personnel will be charged annual leave through the hours remaining in their regularly scheduled shift if they leave prior to being released by their supervisor.
- Essential Personnel will be paid at their regular rate of pay for the period of the closure plus they will be paid at their regular rate of pay for additional hours physically worked.

#### **Holiday**

Per Policy §7-52: Non-exempt employees will be eligible to be paid an overtime rate of one and one half times their regular rate of pay when they are required to report to work on scheduled holidays listed on the School Board adopted calendar for 12 month employees. Such overtime rate of pay shall be without regard to the forty-hour rule.





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**LOUDOUN COUNTY PUBLIC SCHOOLS -  
GENERAL SAFETY FOR CUSTODIANS VIDEO TRAINING**

By signing below, I hereby acknowledge reviewing & understanding information contained with the Loudoun County Public Schools – General Safety for Custodians video training, and furthermore, understand that I can request to review this video at any time in the future.

I agree that it is my personal responsibility to review and familiarize myself with the expectations and policies held within the video.

I also understand that I have the opportunity to ask questions and receive additional explanations for any policy or topic covered within the video training, from my supervisors and/or Administrators.

I understand that willfully violating any policy or procedure addressed within the Custodial Handbook, may jeopardize my future employment with Loudoun County Public Schools, and will reflect negatively on my annual review.

NAME (PRINT): \_\_\_\_\_

NAME (SIGN): \_\_\_\_\_

DATE: \_\_\_\_\_ WORK LOCATION: \_\_\_\_\_

WITNESS: \_\_\_\_\_

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TEL: 571-252-2960**

**LOUDOUN COUNTY PUBLIC SCHOOLS -  
CUSTODIAL HANDBOOK ACKNOWLEDGEMENT**

**By signing below, I hereby acknowledge receiving and understanding, information contained with the Loudoun County Public Schools – Custodial Handbook, and furthermore, understand where to find additional copies and access for further review. I agree that it is my personal responsibility to read and familiarize myself with the expectations and policies held with the Custodial Handbook. I also understand that I have the opportunity to ask questions and receive additional explanations for any policy or topic covered within the handbook, from my supervisors and/or Administrators.**

**I understand that willfully violating any policy or procedure addressed within the Custodial Handbook, may jeopardize my future employment with Loudoun County Public Schools, and will reflect negatively on my annual review.**

**NAME (PRINT):** \_\_\_\_\_

**NAME (SIGN):** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **WORK LOCATION:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_

**Please complete and return to Facilities Services, where it will be kept on file for future use if needed**





**HARASSMENT: SEX, RELIGION AND BEYOND – Post Training Agreement**

LCPS is committed to providing a workplace free from unlawful discrimination, harassment and retaliation. The harassment training you received today is part of that effort. Please initial next to each statement below.

1. \_\_\_\_ I understand that sexual harassment is prohibited by the law and is also prohibited by School Board Policy.
  
2. \_\_\_\_ I understand that harassment or discrimination based on sex, race, color, religion, national origin, age, disability, marital status, pregnancy, childbirth or related medical condition, genetic information, or any other characteristic protected by federal, state, or local law is unlawful and also violates LCPS policy (i.e., School Board Policies 7-1, 7-2, and 7-34).
  
3. \_\_\_\_ I understand that sexual harassment includes unwelcome sexual advances or romantic interest, or other unwelcome conduct that may be verbal, visual, or physical.
  
4. \_\_\_\_ I understand that a serious form of sexual harassment involves offering job benefits in exchange for sexual favors, or alternatively, threatening a person’s job if he/she doesn’t agree to the offer.
  
5. \_\_\_\_ I understand that it is also unlawful, and a violation of LCPS policy, to retaliate against someone who resists unwelcome behavior, files a complaint about harassment or perceived harassment, or participates in an investigation.
  
6. \_\_\_\_ I understand that I may be subject to disciplinary action, up to and possibly including termination, if I engage in unlawful harassment, discrimination, or retaliation.
  
7. \_\_\_\_ I understand that avenues are available to me to raise concerns regarding harassment, discrimination or retaliation, to include through the procedures outlined in School Board Policy 7-2 on “Sex Discrimination and/or Sexual Harassment”.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
PID

\_\_\_\_\_  
Work Location

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





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LEESBURG VA 20175  
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LOUDOUN COUNTY PUBLIC SCHOOLS  
& SAFESCHOOLS.COM  
RIGHT TO KNOW (OSHA) ONLINE TRAINING

By signing below, I hereby acknowledge reviewing & understanding information reviewed on the SafeSchools.com online training for Right to Know and furthermore, I understand that I can review this video at any time in the future by logging into SafeSchools.com

I agree that it is my personal responsibility to review and familiarize myself with the expectations and policies held within the training/video.

I also understand that I have the opportunity to ask questions and receive additional explanations for any policy or topic covered within the video training, from my supervisors and/or Administrators.

I understand that willfully violating any policy or procedure addressed within the Custodial Handbook, may jeopardize my future employment with Loudoun County Public Schools, and will reflect negatively on my annual review.

NAME (PRINT): \_\_\_\_\_

NAME (SIGN): \_\_\_\_\_

DATE: \_\_\_\_\_ WORK LOCATION: \_\_\_\_\_

WITNESS: \_\_\_\_\_

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LEESBURG VA 20175  
TEL: 571-252-2960**

**LOUDOUN COUNTY PUBLIC SCHOOLS -  
ESSENTIAL EMPLOYEE PROCEDURE GUIDELINE**

By signing below, I hereby acknowledge reviewing & understanding information contained within the Loudoun County Public Schools – Essential Employee memo and furthermore, understand that I can request to review this policy/procedure at any time in the future.

I agree that it is my personal responsibility to review and familiarize myself with the expectations and policies held within the video.

I also understand that I have the opportunity to ask questions and receive additional explanations for any policy or topic covered within the memo/training, from my supervisors and/or Administrators.

I understand that willfully violating any policy or procedure addressed within the Custodial Handbook, may jeopardize my future employment with Loudoun County Public Schools, and will reflect negatively on my annual review.

NAME (PRINT): \_\_\_\_\_

NAME (SIGN): \_\_\_\_\_

DATE: \_\_\_\_\_ WORK LOCATION: \_\_\_\_\_

WITNESS: \_\_\_\_\_

Please complete and return to Facilities Services, where it will be kept on file for future use if needed









**TAB**

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**WARNING**

Read Owner's Manual before using this product.  
Failure to do so can result in injury or property damage.

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## INSPECTION

Carefully unpack and inspect your new ProTeam vacuum for shipping damage. Each unit is tested and thoroughly inspected before shipping. For instructions regarding any shipping damage, contact ProTeam immediately (866.888.2168). All returns must have a Return Authorization Number (RAN).

This manual has important information for the use and safe operation of the vacuum cleaners. Read this manual carefully before starting the machine. Keep this manual available at all times and instruct all operators to read this manual. If instructions are not followed, an injury may occur or equipment, furniture, or other property may become damaged.

The contents of this manual are based on the latest product information available at the time of publication. ProTeam reserves the right to make changes or improvements to its machines or components without notice.

The products described in this manual are intended for commercial use.

## INSPECCIÓN

Desempaque con cuidado e inspeccione su nueva aspiradora ProTeam para verificar que no tenga daños causados durante el envío. Cada unidad se prueba e inspecciona en forma minuciosa antes del envío. Para ver las instrucciones relativas a cualquier daño causado en el envío, comuníquese inmediatamente con ProTeam (866.888.2168). Todas las devoluciones deben tener un Número de Autorización de Devolución (RAN).

Este manual contiene información importante para el uso y el funcionamiento seguro de la aspiradora. Lea este manual con atención antes de encender el aparato. Mantenga este manual disponible en todo momento e instruya su lectura a todas las personas que operen el aparato. Si no se siguen las instrucciones, se pueden producir lesiones o daños a los equipos, los muebles u otros bienes.

El contenido de este manual se basa en la última información sobre el producto disponible al momento de publicación. ProTeam se reserva el derecho de realizar modificaciones o mejoras a sus aparatos o componentes sin necesidad de aviso previo.

Los productos que se describen en este manual están diseñados para uso comercial.

## INSPECTION

Déballer et inspectez avec soin votre nouvel aspirateur ProTeam pour déceler tout dommage survenu durant le transport. Chaque appareil est vérifié et inspecté avant d'être expédié. Si des dommages sont survenus durant le transport, contactez immédiatement ProTeam au 866.888.2168. Tout retour de marchandise doit comporter un numéro RAN (Return Authorization Number).

Ce manuel renferme d'importantes informations sur l'utilisation et le fonctionnement sans danger de l'appareil. Lisez-le attentivement avant de mettre l'aspirateur en marche et conservez-le pour pouvoir le consulter en tout temps, et demandez à tous les utilisateurs de l'appareil de le lire. Si ces consignes ne sont pas respectées, vous pourriez vous blesser ou endommager l'appareil, les meubles et d'autres biens.

Le contenu de ce manuel est basé sur les plus récentes informations en date de la publication. ProTeam se réserve le droit de modifier ou d'améliorer ses appareils ou leurs composants sans avis.

Les produits couverts dans ce manuel sont conçus pour un usage commercial.

## IMPORTANT SAFETY INSTRUCTIONS

When using an electrical appliance, basic precautions should always be followed, including the following:

### WARNING

Read Owner's Manual before using this product. Failure to do so can result in serious injury or death. To

reduce the risk of fire, electric shock, or injury:

1. Use only as described in this manual. Use only the recommended attachments and replacement parts.
2. **DO NOT** leave any ProTeam vacuum plugged in when not in use. Unplug unit from the outlet before servicing. **DO NOT** leave running while unattended.
3. **DO NOT** use outdoors or on wet surfaces.
4. **DO NOT** try to recover any liquid with this vacuum. This vacuum is for DRY RECOVERY only.
5. **DO NOT USE A FRAYED, WORN OR DAMAGED CORD OR PLUG.** If the unit is not working as it should, or if it has been dropped, damaged, left outdoors, or exposed to water, take it to an authorized ProTeam Warranty Station for inspection and repair.
6. **DO NOT** allow the vacuum to be used as a toy. Pay close attention when using the vacuum near children.
7. This vacuum cleaner is not intended for use by persons (including children) with reduced physical, sensory, or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety.
8. **DO NOT** pull or carry the vacuum by the cord or use the cord as a handle. **DO NOT** close a door on the cord or pull the cord around sharp edges or corners. **DO NOT** run over the cord. Keep the cord away from heated surfaces.
9. **DO NOT** pull on the cord to unplug. Grasp and pull the plug, not the cord.
10. **DO NOT** handle the plug, switch, or vacuum with wet hands.
11. **DO NOT** put any objects into openings. **DO NOT** use with any opening blocked; keep free of dust, lint, hair, and anything that may reduce air flow.
12. Keep hair, loose clothing, fingers, and all parts of body away from openings and moving parts.
13. Turn off the unit before unplugging.
14. Use with extra care when cleaning stairs.
15. **DO NOT** vacuum flammable or combustible materials or anything that is burning or smoking, such as cigarettes, matches, or hot ashes.
16. Sparks inside the motor can ignite flammable vapors or dust. To reduce the risk of fire or explosion, **DO NOT** use near combustible liquids, gases, or dusts, such as gasoline or other fuels, lighter fluid, cleaners, oil-based paints, or natural gas.
17. To reduce the risk of inhaling toxic vapors or dust, **DO NOT** vacuum or use near toxic or hazardous materials.
18. Empty the Intercept Micro® Filter after every use and before storage. Some types of wood dust and debris may catch on fire, if stored in the vacuum.
19. **DO NOT** use without filters in place.
20. Connect to a properly grounded outlet only. See Grounding Instructions. Only use three-wire outdoor extension cords that have three-prong grounding plugs and grounding receptacles that accept the vacuum's plug.

## SAVE THESE INSTRUCTIONS

Violation of any of these instructions may void any and all warranties.

## INSTRUCCIONES IMPORTANTES SOBRE SEGURIDAD

Cuando se usa un artefacto eléctrico, siempre se deben seguir precauciones básicas, entre las que se incluyen las siguientes:

### ADVERTENCIA

Lea el Manual del Propietario antes de usar este producto. No hacerlo puede ocasionar lesiones serias o

la muerte. Para reducir el riesgo de incendio, descarga eléctrica o lesiones:

1. Utilice la aspiradora solamente como se describe en este manual. Utilice solamente los accesorios y repuestos recomendados.
2. **NO** deje ninguna aspiradora ProTeam enchufada cuando no está en uso. Desenchufe la unidad del tomacorriente antes de darle mantenimiento. **NO** la deje en funcionamiento sin supervisión.
3. **NO** use el artefacto en el exterior o sobre superficie húmedas.
4. **NO** intente aspirar ningún líquido con este artefacto. Esta aspiradora es sólo para aspiración EN SECO.
5. **NO UTILICE UN CABLE O ENCHUFE DESHILACHADO, DESGASTADO O DAÑADO.** Si el artefacto no funciona como debería, o si se cayó, dañó, se dejó a la intemperie o expuesto al agua, llévelo a un Centro de Garantía autorizado de ProTeam para que lo inspeccionen y reparen.
6. **NO** permita que se utilice la aspiradora como un juguete. Preste suma atención al usar la aspiradora cerca de los niños.
7. Esta aspiradora no se destina para utilizarse por personas (incluyendo niños) cuyas capacidades físicas, sensoriales o mentales sean diferentes o estén reducidas, o carezcan de experiencia o conocimiento, a menos que dichas personas reciban una supervisión o capacitación para el funcionamiento del aparato por una persona responsable de su seguridad.
8. **NO** jale ni transporte la aspiradora por el cable ni use el cable como manija. **NO** cierre las puertas sobre el cable ni jale el cable alrededor de bordes filosos o esquinas. **NO** pase el artefacto sobre el cable. Mantenga el cable alejado de las superficies calientes.
9. **NO** jale del cable para desenchufarlo. Tómelo por el enchufe, no por el cable.
10. **NO** manipule el enchufe, el interruptor o la aspiradora con las manos mojadas.
11. **NO** inserte ningún objeto por las aberturas. **NO** lo utilice si cualquiera de las aberturas está bloqueada. Manténgalo libre de polvo, pelusa, cabello y cualquier otro material que pudiera reducir el flujo de aire.
12. Mantenga el cabello, la ropa suelta, los dedos y en general todo su cuerpo, alejado de las aberturas y partes móviles del aparato.
13. Apague el artefacto antes de desenchufarlo.
14. Extrema precauciones cuando esté limpiando escaleras.
15. **NO** aspire ningún material inflamable o combustible, o que esté ardiendo o humeando, como cigarrillos, cerillos o cenizas calientes.
16. Las chispas del motor pueden encender vapores o polvos inflamables. Para disminuir el riesgo de incendio o explosión, **NO** use el artefacto cerca de líquidos, gases o polvos combustibles, como gasolina u otros combustibles, líquido para encendedores, productos de limpieza, pinturas a base de aceite o gas natural.
17. Para reducir el riesgo de inhalación de vapores o polvos tóxicos, **NO** pase la aspiradora ni utilice el artefacto cerca de sustancias tóxicas o peligrosas.
18. Vacíe el filtro Intercept Micro® Filter después de cada uso y antes de guardar el artefacto. Algunos tipos de aserrín y residuos pueden encenderse al almacenarse en la aspiradora.
19. **NO** use el artefacto sin los filtros colocados.
20. Conéctelo únicamente a un tomacorriente debidamente conectado a tierra. Consulte las instrucciones para la conexión a tierra. Utilice únicamente cables de extensión para intemperie de tres alambres que tengan enchufes de conexión a tierra con tres terminales y tomacorrientes de conexión a tierra que acepten el enchufe de la aspiradora.

## GUARDE ESTAS INSTRUCCIONES

El incumplimiento de cualquiera de estas instrucciones anulará la garantía.

## CONSIGNES DE SÉCURITÉ IMPORTANTES

Lorsque vous utilisez un appareil électrique, il faut toujours prendre des précautions, notamment:

### MISE EN GARDE

Lisez le manuel du propriétaire avant d'utiliser ce produit, sinon, cela pourrait entraîner de graves blessures et

même la mort. Pour réduire les risques d'incendie, de chocs électriques ou de blessures:

1. Utilisez l'appareil selon les instructions données dans ce manuel. Utilisez seulement les accessoires et pièces de rechange recommandés.
2. **NE LAISSEZ PAS** l'aspirateur ProTeam branché si vous ne l'utilisez pas. Débranchez l'appareil avant de procéder à son entretien. **NE PAS** laisser l'appareil en marche sans surveillance.
3. **N'UTILISEZ PAS** cet appareil à l'extérieur ou sur des surfaces mouillées.
4. **N'ESSAYEZ PAS** d'aspirer des liquides avec cet aspirateur. Il est conçu pour des MATIÈRES SÈCHES seulement.
5. **NO UTILISEZ UN CABLE DESHILACHADO O DESGASTADO, O UN ENCHUFE DAÑADO.** Si l'appareil ne fonctionne pas comme il devrait, ou s'il a été échappé, endommagé, laissé à l'extérieur, ou encore exposé à de l'eau, amenez-le à un centre de garantie ProTeam pour être inspecté et réparé.
6. **NE LAISSEZ PERSONNE** jouer avec l'aspirateur. Ce n'est pas un jouet. Faites très attention lorsque vous utilisez l'aspirateur près d'enfants.
7. Cet aspirateur n'est pas conçu pour emploi par des personnes (y compris des enfants) ayant des capacités physiques, sensorielles ou mentales réduites, ou qui n'ont pas l'expérience ou les connaissances nécessaires, sauf en cas de supervision ou d'instructions sur l'utilisation de cet appareil par une personne responsable de leur sécurité.
8. **NE TIREZ PAS** et ne transportez pas l'aspirateur par le cordon. **N'UTILISEZ PAS** le cordon comme poignée. Ne coincez pas le cordon dans une porte et assurez-vous qu'il ne frotte pas contre des rebords tranchants ou des coins. **NE ROULEZ PAS** sur le cordon et éloignez-le de toute chaleur.
9. **NE TIREZ PAS** sur le cordon pour débrancher l'aspirateur. Tenez la fiche et tirez.
10. **NE TOUCHÉZ PAS** la fiche, l'interrupteur ou l'aspirateur avec des mains mouillées.
11. **N'INSÉREZ PAS** d'objets dans les ouvertures. **N'UTILISEZ PAS** l'appareil si des ouvertures sont bouchées. Assurez-vous qu'aucune poussière, charpie, cheveu ou autre matière ne réduise la circulation de l'air.
12. Éloignez cheveux, vêtements lâches, doigts et autres parties du corps des ouvertures et des pièces en mouvement.
13. Éteignez l'aspirateur avant de le débrancher.
14. Faites attention lorsque vous nettoyez des escaliers.
15. **N'ASPIREZ PAS** de matériaux inflammables ou combustibles ni de produits qui brûlent ou fument, telles des cigarettes, des allumettes ou des vapeurs.
16. Des étincelles à l'intérieur du moteur peuvent enflammer des vapeurs ou des poussières inflammables. Pour réduire les risques d'incendie ou d'explosion, **N'UTILISEZ PAS** l'appareil près de liquides, de gaz ou de poussières combustibles tels que l'essence et autres carburants, l'essence à briquet, les nettoyeurs, les peintures à l'huile ou le gaz naturel.
17. Pour réduire le risque d'inhalation de vapeurs ou des poussières toxiques, **NE PASSEZ PAS** l'aspirateur près de produits toxiques ou dangereux.
18. Videz le filtre Intercept Micro® après chaque utilisation et avant de ranger l'aspirateur. Certains types de poussières de bois et de débris peuvent s'enflammer spontanément s'ils restent dans l'aspirateur.
19. **N'UTILISEZ PAS** l'aspirateur si les filtres ne sont pas en place.
20. Branchez l'aspirateur uniquement dans une prise correctement mise à la terre. Voir les consignes sur la mise à la terre. Utilisez uniquement un câble de extension con tres hilos con un enchufe de tres clavijas y receptáculo con puesta a tierra, compatible con el enchufe de la aspiradora.

## CONSERVEZ CES INSTRUCTIONS

Le non-respect de ces instructions peut invalider les garanties.

# INTRODUCTION

## ⚠️ WARNING

To reduce the risk of fire, electric shock, or injury:

- **DO NOT** place backpack vacuum on ground while running for an extended period of time.

## MOTOR

Electric thru-flow vacuum motors must never be used in applications in which wet or moist conditions are involved, where dry chemicals or other volatile materials are present, or where airflow may be restricted or blocked. Such motors are designed to permit the vacuumed air to pass over the electrical wiring to cool it. Therefore, any liquid (including water), dry chemical, or other foreign substance which would come in contact with electrical conductors could cause combustion (depending on volatility) or electrical shock. Failure to observe these precautions could result in property damage and personal injury, including death in extreme cases.

## ELECTRICAL

All backpack models are available in 120 volt/60 Hz. Some ProTeam models are available in 220 volt/50 Hz. Call ProTeam for availability of 220 volt/50 Hz vacuums. This document only applies to 120 volt/60 Hz, or 120 volt/400 Hz models. Severe changes in voltage, high or low, can cause damage to the motor and cause premature motor failure. Model numbers and specifications can be obtained by calling ProTeam.

Each vacuum cleaner described in this manual is equipped with a thermal protection cutoff switch which will remove power from the vacuum motor if excessively high operating temperatures are detected. This condition may arise as the result of a blocked vacuum passage, or clogged or full filters.

If a thermal trip takes place, immediately toggle the vacuum's switch to OFF and inspect for an airflow blockage in the hose and verify the condition of the filter bag. Replace or empty the filter bag as required. The vacuum will require several minutes to cool down to a safe operating temperature. When this temperature is attained, the thermal switch will reset and the vacuum will be able to be used in the normal manner.

Make sure your extension cord is in good condition and is 16 AWG or larger. If in doubt, use the next heavier gauge. The smaller the gauge number, the heavier the cord. An undersized extension cord will cause a drop in line voltage resulting in loss of power.

Maintain Vacuum With Care - Inspect extension cords periodically and replace if damaged.

To reduce the risk of personal injury due to a loose electrical connection between the appliance's plug and extension cord, firmly and fully attach the appliance plug to the extension cord. Periodically check the connection while operating to ensure it is fully attached. Do not use an extension cord that provides a loose connection. A loose connection may result in overheating, fire, and increases the risk of a burning.

To reduce the risk of disconnection of the Vacuum cord from the extension cord during operation, secure the extension cord to the vacuum plug as shown in figure M and described in the Operating Instructions on page 6 Step 1.

# INTRODUCCIÓN

## ⚠️ ADVERTENCIA

Para reducir el riesgo de incendio, descarga eléctrica o lesiones:

- **NO** coloque la aspiradora de mochila sobre el suelo funcionando durante períodos prolongados.

## MOTOR

Los motores eléctricos de flujo de aire de las aspiradoras no se deben usar nunca en aplicaciones que impliquen condiciones húmedas o mojadas, en presencia de productos químicos secos u otros materiales volátiles, o donde el flujo de aire pueda estar restringido o bloqueado. Dichos motores están diseñados para permitir que el aire aspirado pase sobre el cableado eléctrico para enfriarlo. Por lo tanto, cualquier líquido (incluida el agua), productos químicos secos o cualquier otra sustancia que pudiera entrar en contacto con conductores eléctricos podría generar combustión (según la volatilidad) o descarga eléctrica. Si no se tienen en cuenta estas precauciones, se podrían generar daños a la propiedad y lesiones personales graves, hasta la muerte en casos extremos.

## DISPOSITIVOS ELÉCTRICOS

Todos los modelos de mochila se encuentran disponibles en 120 voltios/60 Hz. Algunos modelos ProTeam se encuentran disponibles en 220 voltios/50 Hz. Comuníquese con ProTeam para consultar la disponibilidad de aspiradoras de 220 volt/50 Hz. Este documento sólo se aplica a los modelos de 120 voltios/60 Hz, o 120 voltios/400 Hz. Los cambios drásticos de tensión, ya sea un aumento o disminución, pueden ocasionar daños al motor y falla prematura de éste. Para conocer el número de modelo y las especificaciones, comuníquese con ProTeam.

Las aspiradoras que se describen en este manual están equipadas con un dispositivo de protección térmica. La llave térmica integrada quitará la alimentación eléctrica al motor de la aspiradora en caso de detectar temperaturas operativas excesivas. Esta condición por lo general es causada por un conducto de aspiración tapado, o por filtros llenos u obturados.

Si ocurre un disparo térmico, APAGUE inmediatamente la aspiradora, realice una inspección para determinar si hay un bloqueo del flujo de aire en la manguera y verifique el estado de la bolsa de filtro. Reemplace o vacíe la bolsa de filtro según sea necesario. La aspiradora requerirá varios minutos para enfriarse hasta una temperatura de funcionamiento segura. Cuando se alcance esta temperatura, el interruptor térmico se restablecerá automáticamente y la aspiradora se podrá usar de manera normal.

Asegúrese de que su cable de extensión esté en buenas condiciones y que sea de calibre 16 AWG o más grande. En caso de duda, use el siguiente calibre más pesado. Cuanto más pequeño sea el número de calibre, más grueso será el cable. Un cable de extensión que tenga un tamaño insuficiente causará una caída en la tensión de la línea que ocasionará una pérdida de potencia.

Mantenga con cuidado la aspiradora: Inspeccione periódicamente los cables de extensión y reemplácelos si están dañados.

Para reducir el riesgo de lesiones corporales por causa de una conexión eléctrica floja entre el enchufe con cable flexible de la aspiradora y el cable de extensión, acople de manera firme y completa el enchufe en el cable de extensión y utilice el portacable provisto para sujetar firmemente el cable de extensión. El portacable eliminará la fuerza "separadora" de la conexión. **NO ANUDE LOS CABLES**, ya que esto puede dañar los conductores y causar sobrecalentamiento y generación de chispas. Compruebe periódicamente la conexión mientras esté utilizando la aspiradora, para asegurarse de que esté completamente acoplada. No utilice un cable de extensión que provea una conexión floja. Una conexión floja o unos cables anudados podrían causar sobrecalentamiento e incendio, y eso aumenta el riesgo de sufrir quemaduras.

Para reducir el riesgo de que el cable de alimentación de la aspiradora se desconecte accidentalmente del cable de extensión durante la utilización de la aspiradora, sujete firmemente el cable de extensión al enchufe de la aspiradora y utilice el portacable de la manera que se muestra en la figura M y se describe en las Instrucciones de utilización que se encuentran en la página 6, Paso 1.

# INTRODUCTION

## ⚠️ MISE EN GARDE

Pour réduire les risques d'incendie, de chocs électriques ou de blessures:

- Lorsqu'il est en marche, **NE PAS DÉPOSER** l'aspirateur dorsal sur le sol pour une période de temps prolongée.

## MOTEUR

Les moteurs électriques d'aspirateurs ne doivent jamais être utilisés pour des tâches dans des conditions mouillées ou humides, où se trouvent des produits chimiques secs ou autres matières volatiles et où la circulation d'air peut être entravée ou bloquée. Ces moteurs sont conçus pour permettre à l'air aspiré de passer sur les composants électriques pour les refroidir. Ainsi, tout liquide (y compris l'eau), tout produit chimique sec ou autre substance qui entrerait en contact avec les conducteurs électriques pourrait entraîner une combustion (selon la volatilité) ou un choc électrique. Ne pas respecter ces consignes pourrait entraîner des dommages aux biens et de graves blessures, y compris, dans des cas extrêmes, la mort.

## ÉLECTRICITÉ

All backpack models are available in 120 volt/60 Hz. Some ProTeam models Tous les modèles dorsaux conviennent aux circuits de 120 V/60 Hz. Certains modèles ProTeam sont conçus pour le 220 V/50 Hz. Contactez ProTeam pour savoir quels modèles sont conçus pour le 220 V/50 Hz. Ce document ne s'applique qu'aux modèles conçus pour le 120 V/60 Hz ou 120V/400 Hz. Des fluctuations majeures dans le voltage, à la hausse ou à la baisse, peuvent endommager le moteur et entraîner une défaillance prématurée du moteur. Pour obtenir les numéros et spécifications des modèles, contactez ProTeam.

Les aspirateurs décrits dans ce manuel sont munis d'un protecteur thermique. L'interrupteur intégré coupera l'alimentation électrique du moteur en cas de températures excessivement élevées lors du fonctionnement. Cette surchauffe survient lorsque l'air ne circule pas bien ou lorsque les filtres sont pleins ou bouchés.

Si hubiera un disparo térmico, apague de inmediato la aspiradora, revise si hay un bloqueo en la salida de aire o en la manguera y verifique el estado de la bolsa del filtro. Cambie o vacíe la bolsa del filtro si fuera necesario. La aspiradora requiere varios minutos para enfriarse y llegar a una temperatura de operación segura. Cuando se alcance esta temperatura, el interruptor térmico se reiniciará automáticamente y la aspiradora se podrá utilizar nuevamente de manera normal.

Asegúrese de que el cable de extensión esté en buenas condiciones y de que sea un cable 16 AWG o mayor. En caso de duda, utilice el calibre mayor siguiente. Cuanto menor sea el número de calibre, mayor será el cable. Un cable de extensión de calibre insuficiente causará una caída en la tensión, lo cual ocasionará pérdida de potencia y sobrecalentamiento.

Mantenga cuidadosamente la aspiradora - Inspeccione el cable de extensión periódicamente y cámbielo si está dañado.

Para reducir el riesgo de lesiones personales debido a una conexión eléctrica floja entre el cable de extensión y el cable de alimentación flexible de la aspiradora, introduzca con firmeza y hasta el fondo el enchufe en el cable de extensión y utilice el soporte de cable proporcionado para consolidar la conexión. El soporte del cable eliminará la fuerza de "separación" de la conexión. **NO HAGA NUDOS EN LOS CABLES**, ya que esto puede dañar los conductores y causar sobrecalentamiento y chispas. Revise periódicamente la conexión durante el funcionamiento para asegurarse de que esté totalmente conectada. No utilice un cable de extensión que proporcione una conexión floja. Una conexión floja o cables con nudos puede causar un sobrecalentamiento y fuego, aumentando el riesgo de quemaduras.

Para reducir el riesgo de desconexión accidental entre el cable alimentación de la aspiradora y el cable de extensión durante la operación, fije el cable de extensión al enchufe de la aspiradora utilizando el soporte del cable como se muestra en la figura M y como se describe en el manual de instrucciones, en página 6 punto 1.

# GROUNDING INSTRUCTIONS

THESE VACUUMS MUST BE GROUNDED. If a vacuum should malfunction or stop working, grounding provides a path of least resistance for electrical current, thereby reducing the risk of electrical shock. This unit is equipped with a cord that has an equipment-grounding conductor and grounding plug. The plug must be inserted in an appropriate outlet that is properly installed and grounded in accordance with all local codes and ordinances. Cutting off the ground wire or using a cord that is not equipped with a ground plug will void the warranty on the unit, and ProTeam will accept NO liability associated with the unit.

## ⚠️ WARNING

Improper connection of the equipment-grounding conductor can result in a risk of electrical shock. Check with a qualified electrician or service person if you are unsure that the outlet is properly grounded. Do not modify the plug provided with the vacuum. If it will not fit the outlet, have a proper outlet installed by a qualified electrician.

The vacuum cleaners in this manual are for use on a nominal 120-volt circuit, and have a grounded plug that looks like the plug illustrated in sketch A in Figure AA. A temporary adaptor that looks like the adaptor illustrated in sketches B and C may be used to connect this plug to a 2-pole receptacle as shown in sketch B if a properly grounded outlet is not available. The temporary adaptor should be used only until a properly grounded outlet (sketch A) can be installed by a qualified electrician. The green colored rigid ear, lug, or the like extending from the adaptor must be connected to a permanent ground such as a properly grounded outlet box cover. Whenever the adaptor is used, it must be held in place by a metal screw.

*Note: In Canada, the use of a temporary adaptor is not permitted by the Canadian Electrical Code.*

For Canada – This appliance is for use on a nominal 120-volt circuit and has a grounded attachment plug that looks like the plug illustrated in sketch A in Figure AA. Make sure that the vacuums are connected to an outlet having the same configuration as the plug. No adaptor should be used with the vacuums detailed in this manual.

# INSTRUCCIONES DE CONEXIÓN A TIERRA

ESTAS ASPIRADORAS DEBEN TENER CONEXIÓN A TIERRA. Si la aspiradora tiene un desperfecto o deja de funcionar, la conexión a tierra ofrece una vía de menor resistencia para la corriente eléctrica y, por ende, reduce el riesgo de descarga eléctrica. Este aparato viene equipado con un cable con conductor de conexión a tierra para el equipo y un enchufe. El enchufe debe ir insertado dentro de un tomacorriente apropiado que debe estar instalado correctamente y conectado a tierra de acuerdo con todos los códigos y regulaciones locales. Si se corta el cable de conexión a tierra o se usa un cable no equipado con enchufe de conexión a tierra, quedará anulada la garantía del artefacto, y ProTeam NO aceptará ninguna responsabilidad respecto de éste.

## ⚠️ ADVERTENCIA

Una conexión inadecuada del conductor conectado a tierra al equipo puede resultar en riesgo de descarga eléctrica. Verifique con un electricista o técnico de servicio calificado si duda de que el tomacorriente esté debidamente conectado a tierra. No modifique el enchufe suministrado con la aspiradora. Si no encaja en el tomacorriente, contrate a un electricista calificado para que instale el tomacorriente adecuado.

Esta aspiradora se debe usar en un circuito nominal de 120 voltios y tiene un Los productos de limpieza para aspiradoras que se describen en este manual se deben usar con un circuito de corriente nominal de 120 voltios, y poseen un enchufe con conexión a tierra similar al de la ilustración A de la Figure AA. Se puede utilizar un adaptador provisorio, que es similar al adaptador que aparece en las ilustraciones B y C, para conectar este enchufe a una toma de corriente de 2 polos como se muestra en la ilustración B en el caso de que no se encuentre disponible un tomacorriente con adecuada conexión a tierra. El adaptador provisorio debe ser utilizado solamente hasta que un electricista pueda instalar una toma de corriente debidamente conectada a tierra (ilustración A). La espiga rígida de color verde, lengüeta o accesorio similar que sale del adaptador debe conectarse a una conexión a tierra permanente tal como la tapa de la toma de corriente, debidamente puesta a tierra. Siempre que se utilice un adaptador, debe ser sujetado en su lugar mediante un tornillo metálico.

*Importante: En Canadá, el Código Eléctrico Canadiense no permite el uso de un adaptador provisorio.*

Para Canadá: Este artefacto se debe utilizar en un circuito con corriente nominal de 120 voltios, y tiene un enchufe con conexión a tierra que es similar al que aparece en la ilustración A de la Figure AA. Asegúrese de que la aspiradora esté conectada a un tomacorriente que tenga la misma configuración que la del enchufe. No se debe usar ningún adaptador con la aspiradora que se detalla en este manual.

# INSTRUCTIONS DE MISE À LA TERRE

CES ASPIRATEURS DOIVENT ÊTRE MIS À LA TERRE. Si un appareil est défectueux ou en panne, la mise à la terre offre au courant électrique un trajet de la moindre résistance et réduit ainsi le risque de choc électrique. Cette unité est équipée d'un cordon muni d'un conducteur de protection et d'une fiche pour mise à la terre. La fiche doit être insérée dans une prise de courant appropriée et correctement installée, et mise à la terre conformément à tous les codes et règlements locaux. Le fait de couper le fil de mise à la terre ou d'utiliser un cordon électrique qui n'est pas équipé d'une fiche pour mise à la terre invalidera la garantie et ProTeam n'aura AUCUNE obligation par rapport à l'unité.

## ⚠️ MISE EN GARDE

MISE EN GARDE: Un mauvais raccordement du conducteur de protection peut entraîner un risque de choc électrique. Vérifiez auprès d'un électricien ou technicien qualifié si vous ne savez pas si la prise est correctement mise à la terre. Ne modifiez pas la fiche fournie avec l'aspirateur. Si elle n'entre pas dans la prise, faites installer une prise appropriée par un électricien qualifié.

Les aspirateurs couverts dans ce manuel sont conçus pour un circuit nominal de 120 volts et ont une fiche de mise à la terre qui ressemble à l'illustration A dans la figure AA. Un adaptateur temporaire qui ressemble à celui illustré en B et C peut être utilisé pour brancher dans une prise femelle pour deux broches, comme illustré en B, s'il n'y a pas de prise avec mise à la terre appropriée. L'adaptateur temporaire doit être utilisé seulement jusqu'à ce qu'une prise avec mise à la terre appropriée (illustration A) soit installée par un électricien qualifié. La languette de contact rigide, de couleur verte, ou quelque chose de semblable, qui part de l'adaptateur doit être connectée à une mise à la terre permanente comme un couvercle de boîte de prise de courant correctement mis à la terre. Si un adaptateur est utilisé, il doit être maintenu en place par une vis en métal.

*N.B.: Au Canada, le Code canadien de l'électricité interdit l'utilisation d'un adaptateur temporaire.*

Pour le Canada – Cet appareil est conçu pour un circuit nominal de 120 volts et a une fiche de mise à la terre qui ressemble à l'illustration A dans la figure AA. Assurez-vous que l'aspirateur est branché dans une prise qui a la même configuration que la fiche. Aucun adaptateur ne doit être utilisé avec les aspirateurs décrits dans ce manuel.

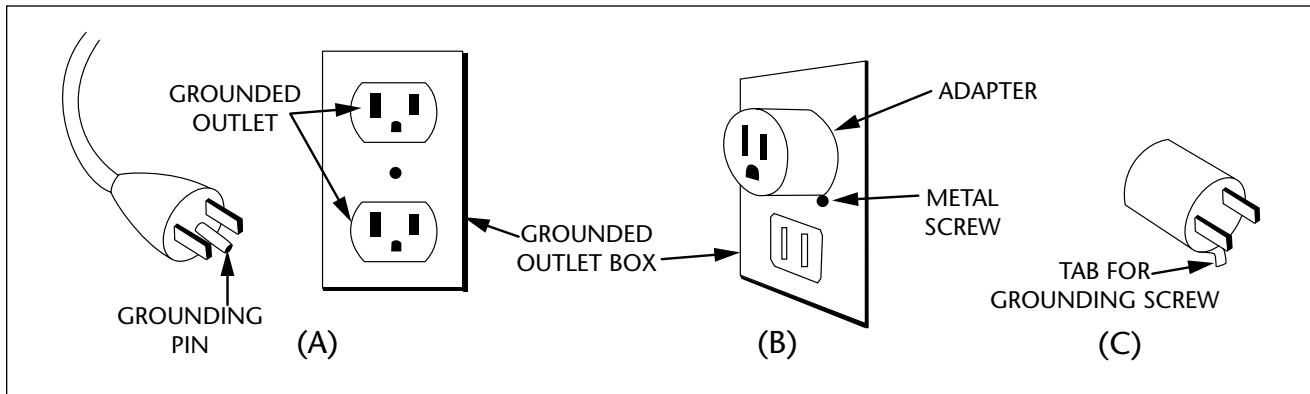
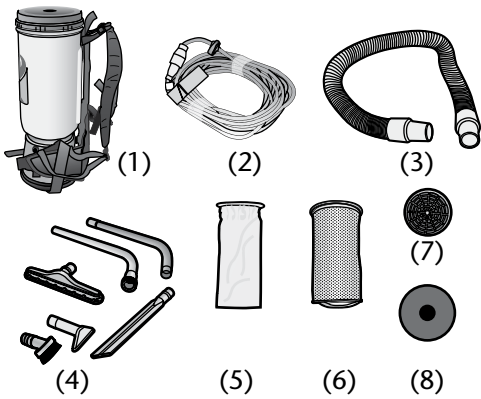


Figure AA



## BACKPACK OPERATION

### OVERVIEW OF COMPONENTS

- Vacuum (1)
- Extension Cord (2)
- Hose (3)
- Accessories (4)
- Intercept Micro Filter (5)
- Micro Cloth Filter (6)
- Dome Filter (7)
- Exhaust Filter (8)

### QUICK START

1. Unscrew the cap on the top of the vacuum unit (Figure A).
2. Remove filters (Figure B).
3. Check to make sure the Dome Filter did not shift during shipping (Figure C).
4. Replace the Intercept Micro Filter and the Micro Cloth Filter into the vacuum (Figure B).
5. Replace the cap (Figure D).
6. Push the hose into the cap opening (Figure E).

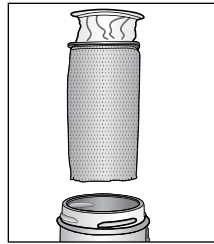


Figure A

Figure B

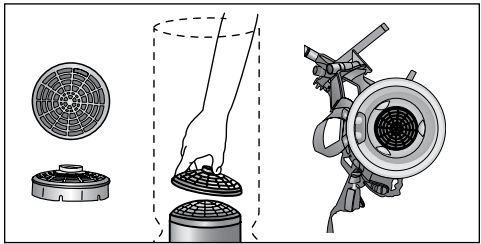


Figure C

### PROPER VACUUMING MOTION FOR LARGE AREAS

1. Begin with the wand parallel to your body.
2. Draw the top of the wand in toward your waist and twist at the waist walking backward or forward, in a side-to-side motion (Figure F).
3. The motion is similar to mopping and keeps the upper body and arms from tiring.

### BACKPACK ERGONOMICS

- The weight of the vacuum should be evenly distributed on your hips.
- Adjust the padded waist belt and shoulder straps for a custom fit.
- The backpacks have a ventilated backplate to keep the operator cool.
- The on/off switch is conveniently located on the waist belt of the backpack vacuums. Use pocket on waist belt to avoid damage to the switch cord.
- Use the proper attachments for the job. ProTeam has attachments to perform most jobs without requiring you to bend over or get into difficult positions.



Figure D



Figure E



Figure F

## MOCHILA OPERACIÓN

### DESCRIPCIÓN GENERAL DE COMPONENTES

- Aspiradora (1)
- Cable de extensión (2)
- Manguera (3)
- Accesorios (4)
- Intercept Micro Filter (5)
- Microfiltro de tela (6)
- Filtro de domo (7)
- Filtro de escape (8)

### INTRODUCCIÓN

1. Desatornille la tapa en la parte superior de la unidad (Figure A).
2. Retire los filtros (Figure B).
3. Revise para asegurarse de que el filtro de domo no se movió durante el envío (Figure C).
4. Cambie el filtro Intercept Micro Filter y el microfiltro de tela en la aspiradora (Figure B).
5. Cambie la tapa (Figure D).
6. Presione la manguera en el orificio de la tapa (Figure E).

### MOVIMIENTO DE ASPIRACIÓN ADECUADO PARA ÁREAS GRANDES

1. Comience con el tubo paralelo a su cuerpo.
2. Lleve la parte superior del tubo hacia su cintura y gire la cintura mientras camina hacia atrás o hacia delante, con un movimiento de lado a lado (Figure F).
3. El movimiento es similar a trapear y evita que la parte superior del cuerpo y los brazos se cansen.

### ERGONOMÍA DE LA MOCHILA

- El peso de la aspiradora debe distribuirse uniformemente sobre las caderas.
- Ajuste el cinturón acolchado y las correas de los hombros para un ajuste personalizado.
- Las mochilas cuentan con una placa posterior ventilada para mantener fresco al operador.
- El interruptor de encendido/apagado está ubicado convenientemente en la correa de la cintura de las aspiradoras tipo mochila. Utilice bolsillo en el cinturón de cintura para evitar daños a la cuerda del interruptor.
- Use los accesorios adecuados para el trabajo. ProTeam tiene accesorios para realizar la mayoría de los trabajos sin que deba doblarse o adoptar posiciones difíciles.

## DORSAL OPÉRATION

### OVERVIEW DES COMPOSANTS

- Aspirateur (1)
- Cordon d'extension (2)
- Boyau (3)
- Accessoires (4)
- Microfiltre Intercept (5)
- Microfiltre en tissu (6)
- Filtre en dôme (7)
- Filtre de sortie (8)

### DÉMARRAGE RAPIDE

1. Dévissez le couvercle supérieur de l'aspirateur (Figure A).
2. Retirez les filtres (Figure B).
3. Vérifiez que le filtre en dôme n'a pas bougé durant l'expédition (Figure C).
4. Installez le microfiltre Intercept et le microfiltre en tissu dans l'aspirateur (Figure B).
5. Remettez le couvercle en place (Figure D).
6. Insérez le tuyau dans l'orifice du couvercle (Figure E).

### COMMENT PASSER L'ASPIRATEUR SUR UNE GRANDE SURFACE

1. Placez le tube d'aspiration parallèlement à votre corps.
2. Tirez le haut du tube vers votre taille, puis tournez votre taille pendant que vous marchez vers l'arrière ou l'avant, en effectuant un mouvement de va-et-vient latéral (Figure F).
3. Ce mouvement est semblable à celui utilisé pour passer la vadrouille et diminue la fatigue du haut du corps et des bras.

### ERGONOMIE DE L'ASPIRATEUR DORSAL

- Le poids de l'aspirateur devrait être réparti uniformément sur vos hanches.
- Réglez le ceinturon rembourré et les bandoulières pour un confort optimal.
- L'aspirateur dorsal est doté d'une plaque arrière ventilée qui aide à garder l'utilisateur au frais.
- Le commutateur marche/arrêt se situe sur le ceinturon de l'aspirateur dorsal. Utilisez la poche de la ceinture de taille pour éviter des dommages à la corde de commutateur.
- Utilisez les accessoires convenant au travail à effectuer. ProTeam offre des accessoires adaptés à la plupart des travaux et conçus pour vous éviter de vous pencher ou d'adopter une position inconfortable.





Figure G

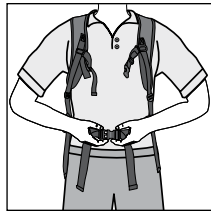


Figure H

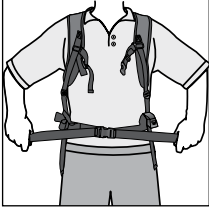


Figure I

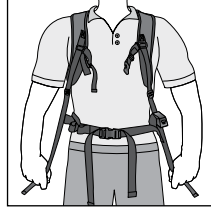


Figure J

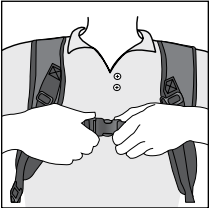


Figure K

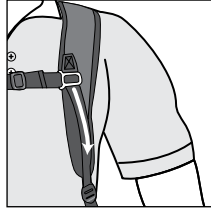


Figure L

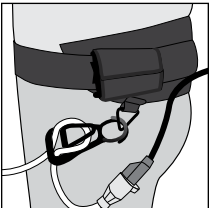


Figure M

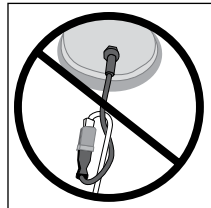


Figure N

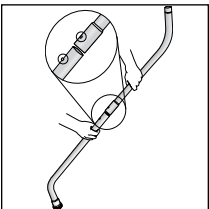


Figure O

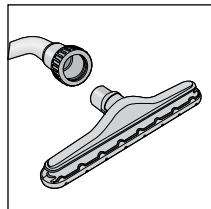


Figure P

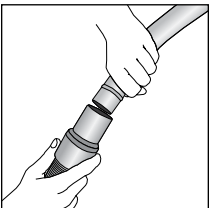


Figure Q

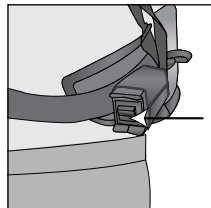


Figure R

## WEARING THE BACKPACK VACUUM

1. Loosen the shoulder straps and the waist belt. Lift the vacuum and slide your arms through the straps (Figure G).
2. Connect the waist strap (Figure H).
3. Tighten the waist belt. It is very important that the weight of the unit be concentrated on your hips rather than your shoulders (Figure I).
4. Adjust the shoulder straps so that the unit fits comfortably, but the weight is still concentrated on your hips (Figure J).
5. Connect the sternum straps (Figure K).
6. Slide the buckle up or down the strap for best fit (Figure L).

## OPERATING THE BACKPACK VACUUM

1. Thread the extension cord through the Cord Holder on the waist belt (Figure M).
2. Do not tie extension cord and power cord together. Doing so will result in damage to both cords and will not be covered under warranty (Figure N).
3. Fasten the ends of the wands together, snapping them into place (Figure O).
4. Attach the floor tool to end of wand. Align the brass ring with the groove on the floor tool to ensure a secure fit (Figure P).
5. Twist the wand into the end of the hose (Figure Q).
6. Plug the power cord into the wall. Turn the unit on, and proceed with vacuuming.
7. The on/off switch is conveniently located on the waist belt of the backpack vacuums (Figure R).
8. The QuietPro BP has a different power switch. Use the power switch to choose one of the following power modes.
  - POWER MODE (HI) provides better performance.
  - QUIET MODE (LO) provides quieter operation.

## USO DE LA ASPIRADORA

### TIPO MOCHILA

1. Afloje las correas de los hombros y las correas de la cintura. Levante la aspiradora y meta los brazos entre las correas (Figure G).
2. Conecte las correas de la cintura (Figure H).
3. Apriételas. Es muy importante que el peso de unidad se concentre en las caderas y no en los hombros (Figure I).
4. Ajuste las correas de los hombros para que la unidad se acomode bien, pero con el peso siempre concentrado en las caderas (Figure J).
5. Conecte las correas del esternón (Figure K).
6. Suba o baje la hebilla de la correa para obtener un mejor ajuste (Figure L).

## FUNCIONAMIENTO DE LA ASPIRADORA TIPO MOCHILA

1. Sujete el portacable (que tiene el cable de extensión enrollado) al lazo triangular en la correa de la cintura (Figure M).
2. No amarre el cable de extensión junto con el de alimentación. Esto puede dañar ambos cables y no contará con la cobertura de la garantía (Figure N).
3. Apriete los extremos de los tubos, ajustándolos en su lugar (Figure O).
4. Conecte la herramienta de piso al extremo del tubo. Alinee el aro de bronce con la muesca en la herramienta de piso para garantizar un ajuste seguro (Figure P).
5. Gire el tubo en el extremo de la manguera (Figure Q).
6. Enchufe el cable de alimentación al tomacorriente de pared. Encienda la unidad y comience a aspirar.
7. El interruptor de encendido/apagado está ubicado convenientemente en la correa de la cintura de las aspiradoras tipo mochila (Figure R).
8. La aspiradora QuietPro BP tiene un interruptor de alimentación diferente. Use el interruptor de alimentación para elegir uno de los modos de alimentación.
  - El modo POWER MODE (HI) brinda un mejor rendimiento.
  - El modo QUIET MODE (LO) brinda un funcionamiento más silencioso.

## PORT DE L'ASPIRATEUR DORSAL

1. Desserrez les bandoulières et le ceinturon. Soulevez l'aspirateur et placez les sangles sur vos épaules (Figure G).
2. Bouclez le ceinturon (Figure H).
3. Serrez le ceinturon. Il est très important que le poids de l'appareil soit concentré sur vos hanches, et non sur vos épaules (Figure I).
4. Ajustez les bandoulières de manière à ce que le port de l'appareil soit confortable, mais que son poids soit toujours concentré sur vos hanches (Figure J).
5. Bouclez la sangles de poitrine (Figure K).
6. Glissez la boucle vers le haut ou le bas de la sangle pour un ajustement optimal (Figure L).

## UTILISATION DE L'ASPIRATEUR DORSAL

1. Enfilez le cordon prolongateur à travers le support de cordon sur le ceinturon (Figure M).
2. Ne pas attacher ensemble le cordon prolongateur et le cordon d'alimentation, car cela pourrait endommager les deux cordons et ne serait pas couvert par la garantie (Figure N).
3. Emboîtez les extrémités des deux tubes (Figure O).
4. Attachez l'accessoire de plancher à l'extrémité du tube. Alignez l'anneau en laiton sur cannelure de l'accessoire afin d'obtenir une bonne fixation (Figure P).
5. Avec un mouvement de torsion, fixez le tube à l'extrémité du boyau (Figure Q).
6. Branchez le cordon d'alimentation sur une prise murale. Mettez l'aspirateur en marche et effectuez le travail.
7. Le commutateur marche/arrêt se situe sur le ceinturon de l'aspirateur dorsal (Figure R).
8. Le modèle QuietPro BP possède un commutateur marche/arrêt différent. Il vous permet de choisir les modes suivants :
  - MODE PUISSANCE (HI) pour maximiser les performances.
  - MODE SILENCIEUX (LO) pour un fonctionnement plus silencieux.

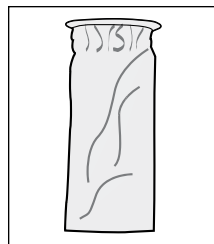


Figure A

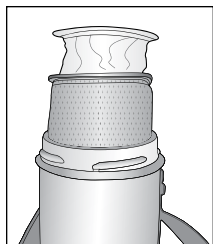


Figure B

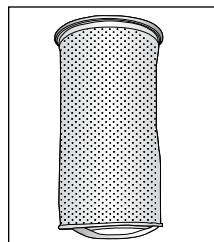


Figure C

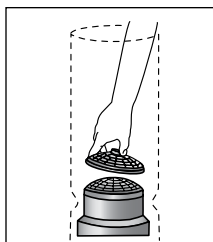


Figure D

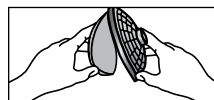


Figure E

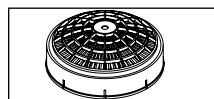


Figure F



Figure G

## BACKPACK FILTER MAINTENANCE

1. Empty and inspect the Intercept Micro Filter every time you start and finish vacuuming (Figure A). Replace if necessary. A clogged and dirty filter restricts airflow and results in reduced suction and overheating.
2. To replace the Intercept Micro Filter, slide filter into the Cloth Filter and secure into vacuum (Figure B).
3. Once a month, or as necessary, hand or machine wash the Cloth Filter and let it air dry. DO NOT put it in the dryer (Figure C).
4. Once a week, or as necessary, clean the Dome Filter.
  - a. First, remove the Intercept Micro Filter and Cloth Filter. Reach into the vacuum body and pull the top piece of the Dome Filter off and remove the foam media (Figure D).
  - b. Shake it out, rinse it and let it air dry thoroughly (Figure E).
  - c. Once dry, replace and firmly snap the top piece of the Dome Filter into place.

**NOTE:** If using a high filtration disc in place of the foam media, check it every two to three weeks. When the disc becomes discolored, replace it with a new disc. The life of the high filtration disc will depend greatly on the use and care of the Intercept Micro Filter and Cloth Filter.

**HEPA MODEL:** For best results replace pleated dome filter every 6 months (Figure F).

5. Once a month (or more often if necessary) clean the exhaust diffuser. Rinse (Figure G), air dry, and return the foam filter diffuser at the bottom of the vacuum below the motor.
6. Following the above instructions is the best way to prolong the life of the vacuum. DO NOT TRY TO WASH or VACUUM the LineVacer HEPA, ULPA and QuietPro BP Exhaust Filters. Doing so will fracture the filter media, greatly decreasing its efficiency. HEPA and ULPA filters CAN be shaken out gently EXCEPT when hazardous materials, which must remain sealed, have been vacuumed.

\* The ProTeam LineVacer with HEPA or ULPA configuration may be used to remove some hazardous materials. When using the LineVacer vacuum cleaner to remove hazardous materials, consult your local regulatory agency for worker safety requirements.

## MOCHILA MANTENIMIENTO DEL FILTRO

1. Vacíe e inspeccione el filtro Intercept Micro Filter cada vez que comience y termine de aspirar (Figure A). Cámbielos si fuese necesario. Un filtro obstruido y sucio restringe el flujo de aire y provoca menor succión y sobrecalentamiento.
2. Para cambiar el filtro Intercept Micro Filter, colóquelo en el filtro de tela y fíjelo a la aspiradora (Figure B).
3. Una vez al mes o según sea necesario, lave a mano o a máquina el filtro de tela y déjelo secar al aire; no lo coloque en la secadora (Figure C).
4. Una vez a la semana, o según sea necesario, limpie el filtro de domo.
  - a. Primero, retire el filtro Intercept Micro Filter y el filtro de tela. Meta la mano en el cuerpo de la aspiradora y saque la pieza superior del filtro de domo y saque el medio de espuma (Figure D).
  - b. Sacúdalo, enjuáguelo y déjelo secar al aire por completo (Figure E).
  - c. Una vez que seca, reemplaza y ajuste la pieza superior del filtro de domo en su lugar.

**NOTA:** Si usa un disco alto de filtración en lugar del medio de espuma, revíselo cada dos a tres semanas. Cuando el disco se decolore, cámbielo por uno nuevo. La vida útil del disco alto de filtración dependerá en gran medida del uso y cuidado del filtro Intercept Micro Filter y del filtro de tela.

**HEPA MODELOS:** Para mejores resultados reemplace el plisado filtro de domo cada seis meses (Figure F).

5. Una vez al mes, (o con mayor frecuencia si fuese necesario) limpie el difusor de escape. El aclarado (Figure G), el aire seca, y regresa el filtro de espuma/difusor en la parte inferior de la aspiradora, debajo del motor.
6. NO INTENTE LAVAR o ASPIRAR los filtros de escape HEPA, ULPA y QuietPro BP. Esto fracturará el medio del filtro, disminuyendo considerablemente su eficacia. Los filtros HEPA se PUEDEN agitar suavemente SALVO cuando se hayan aspirado materiales peligrosos, que deben permanecer sellados.

\* La ProTeam LineVacer con configuración HEPA o ULPA se puede usar para eliminar algunos materiales peligrosos. Al usar la aspiradora LineVacer para eliminar materiales peligrosos, consulte al ente regulador local para conocer los requerimientos de seguridad de los trabajadores.

## DORSAL ENTRETIEN DES FILTRES

1. Videz et examinez les filtres Intercept avant de passer l'aspirateur et après (Figure A). Remplacez-les au besoin. Un filtre sale ou bouché restreint le débit d'air, ce qui réduit la suction et entraîne une surchauffe.
2. Pour remplacer le microfiltre Intercept, glissez-le dans le filtre en tissu et fixez-le dans l'aspirateur (Figure B).
3. Une fois par mois, ou selon les besoins, lavez le filtre à la main ou à la machine et laissez sécher à l'air. Ne le mettez pas dans une sècheuse (Figure C).
4. Une fois par semaine, ou selon les besoins, lavez le filtre en dôme.
  - a. D'abord, retirez le microfiltre Intercept et le filtre en tissu. Insérez votre main dans le corps de l'aspirateur et tirez la partie supérieure du filtre en dôme et enlevez la mousse (Figure D).
  - b. Secouez, rincez et laissez sécher à l'air complètement (Figure E).
  - c. Sécher, remplace une fois et remettez en place la partie supérieure du filtre en dôme en appuyant fermement dessus.

**NOTE :** Si vous utilisez un disque filtrant à la place de la mousse, vérifiez-le à toutes les deux ou trois semaines. Lorsque le disque se décolore, remplacez-le par un nouveau. La longévité du disque filtrant dépend en grande partie de l'utilisation et de l'entretien du microfiltre Intercept et du filtre en tissu.

**MODÈLE HEPA :** Pour de meilleurs résultats, remplacez les filtres en papier plissé en forme de dôme à tous les six mois (Figure F).

5. Une fois par mois, ou plus souvent selon les besoins, nettoyez le diffuseur d'échappement. Rincez (Figure G), séchez à l'air et remettez le filtre en mousse diffuseur au fond de l'aspirateur sous le moteur.
6. Si vous suivez les directives énoncées ci-dessus vous prolongerez la vie de votre aspirateur. NE PAS ESSAYER DE LAVER ou D'ASPIRER les filtres d'échappement du LineVacer HEPA, ULPA et QuietPro BP, car vous pourriez abîmer la couche filtrante ce qui diminuerait considérablement l'efficacité. Les filtres HEPA et ULPA peuvent être secoués SAUF si des matières dangereuses, devant demeurer scellées, ont été aspirées.

\* Le modèle LineVacer ProTeam doté de la configuration HEPA ou ULPA peut être utilisé pour enlever certaines matières dangereuses. Cependant, avant d'utiliser l'aspirateur LineVacer pour enlever des matières dangereuses, veuillez consulter votre agence de réglementation locale concernant les conditions régissant la sécurité des travailleurs.

**To Reorder Intercept Micro Filters:**  
Contact your local ProTeam distributor.  
Contact ProTeam Customer Service at 866.888.2168 for directions on finding a local distributor.  
Filters can also be purchased on [www.pro-team.com](http://www.pro-team.com).

Reorder # 100431 SQV HEPA, QP BP HEPA  
Reorder # 106995 SQV HEPA, QP BP HEPA, (closed collar)  
Reorder # 100331 SCV HEPA & MV  
Reorder # 100291 LV

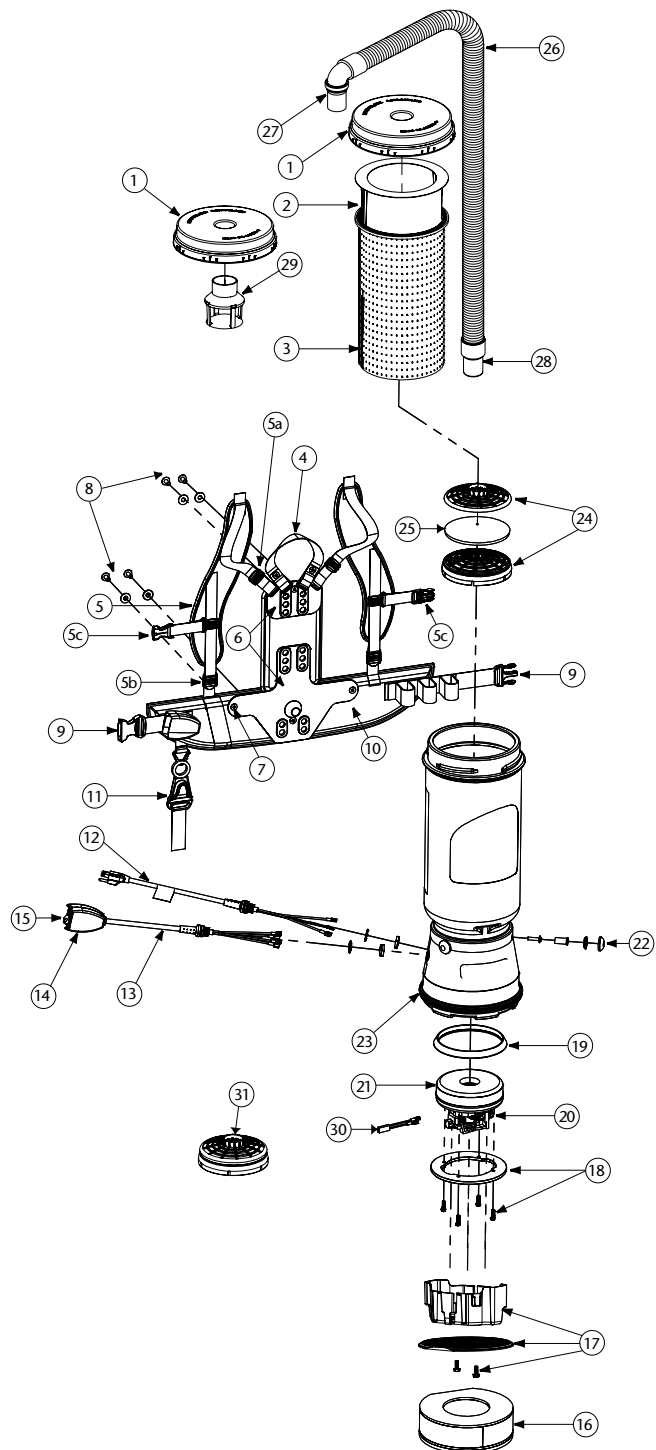
**Para pedir de nuevo Intercept Filtros Micro:**  
Contacte su ProTeam distribuidor local.  
Contacte ProTeam servicio de atención al cliente en 866.888.2168 para direcciones en encontrar un distribuidor local.  
Los filtros también pueden ser comprados en [www.pro-team.com](http://www.pro-team.com).

Ordene otra vez # 100431 SQV HEPA, QP BP HEPA  
Ordene otra vez # 106995 SQV HEPA, QP BP HEPA, (cerrado el cuello)  
Ordene otra vez # 100331 SCV HEPA & MV  
Ordene otra vez # 100291 LV

**Pour commander des microfiltres Intercept:**  
Contacter votre distributeur local de ProTeam.  
Contacter ProTeam le service clientèle à 866.888.2168 pour les directions sur trouver un distributeur local.  
Les filtres peuvent être aussi achetés sur [www.pro-team.com](http://www.pro-team.com).

Commandez # 100431 pour le SQV HEPA, QP BP HEPA  
Commandez # 106995 pour le SQV HEPA, QP BP HEPA (fermée collier)  
Commandez # 100331 pour le SCV HEPA & MV  
Commandez # 100291 pour le LV

# Super CoachVac HEPA

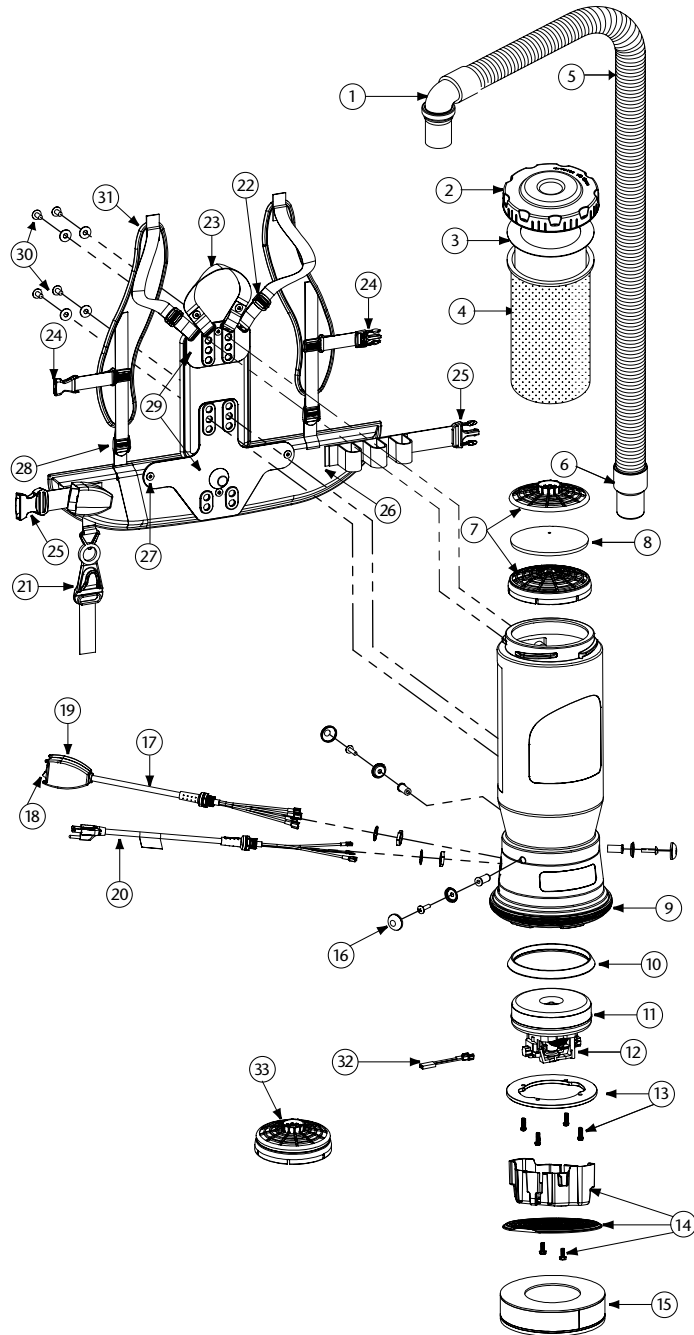


## SUPER COACHVAC HEPA ASSEMBLY

No.	Product Name	Qty
1	100197 Twist Cap (Purple)	1 ea.
2	100331 Intercept Micro Filter	10/pk
3	100565 Micro Cloth Filter	1 ea.
4	101737 Carry Handle w/Rivet and Washer Set	1 set
5	100356 Shoulder Strap Assembly (includes: #5a, 5b, 5c)	1 set
5a	100358 Shoulder Strap Plastic Adjustment Buckle (Top)	1 ea.
5b	100357 Shoulder Strap Plastic Adjustment Buckle (Bottom)	1 ea.
5c	103627 Sternum Strap Buckles (Latch and Keeper)	1 set
6	105046 Backplate (includes: #7)	1 ea.
	103257 Backplate Replacement	1 ea.
7	100375 Barrel Nut Connection Set for Backplate (Replacement)	1 set
8	100716 Backplate (Black) Connection Set: 4 Screws w/Washers	1 set
9	106719 Waist Belt Keeper and Latch	1 ea.
10	100359 Waist Belt (includes: #9)	1 ea.
	100354 Strap Assembly Complete (includes: #5, 10)	1 set
	103166 Backplate (Black) System Complete (includes: #4, 5, 6, 8, 10)	1 set
11	102604 Cord Holder	1 ea.
12	100641 Power Cord Assembly	1 set
13	101610 Switch Cord Assembly (includes: #14, 15)	1 set
	101714 Switch Cord w/terminals	1 ea.
14	101472 Switch Box w/Velcro and New Lamb Switch	1 set
15	106066 On/Off Switch (must use with #106287)	1 ea.
	106287 Switch Box w/Velcro and Screws	1 ea.
16	100597 Sound Muffler	1 ea.
17	105044 Motor Shroud/Diffuser w/Screw Set: 2 Screws	1 set
18	100335 Motor Compression Ring w/Screws	1 set
	100378 Compression Ring Screw Set: 4 Screws	1 set
19	100014 Tetraseal	1 ea.
20	105164 Carbon Brush Set for Super CoachVac HEPA Motor (Domel Motor)	1 set
	101720 Carbon Brush Set for Super CoachVac HEPA Motor (Ametek Motor)	1 set
21	105162 Motor/Fan (120 V) w/Crimps for Super CoachVac HEPA	1 ea.
	100379 Motor Ground and Wire Clamp Set w/Screws	1 set
	100380 Motor Crimp Set: 4 Female, 4 Male, Ground Crimp Connector	1 set
22	100368 Motor Mounting System Set: 3 Well Nuts, 3 Bolts, 3 Washers, 3 Covers	1 set
23	100586 Bottom Bumper	1 ea.
24	100030 Dome Filter w/Foam Media	1 ea.
25	100343 Foam Filter Media for Dome Filter	1 ea.
	101220 High Filtration Disk (optional)	2/pk
26	103048 Static-Dissipating Hose w/Cuffs (Black)	1 ea.
27	101928 Replacement Double Swivel Elbow Cuff (Black)	1 ea.
28	100694 Replacement Swivel Cuff (Black) 1 1/2"	1 ea.
29	101543 Filter Guard (Optional)	1 ea.
30	107294 Thermal Protector Replacement	1 ea.
31	106526 Replacement HEPA Dome Filter	1 ea.
	101678 50' Extension Cord (Not Shown)	1 ea.

# Super QuarterVac HEPA

## SUPER QUARTERVAC HEPA ASSEMBLY



No.	Product Name	Qty
1	101928 Replacement Double Swivel Elbow Cuff (Black) 1 1/2"	1 ea.
2	106073 Twist Cap (Purple)	1 ea.
3	100431 Intercept Micro Filter	10/pk
4	100564 Micro Cloth Filter	1 ea.
5	103048 Static-Dissipating Hose (Black) w/Cuffs 1 1/2"	1 ea.
6	100694 Replacement Swivel Cuff (Black) 1 1/2"	1 ea.
7	100030 Dome Filter w/Foam Media	1 ea.
8	100343 Foam Filter Media for Dome Filter	1 ea.
	101220 High Filtration Disk (optional)	2/pk
9	100586 Bottom Bumper	1 set
10	100014 Tetraseal	1 ea.
11	105162 Motor/Fan (120 V) w/Crimps	1 ea.
	100379 Motor Ground Wire Clamp Set w/Screws	1 set
	100380 Motor Crimp Set: 4 Female, 4 Male, Ground Crimp Connector	1 set
12	105164 Carbon Brush Set (Domel)	1 set
	101720 Carbon Brush Set (Ametek)	1 set
13	100335 Motor Compression Ring w/Screws	1 set
	100378 Compression Ring Screws: 4 Screws	1 set
14	105044 Motor Shroud/Diffuser w/Screw Set: 2 Screws	1 set
15	105800 Sound Muffler	1 ea.
16	100368 Motor Mounting System Set: 3 Well Nuts, 3 Bolts, 3 Washers, 3 Covers	1 set
17	101714 Switch Cord w/Crimps	1 set
	101610 Switch Cord Assembly (includes: #17, 18, 19)	1 ea.
18	106066 On/Off Switch (must use with #106287)	1 ea.
19	101472 Switch Box w/Velcro and New Lamb Switch	1 set
	106287 Switch Box w/Velcro and Screws	1 ea.
20	100641 Power Cord (16/3) Assembly	1 set
21	102604 Cord Holder	1 ea.
22	100358 Shoulder Strap Plastic Adjustment Buckle (Top)	1 ea.
23	101737 Carry Handle w/Rivet and Washer Set	1 set
24	103627 Sternum Strap Buckles (Latch and Keeper)	1 set
25	106719 Waist Belt Keeper and Latch	1 ea.
26	100359 Waist Belt (includes: #25)	1 ea.
27	100375 Barrel Nut Connection Set for Backplate (Replacement)	1 set
28	100357 Shoulder Strap Plastic Adjustment Buckle (Bottom)	1 ea.
29	105046 Backplate (includes: #27)	1 ea.
	103166 Backplate System Complete (includes: #23, 26, 29, 30, 31)	1 set
30	100716 Backplate (Black) Connection Set: 4 Screws w/Washers	1 set
31	100356 Shoulder Strap Assembly (includes: #22, 24, 28)	1 set
	100354 Strap Assembly Complete (includes: #26, 31)	1 set
32	107294 Thermal Protector Replacement	1 ea.
33	106526 Replacement HEPA Dome Filter	1 ea.
	101678 50' Extension Cord (Not Shown)	1 ea.

## RECOMMENDED PREVENTIVE MAINTENANCE (all vacuums)

### ⚠️ WARNING

- UNPLUG the vacuum when performing any maintenance.
- CHECK the condition of all electrical cords before each use.

### UPON RECEIPT

Check unit for any defects, missing or broken parts. Call ProTeam with this information, along with any questions you may have.

### DAILY/AFTER EACH USE

Check Intercept Micro Filter. Replace or empty if full. Use only genuine ProTeam replacement filters to ensure optimal performance, achieve improved indoor air quality, and to maintain a valid vacuum warranty. Check Micro Cloth Filter. If dirty, rinse out and air dry before replacing back into vacuum. All filters must be in place to operate vacuum. This will optimize airflow and prevent the motor from laboring.

### PERIODICALLY

Check harness for fit and comfort. Replace lost or damaged pieces.

### ELECTRICAL CORD CARE

NEVER stretch the cord tightly between the vacuum and the outlet. A cord that is stretched or pulled may not function properly, can damage the cord or plug, and creates a tripping hazard.

**DO NOT** tie extension cord and power cord together in a knot in an effort to keep the connection together. Doing so will result in damage to both cords and will not be covered under warranty. Instead, use the provided cord holder.

After vacuuming, unplug the extension cord at both ends and wind it up loosely.

- Wind the cord from the female receptacle to the male plug.
- Lay the cord out, as straight as possible, on the floor before winding.
- **DO NOT** wind the cord up by wrapping it around your hand and elbow, as repeated winding in this manner will result in twisted cord that is hard to wind and unwind.
- If the supply cord is damaged, it must be replaced by ProTeam, its service agent or similarly qualified persons in order to avoid a hazard.

Use only a ProTeam replacement extension cord, or one that is properly sized for your application. Extension cord jacket type should be SJT or better and rated for outdoor use. Extension cords in poor condition or too small in wire size can pose fire and shock hazards. To reduce the risk of these hazards, be sure the cord is in good condition and that liquid does not contact the connection. Do not use an extension cord with conductors smaller than 16 gauge (AWG) in size. To reduce power loss, use a 14 gauge extension cord if longer than 100 ft (30 m).

Any other servicing should be performed by an authorized service representative.

### PROPER STORAGE

When the vacuum is not in use, the vacuum and extension cord should be stored indoors and in a dry place.

### ⚠️ WARNING

- The following information is for use by qualified service personnel only, and provides guidance for trouble shooting and maintenance under normal working conditions.
- UNPLUG the vacuum before working on the motor or any electrical part.

### MOTOR SERVICE

Only a ProTeam-authorized service or warranty center should replace the carbon motor brushes or motor. Replacement schedule for motors with replaceable brushes:

1. After the first 800 hours of operation.
2. Again after the next 400 hours of operation.
3. Again after the next 200 hours of operation.

## MANTENIMIENTO PREVENTIVO RECOMENDADO (todos los vacíos)

### ⚠️ ADVERTENCIA

- DESENCHUFE la aspiradora al realizar cualquier tarea de mantenimiento.
- VERIFIQUE el estado de todos los cables eléctricos antes de cada uso.

### AL RECIBIR EL ARTEFACTO

Verifique el aparato para detectar cualquier defecto o pieza faltante o rota. Llame a ProTeam para proporcionarle esta información, junto con cualquier pregunta que tenga.

### DIARIAMENTE/DESPUÉS DE CADA USO

Revise el Micro Filtro Intercept. Vacíelo/sáquelo si está lleno. Use Sólo los filtros de repuesto ProTeam legítimos para asegurar el rendimiento óptimo, lograr una mejor calidad del aire interior y mantener una garantía de aspiración válida. Para que la garantía permanezca vigente, se deben usar filtros Intercept Micro en todas las aspiradoras ProTeam. Examine el filtro Micro Cloth. Si está sucio, enjuáguelo y déjelo secar al aire antes de volver a colocarlo en la aspiradora. Todos los filtros deben estar colocados para hacer funcionar la aspiradora. Esto optimiza el flujo de aire e impide que el motor trabaje excesivamente.

### PERIÓDICAMENTE

Verifique el amés para asegurarse que sea del tamaño adecuado y cómodo. Reemplace cualquier pieza faltante o dañada.

### CUIDADO DEL CABLE ELÉCTRICO

NUNCA estire mucho el cable entre la aspiradora y el tomacorriente. Si el cable se tensiona o jala, no funcionará adecuadamente, y se puede dañar el cable o el enchufe, además de generar un riesgo de tropezos.

**NO** ate el cable de extensión y el cable de corriente en un nudo para mantener unida la conexión. Esto puede generar daños a ambos cables, que no estarán cubiertos por la garantía. Para ello, utilice el sujetador de cable proporcionado con el artefacto.

Luego de aspirar, desenchufe el cable de extensión de ambos extremos y enróllelo sin excesiva tensión.

- Enrolle el cable desde el tomacorriente hembra hasta el enchufe macho.
- Extienda el cable lo más derecho posible en el suelo antes de enrollarlo.
- **NO** enrolle el cable alrededor de su mano y codo, dado que enrollarlo de esta manera en forma reiterada puede torcer el cable, lo que lo hace difícil de enrollar y desenrollar.
- Si el cable de alimentación está dañado, debe ser reemplazado por ProTeam, su agente de servicio o personas similarmente calificadas, con el fin de evitar un peligro.

Use sólo un cable de extensión de repuesto de ProTeam, o uno del tamaño adecuado según su aplicación. El cable de extensión de tipo revestido debe ser SJT o superior, y clasificado para uso en exteriores. Los cables de extensión en mal estado o de calibre demasiado reducido pueden presentar riesgo de incendio y descarga. Para reducir estos riesgos, asegúrese de que el cable esté en buen estado y de que ningún líquido entre en contacto con la conexión. No use un cable de extensión con conductores de calibre menor a 16 (AWG). Para reducir la pérdida de potencia, utilice un cable de extensión calibre 14 si tiene más de 100 pies de largo (30 m).

Cualquier otro servicio debe ser realizado por un representante de servicio autorizado.

### ALMACENAMIENTO ADECUADO

Cuando la aspiradora no esté en uso, se debe almacenar, al igual que el cable de extensión, en un lugar seco y bajo techo.

### ⚠️ ADVERTENCIA

- La siguiente información debe ser utilizada exclusivamente por personal de mantenimiento calificado, y aporta una guía para la solución de problemas y mantenimiento en operaciones de funcionamiento normales.
- DESENCHUFE la aspiradora cuando trabaje en el motor o en cualquier pieza eléctrica.

### ESCOBILLAS DEL MOTOR

Las escobillas de carbono del motor sólo deben ser reemplazadas en un centro de reparación o de garantía autorizado de ProTeam. Use el siguiente cronograma de reemplazo:

1. Después de las primeras 800 horas de operación.
2. Nuevamente después de las 400 horas siguientes de operación.
3. Nuevamente después de las 200 horas siguientes de operación.

## ENTRETIEN PRÉVENTIF RECOMMANDÉ (tous les aspirateurs)

### ⚠️ MISE EN GARDE

- DÉBRANCHEZ l'aspirateur avant de procéder à son entretien.
- VÉRIFIEZ l'état de tous les cordons électriques avant chaque utilisation.

### À LA RÉCEPTION

Vérifiez si l'appareil est défectueux, s'il manque des pièces ou s'il y a des pièces brisées. Contactez ProTeam pour les en informer ou si vous avez des questions.

### ENTRETIEN QUOTIDIEN / APRÈS CHAQUE UTILISATION

Vérifiez le filtre Intercept Micro. N'utilisez que de véritables filtres de rechange ProTeam afin d'assurer une performance optimale, d'améliorer la qualité de l'air à l'intérieur et de maintenir la validité des garanties. Vérifiez le filtre en tissu. S'il est sale, rincez-le et laissez-le sécher à l'air avant de le remettre dans l'aspirateur. Assurez-vous que tous les filtres sont en place avant d'utiliser l'aspirateur. Cela assurera une bonne succion et empêchera le moteur de forcer.

### PÉRIODIQUEMENT

Vérifiez l'ajustement et le confort du harnais. Remplacez les pièces perdues ou endommagées.

### ENTRETIEN DU CORDON ÉLECTRIQUE

NE TENDEZ JAMAIS le cordon à son maximum entre l'aspirateur et la prise. Un cordon qui est trop tendu ne fonctionnera pas correctement et pourra endommager la prise ou le cordon. Il constitue également un risque que quelqu'un trébuche en s'y accrochant les pieds.

**N'ATTACHEZ PAS** la rallonge et le cordon électrique ensemble afin de maintenir la connexion. Cela endommagera et la rallonge et le cordon, et de tels dommages ne sont pas couverts par la garantie. Utilisez plutôt le porte-cordon fourni.

Après avoir passé l'aspirateur, débranchez la rallonge aux deux extrémités et enrroulez-la lâchement.

- Enroulez la rallonge à partir de la prise femelle jusqu'à la prise mâle.
- Étendez la rallonge sur le sol en la mettant la plus droite possible avant de l'enrouler.
- **N'ENROULEZ PAS** la rallonge autour de votre main et de votre coude. Un tel enroulement répété entraînera des torsions dans la rallonge qui deviendra difficile à enrrouler et à dérouler.
- Si le cable de alimentación está dañado, debe sustituirse por uno ProTeam, por su agente de servicio o por personas calificadas para evitar riesgos.

N'utilisez qu'une rallonge de remplacement ProTeam ou une qui soit adaptée à vos tâches.

La gaine doit être du type SJT ou plus et conçue pour un usage extérieur. Des rallonges en mauvais état ou dont le calibre des fils est trop petit peuvent constituer des risques d'incendie et de chocs électriques. Pour réduire ces risques, assurez-vous que la rallonge est en bon état et qu'aucun liquide n'entre en contact avec la connexion. N'utilisez pas de rallonges dont les conducteurs sont inférieurs au calibre 16 (AWG). Pour réduire la perte de puissance, utilisez une rallonge de calibre 14 si elle mesure plus de 100 pi (30 m).

Toute autre réparation doit être effectuée par un représentant de service autorisé.

### RANGEMENT

When the vacuum is not in use, the vacuum and extension cord should be stored indoors and in a dry place. When the vacuum is not in use, the vacuum and extension cord should be stored indoors and in a dry place.

### ⚠️ MISE EN GARDE

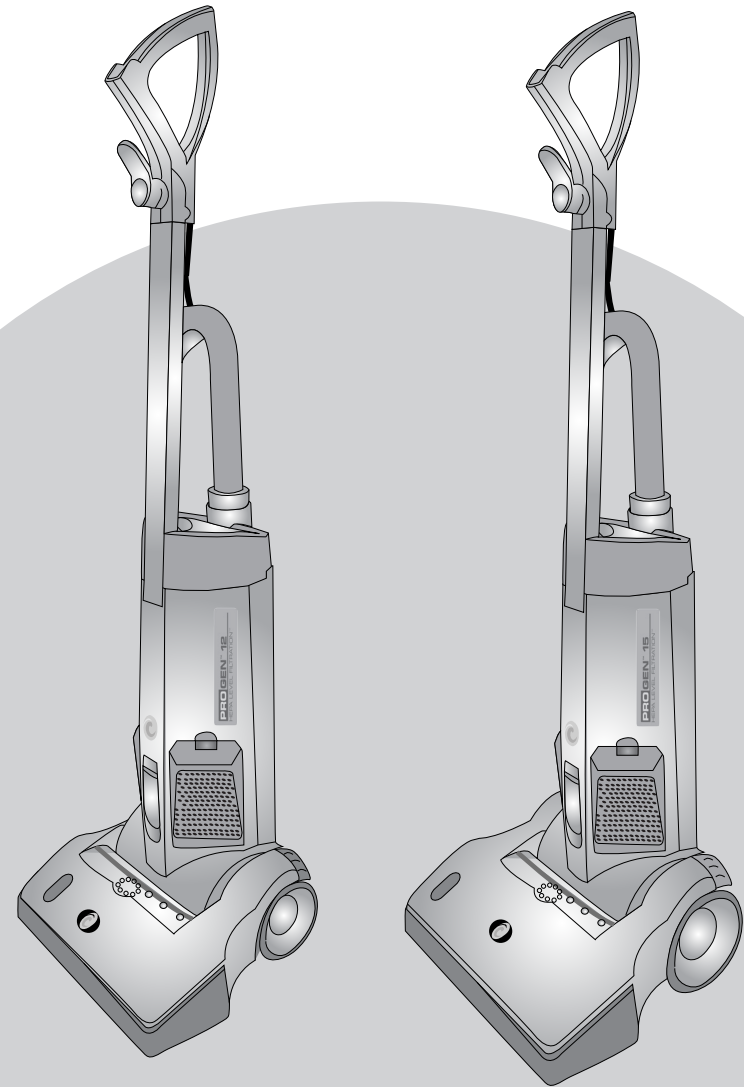
- L'information suivante est uniquement destinée au personnel qualifié faisant les réparations et constitue des lignes de conduite pour le règlement des problèmes et l'entretien des appareils dans des conditions normales d'utilisation.
- DÉBRANCHEZ l'aspirateur lors de travaux sur le moteur ou toute autre composante électrique.

### BALAIS DES MOTEURS

Seul un centre d'entretien ou de garantie ProTeam autorisé peut remplacer les balais au carbone du moteur. Le remplacement doit se faire selon le calendrier d'entretien suivant:

1. Après les 800 premières heures de fonctionnement.
2. Puis après les prochaines 400 heures de fonctionnement.
3. Puis après les prochaines 200 heures de fonctionnement.





ProGen<sup>®</sup> 12 (1073290)

ProGen 15 (1073300)

**⚠️ WARNING**

Read Owner's Manual before using this product. Failure to do so can result in injury or property damage.

**⚠️ ADVERTENCIA**

Para reducir el riesgo de lesiones, el usuario debe leer y entender el manual del operador antes de utilizar este producto.

**⚠️ MISE EN GARDE**

Pour réduire le risque de blessure, l'utilisateur doit lire et comprendre le mode d'emploi avant d'utiliser ce produit.

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**Go to [www.proteam.emerson.com](http://www.proteam.emerson.com) to register your new vacuum.**  
 Visite [www.proteam.emerson.com](http://www.proteam.emerson.com) para registrar su aspiradora nueva.  
 Allez au [www.proteam.emerson.com](http://www.proteam.emerson.com) pour enregistrer votre nouvel aspirateur.

## INSPECTION

Carefully unpack and inspect your new ProTeam vacuum for shipping damage. Each unit is tested and thoroughly inspected before shipping. For instructions regarding any shipping damage, contact ProTeam immediately (866.888.2168). All returns must have a Return Authorization Number (RAN).

This manual has important information for the use and safe operation of the vacuum cleaners. Read this manual carefully before starting the machine. Keep this manual available at all times and instruct all operators to read this manual. If instructions are not followed, an injury may occur or equipment, furniture, or other property may become damaged.

The contents of this manual are based on the latest product information available at the time of publication. ProTeam reserves the right to make changes or improvements to its machines or components without notice.

The products described in this manual are intended for commercial use.

## INSPECCIÓN

Desempaque con cuidado e inspeccione su nueva aspiradora ProTeam para verificar que no tenga daños causados durante el envío. Cada unidad se prueba e inspecciona en forma minuciosa antes del envío. Para ver las instrucciones relativas a cualquier daño causado en el envío, comuníquese inmediatamente con ProTeam (866.888.2168). Todas las devoluciones deben tener un Número de Autorización de Devolución (RAN).

Este manual contiene información importante para el uso y el funcionamiento seguro de la aspiradora. Lea este manual con atención antes de encender el aparato. Mantenga este manual disponible en todo momento e instruya su lectura a todas las personas que operen el aparato. Si no se siguen las instrucciones, se pueden producir lesiones o daños a los equipos, los muebles u otros bienes.

El contenido de este manual se basa en la última información sobre el producto disponible al momento de publicación. ProTeam se reserva el derecho de realizar modificaciones o mejoras a sus aparatos o componentes sin necesidad de aviso previo.

Los productos que se describen en este manual están diseñados para uso comercial.

## INSPECTION

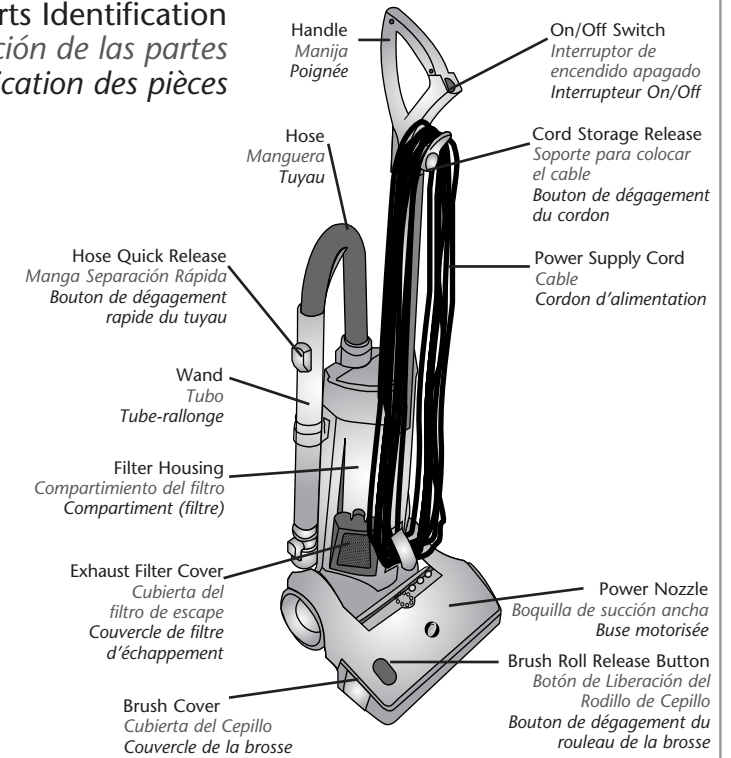
Déballiez et inspectez avec soin votre nouvel aspirateur ProTeam pour déceler tout dommage survenu durant le transport. Chaque appareil est vérifié et inspecté avant d'être expédié. Si des dommages sont survenus durant le transport, contactez immédiatement ProTeam au 866.888.2168. Tout retour de marchandise doit comporter un numéro RAN (Return Authorization Number).

Ce manuel renferme d'importantes informations sur l'utilisation et le fonctionnement sans danger de l'appareil. Lisez-le attentivement avant de mettre l'aspirateur en marche et conservez-le pour pouvoir le consulter en tout temps, et demandez à tous les utilisateurs de l'appareil de le lire. Si ces consignes ne sont pas respectées, vous pourriez vous blesser ou endommager l'appareil, les meubles et d'autres biens.

Le contenu de ce manuel est basé sur les plus récentes informations en date de la publication. ProTeam se réserve le droit de modifier ou d'améliorer ses appareils ou leurs composants sans avis.

Les produits couverts dans ce manuel sont conçus pour un usage commercial.

## Parts Identification Identificación de las partes Identification des pièces



## Carton Contents / El contenido del cartón / Contenu de la boîte

- |   |   |
|---|---|
| 1. Vacuum Housing<br>Cuerpo de la aspiradora<br>Boîtier de l'aspirateur   | 5. Intercept Micro Filter<br>Bolsa de la aspiradora<br>Filtre Micro Intercept           |
| 2. Handle Tube Assembly with Cord<br>Pieza de ensamblaje con manija y cable<br>Ensemble poignée et tube avec cordon | 6. Crevice Tool<br>Boquilla para los rincones<br>Accessoire pour interstices            |
| 3. Wand and Hose<br>Tubo y Manguera<br>Tube-rallonge et tuyau   | 7. Upholstery Tool<br>Herramienta para Tapizados<br>Brosse à meuble                     |
| 4. Nut & Screw<br>Tornillo<br>Boulon  | 8. Owner's Manual<br>Manual<br>Manuel du propriétaire                                   |
|   | 9. Quick Start Instructions<br>Instrucciones de inicio rápido<br>Instructions sommaires |

## IMPORTANT SAFETY INSTRUCTIONS

When using an electrical appliance, basic precautions should always be followed, including the following:

### ⚠️ WARNING

Read Owner's Manual before using this product. To reduce the risk of fire, electric shock, or injury:

1. Use only as described in this manual. Use only the recommended attachments and replacement parts.
2. **DO NOT** leave any ProTeam vacuum plugged in when not in use. Unplug unit from the outlet before servicing. **DO NOT** leave running while unattended.
3. **DO NOT** use outdoors or on wet surfaces.
4. **DO NOT** try to recover any liquid with this vacuum. This vacuum is for DRY RECOVERY only.
5. **DO NOT USE A DAMAGED CORD OR PLUG.** If the unit is not working as it should, or if it has been dropped, damaged, left outdoors, or exposed to water, take it to an authorized ProTeam Warranty Station for inspection and repair.
6. **DO NOT** allow the vacuum to be used as a toy. Pay close attention when using the vacuum near children.
7. **DO NOT** pull or carry the vacuum by the cord or use the cord as a handle. **DO NOT** close a door on the cord or pull the cord around sharp edges or corners. **DO NOT** run over the cord. Keep the cord away from heated surfaces.
8. **DO NOT** pull on the cord to unplug. Grasp and pull the plug, not the cord.
9. **DO NOT** handle the plug, switch, or vacuum with wet hands.
10. **DO NOT** put any objects into openings. **DO NOT** use with any opening blocked; keep free of dust, lint, hair, and anything that may reduce air flow.
11. Keep hair, loose clothing, fingers, and all parts of body away from openings and moving parts.
12. Turn off the unit before unplugging.
13. Use with extra care when cleaning stairs.
14. **DO NOT** vacuum flammable or combustible materials or anything that is burning or smoking, such as cigarettes, matches, or hot ashes.
15. Sparks inside the motor can ignite flammable vapors or dust. To reduce the risk of fire or explosion, **DO NOT** use near combustible liquids, gases, or dusts, such as gasoline or other fuels, lighter fluid, cleaners, oil-based paints, or natural gas.
16. To reduce the risk of inhaling toxic vapors or dust, **DO NOT** vacuum or use near toxic or hazardous materials.
17. Replace the Intercept Micro® Filter after every use and before storage. Some types of wood dust and debris may catch on fire, if stored in the vacuum.
18. **DO NOT** use without filters in place.
19. Connect to a properly grounded outlet only. See Grounding Instructions.

## INSTRUCCIONES IMPORTANTES SOBRE SEGURIDAD

Cuando se usa un artefacto eléctrico, siempre se deben seguir precauciones básicas, entre las que se incluyen las siguientes:

### ⚠️ ADVERTENCIA

Lea el Manual del Propietario antes de usar este producto. Para reducir el riesgo de incendio, descarga eléctrica o lesiones:

1. Utilice la aspiradora solamente como se describe en este manual. Utilice solamente los accesorios y repuestos recomendados.
2. **NO** deje ninguna aspiradora ProTeam enchufada cuando no está en uso. Desenchufe la unidad del tomacorriente antes de darle mantenimiento. **NO** la deje en funcionamiento sin supervisión.
3. **NO** use el artefacto en el exterior o sobre superficie húmedas.
4. **NO** intente aspirar ningún líquido con este artefacto. Esta aspiradora es sólo para aspiración EN SECO.
5. **NO USE UN CABLE O ENCHUFE DAÑADO.** Si el artefacto no funciona como debería, o si se cayó, dañó, se dejó a la intemperie o expuesto al agua, llévelo a un Centro de Garantía autorizado de ProTeam para que lo inspeccionen y reparen.
6. **NO** permita que se utilice la aspiradora como un juguete. Preste suma atención al usar la aspiradora cerca de los niños.
7. **NO** jale ni transporte la aspiradora por el cable ni use el cable como manija. **NO** cierre las puertas sobre el cable ni jale el cable alrededor de bordes filosos o esquinas. **NO** pase el artefacto sobre el cable. Mantenga el cable alejado de las superficies calientes.
8. **NO** jale del cable para desenchufarlo. Tómelo por el enchufe, no por el cable.
9. **NO** manipule el enchufe, el interruptor o la aspiradora con las manos mojadas.
10. **NO** inserte ningún objeto por las aberturas. **NO** lo utilice si cualquiera de las aberturas está bloqueada. Manténgalo libre de polvo, pelusa, cabello y cualquier otro material que pudiera reducir el flujo de aire.
11. Mantenga el cabello, la ropa suelta, los dedos y en general todo su cuerpo, alejado de las aberturas y partes móviles del aparato.
12. Apague el artefacto antes de desenchufarlo.
13. Extreme precauciones cuando esté limpiando escaleras.
14. **NO** aspire ningún material inflamable o combustible, o que esté ardiendo o humeando, como cigarrillos, cerillos o cenizas calientes.
15. Las chispas del motor pueden encender vapores o polvos inflamables. Para disminuir el riesgo de incendio o explosión, **NO** use el artefacto cerca de líquidos, gases o polvos combustibles, como gasolina u otros combustibles, líquido para encendedores, productos de limpieza, pinturas a base de aceite o gas natural.
16. Para reducir el riesgo de inhalación de vapores o polvos tóxicos, **NO** pase la aspiradora ni utilice el artefacto cerca de sustancias tóxicas o peligrosas.
17. Vuelva a colocar la el filtro Intercept Micro® Filter después de cada uso y antes de guardar el artefacto. Algunos tipos de aserrín y residuos pueden encenderse al almacenarse en la aspiradora.
18. **NO** use el artefacto sin los filtros colocados.
19. Conéctelo únicamente a un tomacorriente debidamente conectado a tierra. Consulte las instrucciones para la conexión a tierra.

## CONSIGNES DE SÉCURITÉ IMPORTANTES

Lorsque vous utilisez un appareil électrique, il faut toujours prendre des précautions, notamment:

### ⚠️ MISE EN GARDE

Lisez le manuel du propriétaire avant d'utiliser ce produit. Pour réduire les risques d'incendie, de chocs électriques ou de blessures:

1. Utilisez l'appareil selon les instructions données dans ce manuel. Utilisez seulement les accessoires et pièces de rechange recommandés.
2. **NE LAISSEZ PAS** l'aspirateur ProTeam branché si vous ne l'utilisez pas. Débranchez l'appareil avant de procéder à son entretien. **NE PAS** laisser l'appareil en marche sans surveillance.
3. **N'UTILISEZ PAS** cet appareil à l'extérieur ou sur des surfaces mouillées.
4. **N'ESSAYEZ PAS** d'aspirer des liquides avec cet aspirateur. Il est conçu pour des MATIÈRES SÈCHES seulement.
5. **N'UTILISEZ PAS L'APPAREIL SI LE CORDON OU LA FICHE SONT ENDOMMAGÉS.** Si l'appareil ne fonctionne pas comme il devrait, ou s'il a été échappé, endommagé, laissé à l'extérieur, ou encore exposé à de l'eau, amenez-le à un centre de garantie ProTeam pour être inspecté et réparé.
6. **NE LAISSEZ PERSONNE** jouer avec l'aspirateur. Ce n'est pas un jouet. Faites très attention lorsque vous utilisez l'aspirateur près d'enfants.
7. **NE TIREZ PAS** et ne transportez pas l'aspirateur par le cordon. **N'UTILISEZ PAS** le cordon comme poignée. Ne coincez pas le cordon dans une porte et assurez-vous qu'il ne frotte pas contre des rebords tranchants ou des coins. **NE ROULEZ PAS** sur le cordon et éloignez-le de toute chaleur.
8. **NE TIREZ PAS** sur le cordon pour débrancher l'aspirateur. Tenez la fiche et tirez.
9. **NE TOUCHEZ PAS** la fiche, l'interrupteur ou l'aspirateur avec des mains mouillées.
10. **N'INSÉREZ PAS** d'objets dans les ouvertures. **N'UTILISEZ PAS** l'appareil si des ouvertures sont bouchées. Assurez-vous qu'aucune poussière, charpie, cheveux ou autre matière ne réduise la circulation de l'air.
11. Éloignez cheveux, vêtements lâches, doigts et autres parties du corps des ouvertures et des pièces en mouvement.
12. Éteignez l'aspirateur avant de le débrancher.
13. Faites attention lorsque vous nettoyez des escaliers.
14. **N'ASPIREZ PAS** de matériaux inflammables ou combustibles ni de produits qui brûlent ou fument, telles des cigarettes, des allumettes ou des braises.
15. Des étincelles à l'intérieur du moteur peuvent enflammer des vapeurs ou des poussières inflammables. Pour réduire les risques d'incendie ou d'explosion, **N'UTILISEZ PAS** l'appareil près de liquides, de gaz ou de poussières combustibles tels que l'essence et autres carburants, l'essence à briquet, les nettoyeurs, les peintures à l'huile ou le gaz naturel.
16. Pour réduire le risque d'inhaler des vapeurs ou des poussières toxiques, **NE PASSEZ PAS** l'aspirateur près de produits toxiques ou dangereux.
17. Remplacez le filtre Intercept Micro® après chaque utilisation et avant de ranger l'aspirateur. Certains types de poussières de bois et de débris peuvent s'enflammer spontanément s'ils restent dans l'aspirateur.
18. **N'UTILISEZ PAS** l'aspirateur si les filtres ne sont pas en place.
19. Branchez l'aspirateur uniquement dans une prise correctement mise à la terre. Voir les consignes sur la mise à la terre.

## SAVE THESE INSTRUCTIONS

Violation of any of these instructions may void any and all warranties.

## GUARDE ESTAS INSTRUCCIONES

El incumplimiento de cualquiera de estas instrucciones anulará la garantía.

## CONSERVEZ CES INSTRUCTIONS

Le non-respect de ces instructions peut invalider les garanties.



# INTRODUCTION

## MOTOR

Electric thru-flow vacuum motors must never be used in applications in which wet or moist conditions are involved, where dry chemicals or other volatile materials are present, or where airflow may be restricted or blocked. Such motors are designed to permit the vacuumed/filtered air to pass over the electrical wiring to cool it. Therefore, any liquid (including water), dry chemical, or other foreign substance which would come in contact with electrical conductors could cause combustion (depending on volatility) or electrical shock. Failure to observe these precautions could result in property damage or severe personal injury, including death in extreme cases.

## ELECTRICAL

These ProTeam upright vacs are rated for use with 120 volt 60 Hz supply. Severe changes in voltage, high or low, can cause damage to the motor and cause premature motor failure.

Each vacuum cleaner described in this manual is equipped with a thermal protection cutoff switch which will remove power from the vacuum motor if excessively high operating temperatures are detected. This condition may arise as the result of a blocked vacuum passage, or clogged or full filters.

If a thermal trip takes place, immediately toggle the vacuum's switch to OFF, unplug the unit and inspect for an airflow blockage in the hose and verify the condition of the filter bag. Replace or empty the filter bag as required. The vacuum will require several minutes to cool down to a safe operating temperature. When this temperature is attained, the thermal switch will reset and the vacuum will be able to be used in the normal manner.

# INTRODUCCIÓN

## MOTOR

Los motores eléctricos de las aspiradoras de flujo nunca se deben usar en aplicaciones que incluyan condiciones de lluvia o humedad en las que estén presentes materiales químicos secos u otros materiales volátiles, o en donde el flujo de aire pueda ser restringido o bloqueado. Estos motores están diseñados para permitir que el aire aspirado pase sobre el cableado eléctrico para enfriarlo. Por lo tanto, cualquier líquido (incluyendo el agua), químicos secos u otra sustancia extraña que pudiera entrar en contacto con conductores eléctricos podría causar combustión (dependiendo de la volatilidad) o descarga eléctrica. El no tener en cuenta estas precauciones podría resultar en daño a la propiedad y lesiones personales severas, incluyendo la muerte en casos extremos.

## DISPOSITIVOS ELÉCTRICOS

Estas aspiradoras verticales ProTeam están clasificados para uso con 120 voltios, 60 Hz. Cambios severos de tensión, alta o baja, puede causar daños en el motor y provocar un fallo prematuro del motor.

Las aspiradoras que se describen en este manual están equipadas con un dispositivo de protección térmica. La llave térmica integrada quitará la alimentación eléctrica al motor de la aspiradora en caso de detectar temperaturas operativas excesivas. Esta condición por lo general es causada por un conducto de aspiración tapado, o por filtros llenos u obturados.

En caso de que se produzca un disparo térmico, apague de inmediato. la Desenchufe la unidad en aspiradora e inspeccione para detectar si hay algún bloqueo y verificar el estado de la bolsa del filtro, y cámbielo o vacíelo de ser necesario. La aspiradora necesitará varios minutos para enfriarse hasta alcanzar una temperatura de funcionamiento segura. Cuando se alcance dicha temperatura, se restablecerá la llave térmica y la aspiradora se podrá usar normalmente.

# INTRODUCTION

## MOTEUR

Les moteurs d'aspiration électriques de type thru-flow ne doivent jamais être utilisés pour le nettoyage de surfaces humides ou mouillées, là où il y a des chimiques en poudre ou d'autres matières volatiles présentes, ou encore là où l'écoulement de l'air peut être restreint ou bloqué. De tels moteurs sont conçus pour permettre l'évacuation de l'air sur les fils électriques pour les refroidir. Par conséquent, tout liquide (y compris l'eau), tout chimique en poudre ou toute autre substance étrangère qui pourrait être en contact avec les conducteurs électriques pourrait causer une combustion (dépendamment de la volatilité) ou un choc électrique. Le non-respect de ces mesures de précaution pourrait entraîner des dommages à la propriété, des blessures personnelles graves, et même la mort dans des cas extrêmes.

## ÉLECTRICITÉ

Ces aspirateurs verticaux ProTeam sont conçus pour une utilisation avec 120 V 60 Hz.. Variations importantes de tension, haute ou basse, peuvent causer des dommages au moteur et causer une défaillance prématurée du moteur.

Les aspirateurs décrits dans ce manuel sont munis d'un protecteur thermique. L'interrupteur intégré coupera l'alimentation électrique du moteur en cas de températures excessivement élevées lors du fonctionnement. Cette surchauffe survient lorsque l'air ne circule pas bien ou lorsque les filtres sont pleins ou bouchés.

Si le protecteur thermique se déclenche, éteignez immédiatement l'aspirateur. Débranchez l'appareil. Vérifiez s'il y a un blocage ou si le sac-filtre doit être remplacé ou vidé. L'aspirateur prendra quelques minutes pour refroidir et atteindre une température de fonctionnement sécuritaire. Le protecteur thermique se réarmera et il sera possible d'utiliser l'aspirateur de la façon habituelle.

# GROUNDING INSTRUCTIONS

THIS VACUUM MUST BE GROUNDED. If a vacuum should malfunction or stop working, grounding provides a path of least resistance for electrical current, thereby reducing the risk of electrical shock. This unit is equipped with a cord that has an equipment-grounding conductor and grounding plug. The plug must be inserted in an appropriate outlet that is properly installed and grounded in accordance with all local codes and ordinances. Cutting off the ground wire or using a cord that is not equipped with a ground plug will void the warranty on the unit, and ProTeam will accept NO liability associated with the unit.

## ⚠️ WARNING

Improper connection of the equipment-grounding connector conductor can result in a risk of electrical shock. Check with a qualified electrician or service person if you doubt that the outlet is properly grounded.

**DO NOT** modify the plug provided with the vacuum. If it will not fit the outlet, have a proper outlet installed by a qualified electrician. The vacuum cleaners in this manual are for use on a nominal 120-volt circuit, and have a grounded plug that looks like the plug illustrated in sketch A in Figure AA. A temporary adaptor that looks like the adaptor illustrated in sketches B and C may be used to connect this plug to a 2-pole receptacle as shown in sketch B if a properly grounded outlet is not available. The temporary adaptor should be used only until a properly grounded outlet (sketch A) can be installed by a qualified electrician. The green colored rigid ear, lug, or the like extending from the adaptor must be connected to a permanent ground such as a properly grounded outlet box cover. Whenever the adaptor is used, it must be held in place by a metal screw.

**Note:** In Canada, the use of a temporary adaptor is not permitted by the Canadian Electrical Code.

For Canada – This appliance is for use on a nominal 120-volt circuit and has a grounded attachment plug that looks like the plug illustrated in sketch A in Figure AA. Make sure that the vacuums are connected to an outlet having the same configuration as the plug. No adaptor should be used with the vacuums detailed in this manual.

# INSTRUCCIONES DE CONEXIÓN A TIERRA

ESTAS ASPIRADORAS DEBEN ESTAR CONECTADAS A TIERRA. Si la aspiradora no funcionara bien o dejara de funcionar, la conexión a tierra le proporciona un camino de menos resistencia para la corriente eléctrica, por lo tanto se reduce el riesgo de descarga eléctrica. Esta unidad está equipada con un cable que tiene un conductor con equipo a tierra y un enchufe a tierra. El enchufe se debe insertar en un toma corriente adecuado que esté bien instalado y conectado a tierra de acuerdo con los códigos y ordenanzas locales. Cortar el cable a tierra o usar un cable que no esté equipado con un enchufe a tierra anulará la garantía de la unidad y ProTeam NO aceptará ninguna responsabilidad asociada con la unidad.

## ⚠️ ADVERTENCIA

La conexión inadecuada del conductor conector con equipo a tierra puede resultar en un riesgo de descarga eléctrica. Consulte con un electricista certificado o con una persona de mantenimiento si tiene dudas acerca de si el toma corriente está conectado a tierra de manera adecuada.

**No** modifique el enchufe que viene con la aspiradora. Si no se ajusta al toma corriente, haga que un electricista certificado le instale un toma corriente adecuado. Esta aspiradora se debe usar en un circuito nominal de 120 voltios y tiene un enchufe de conexión a tierra que se ve como el que aparece en la ilustración A Figura AA. Un adaptador temporal que se ve como el que aparece en las imágenes B y C se puede usar para conectar el enchufe en un tomacorriente de 2 polos como se muestra en la imagen B si no se tiene disponible un tomacorriente adecuadamente instalado a tierra. El adaptador temporal se debe usar únicamente hasta que un electricista certificado instale un tomacorriente instalado a tierra de manera adecuada (imagen A). El reborde rígido de color verde, terminal o similar que sale del adaptador se debe conectar a tierra como por ejemplo a una cubierta de toma corriente conectada a tierra de manera adecuada. Cuando se use el adaptador, se debe mantener en su lugar con un tornillo metálico.

**Nota:** en Canadá, el uso de un adaptador temporal no está permitido según el Código Eléctrico Canadiense.

Para Canadá – Esta aspiradora se debe usar en un circuito nominal de 120 voltios y tiene un enchufe a tierra que se ve como el que aparece en la ilustración A Figura AA. Asegúrese de conectar la aspiradora en un tomacorriente que tenga la misma configuración del enchufe. No se debe usar ningún adaptador con la aspiradora.

# INSTRUCTIONS DE MISE À LA TERRE

CE ASPIRATEURS DOIVENT ÊTRE MIS À LA TERRE. En cas de défaillance ou de panne, la mise à la terre fournira un chemin de moindre résistance qui réduit le risque de choc électrique. Cet appareil est pourvu d'un cordon muni d'un conducteur de terre et d'une fiche avec broche de terre. La fiche doit être branchée dans une prise appropriée correctement installée et mise à la terre conformément aux règlements et ordonnances locales. Le fait de couper le fil de terre ou de modifier la fiche annulera la garantie du produit. ProTeam n'assumera aucune responsabilité associée avec cet aspirateur modifié.

## ⚠️ MISE EN GARDE

Un conducteur de terre mal raccordé peut entraîner un risque de choc électrique. Consultez un électricien ou un technicien qualifié si vous n'êtes pas certain que la prise est correctement mise à terre. Surtout,

**NE PAS** modifier la fiche fournie avec l'aspirateur. Si la fiche ne peut pas être insérée dans la prise, faire installer une prise adéquate par un électricien qualifié. Les aspirateurs décrits dans ce guide doivent être utilisés avec une tension de circuit nominale de 120 volts ; ils ont une fiche semblable à celle illustrée au dessin A, de la figure AA. Un adaptateur temporaire identique à celui aux dessins B et C peut être utilisé pour brancher cette fiche dans une prise de deux pôles telle qu'illustrée au dessin B si une prise correctement mise à terre n'est pas disponible. Cet adaptateur temporaire devrait être utilisé seulement jusqu'à ce que la prise mise à terre (dessin A) puisse être installée par un électricien qualifié. L'oreille rigide de couleur verte qui sort de l'adaptateur doit être branchée à une mise à terre permanente comme par exemple une plaque d'une prise de courant à contact de mise à la terre. Lorsque l'adaptateur est utilisé, il doit être maintenu en place avec une vis en métal.

**Note :** Au Canada, l'usage d'un adaptateur temporaire n'est pas autorisé par le Code canadien de l'électricité.

Pour le Canada : Cet appareil doit être utilisé avec une tension de circuit nominale de 120 volts ; il est doté d'une fiche à contact de mise à terre semblable à celle illustrée au dessin A de la figure AA. Assurez-vous que les aspirateurs sont branchés à une prise ayant la même configuration que la fiche. Aucun adaptateur ne devrait être utilisé avec les aspirateurs décrits dans ce guide.

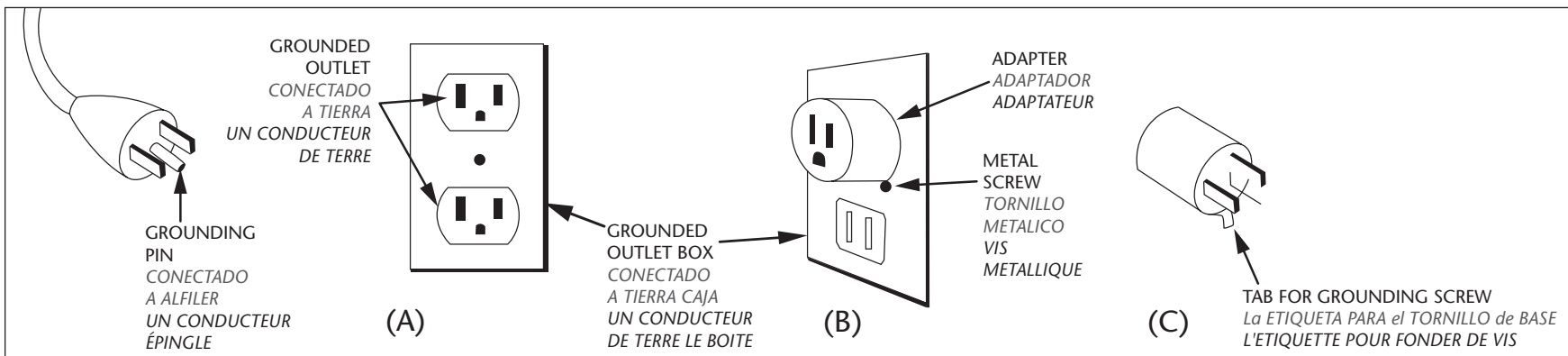


Figure AA/Figura AA

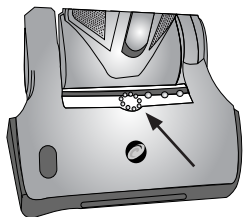


Figure A/Figura A

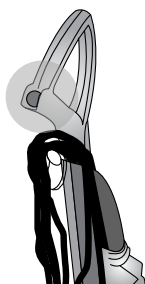


Figure B/Figura B

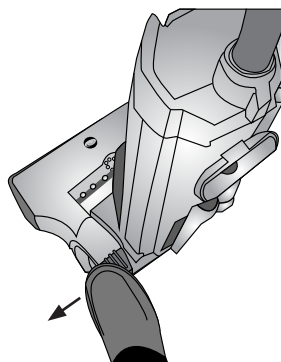


Figure C/Figura C

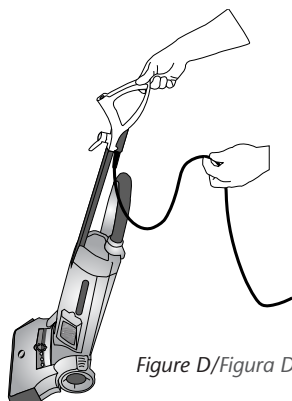


Figure D/Figura D

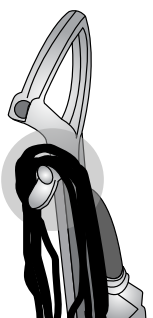


Figure E/Figura E

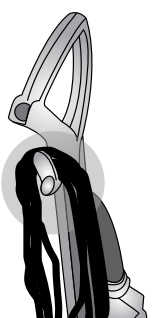


Figure F/Figura F

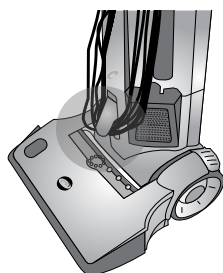


Figure G/Figura G

## BASICS

### INDICATOR LIGHTS

The panel on the front of the vacuum contains the indicators (Figure A) listed below:

*Easy to see circular LED light display, indicates performance actions:*

- (1) Everything okay = circulating green lights.
- (2) Full filter = red circulating lights.
- (3) Jammed brush = three red lights flashing.

### ON/OFF SWITCH

Make sure the vacuum is plugged into a 3-prong outlet, then press the ON/OFF switch to start or stop the vacuum (Figure B).

### SWITCH POSITIONS:

- I = Vacuum Motor On
- O = Off

### LOWERING THE HANDLE

To lower handle, place foot on outer edge of pedal and press to the side and pull handle toward you (Figure C).

### ELECTRICAL CORD CARE

- Leave slack in the cord while vacuuming (Figure D).
- DO NOT stretch the cord tightly between the vacuum and electrical outlet.
- RELEASE CORD. Turn cord storage release and place in the down position to release cord (Figure E).
- REWIND CORD FOR STORAGE. Turn the cord storage release and place in the up position. Wind cord around lower cord holder (Figure G) and cord storage release (Figure F).
- To avoid damaging the power cord and strain relief, always wrap power cord counter-clockwise around the top and bottom cord wraps.

## OPERACIONES BÁSICAS

### LUCES INDICADORAS

El panel de la parte frontal de la aspiradora contiene los siguientes indicadores (Figura A):

*Una pantalla circular de luces LED fácil de visualizar indica las actividades de funcionamiento;*

- (1) Todo bien = luces verdes fijas.
- (2) Filtro lleno = luces rojas fijas.
- (3) Cepillo atascado = tres luces rojas intermitentes.

### INTERRUPTOR DE ENENCENDIDO/APAGADO

Revise que la aspiradora esté conectada a un tomacorriente de tres puntas, luego presione el interruptor de encendido/apagado para encender o detener la aspiradora. (Figura B)

### LAS POSICIONES DEL INTERRUPTOR SON:

- I = Motor de la aspiradora encendido
- O = Apagado

### BAJAR LA MANIJA

Para bajar la manija, coloque el pie en el borde externo del pedal y presione hacia el costado y tire de la manija hacia usted. (Figura C).

### CUIDADO DEL CABLE ELÉCTRICO

- Deje holgura en el cable de alimentación durante el uso de la aspiradora (Figura D).
- NO tensione el cable entre la aspiradora y el tomacorriente.
- SOLTAR EL CABLE. Voltee el soporte para colocar el cable hacia abajo para poder soltar el cable. (Figura E)
- ENROLLAR EL CABLE. Voltee el soporte para colocar el cable hacia arriba. Enrolle el cable alrededor del soporte. (Figura F) (Figura G).
- Para evitar daños en el sujetador de cable, envuelva siempre el cable en sentido opuesto a las manecillas del reloj alrededor de la parte superior e inferior de la cubierta del cable.

## RENSEIGNEMENTS DE BASE

### VOYANTS

Les voyants suivants se trouvent sur le panneau sur le devant de l'aspirateur (Figure A):

*Voyants circulaires faciles à voir indiquant les actions de rendement :*

- (1) Tout est OK = une série de voyants verts s'allument en continu.
- (2) Filtre plein = une série de voyants rouges s'allument en continu.
- (3) Brosse bloquée = trois voyants rouges clignotent.

### INTERRUPTEUR MARCHÉ/ARRÊT (On/Off)

Assurez-vous que l'aspirateur est branché dans une prise triphasée, puis appuyez sur le bouton marche/arrêt pour démarrer ou arrêter l'aspirateur. (Figure B)

### POSITIONS DE L'INTERRUPTEUR:

- I = Moteur En Marche (ON)
- O = Arrêt (OFF)

### ABAISSER LA POIGNÉE

Pour abaisser la poignée, mettez un pied sur le bord extérieur de la pédale et poussez sur le côté en tirant la poignée vers vous. (Figure C).

### CORDON ÉLECTRIQUE

- Assurez-vous qu'il y a du jeu dans le cordon lorsque vous passez l'aspirateur (Figure D).
- Le cordon entre l'aspirateur et la prise électrique NE DOIT PAS être tendu.
- SORTIR LE CORDON: tournez le crochet de retenue vers le bas pour dégager le cordon. (Figure E)
- ENROULEZ le cordon pour le ranger: tournez le crochet de retenue vers le haut. Enroulez le cordon autour du support inférieur et le crochet de retenue. (Figure F) (Figure G)
- Pour éviter d'endommager le cordon et le réducteur de tension, enroulez toujours le cordon dans le sens antihoraire.

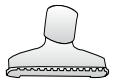


Figure A/Figura A

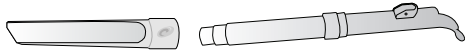


Figure B/Figura B

Figure C/Figura C



Figure D/Figura D

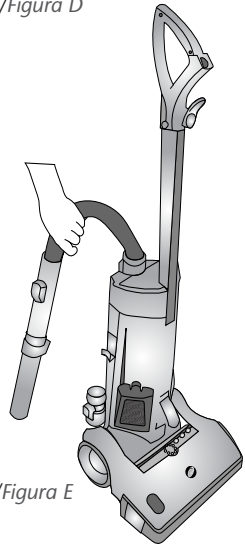


Figure E/Figura E



Figure F/Figura F

## ACCESSORIES

### UPHOLSTERY TOOL (Figure A):

- For cushions and draperies.

### CREVICE TOOL (Figure B):

- For crevices, air vents, corners, between cushions.

### CLOG-RESISTANT UNBREAKABLE WAND (Figure C):

- For high areas, such as ceilings, and other hard to reach areas.

### USING WAND

- Place the handle in the upright position.
- Pull the wand from the wand duct and attach the upholstery or crevice tool to end of wand (Figure A, and D). Pull the hose out from the wand until it locks under the button.
- Support the vacuum with one hand while cleaning with the wand to prevent tipping.
- When finished, replace wand in wand duct, securing it over the clip (Figure E). Press the button to release the hose back inside the wand.

### USING CARRY HANDLE

To support vacuum and carry when needed.

- Lift on - off via top plastic handle or aluminum handle. Carry with two hands supporting base and carry handle (Figure F).

### INSTALLING/REMOVING ACCESSORIES

- To install or remove the accessories, rotate part in or out of the clip (Figure G).

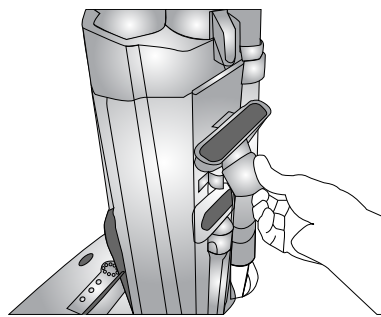


Figure G/Figura G

## ACCESORIOS

### HERRAMIENTA PARA TAPIZADOS (Figura A):

- Para almohadones y cortinas.

### BOQUILLA PARA LOS RINCONES (Figura B):

- Para hendiduras, agujeros de ventilación, entre almohadones.

### BOQUILLA PARA LOS RINCONES (Figura C):

- Para rincones, rejillas de ventilación, esquinas, para limpiar entre los cojines.

### ATASQUE RESISTENTE IRROMPIBLE TUBO (Figura D):

- Para áreas altas como techos y otras áreas difíciles de alcanzar.

### CÓMO UTILIZAR EL TUBO

- Coloque la manija en posición vertical.
- Saque el tubo de su conducto y conecte la herramienta para tapizados o hendiduras en el extremo del tubo (Figuras A y D). Tire de la manguera hacia afuera del tubo hasta que trabaje debajo del botón.
- Sostenga la aspiradora con una mano mientras limpia con el tubo para evitar que se voltee.
- Cuando haya terminado, vuelva a colocar el tubo en su conducto, trabándolo con la grapa (Figura E). Presione el botón para volver a liberar la manguera en el interior del tubo.

### CÓMO UTILIZAR LA MANIJA DE TRANSPORTE

Para sostener la aspiradora y transportarla cuando sea necesario.

- Levántela de la manija de plástico o manija de aluminio superior. Lévela tomando la base y manija de transporte con las dos manos (Figura F).

### CÓMO INSTALAR/RETIRAR ACCESORIOS

- Para instalar o retirar los accesorios, rote la pieza hacia dentro o fuera de la grapa (Figura G).

## ACCESSOIRES

### BROSSE À MEUBLE (Figure A):

- Pour les coussins et les rideaux.

### ACCESSOIRE POUR INTERSTICES (Figure B):

- Pour interstices, événements d'aération, coins, entre les coussins.

### ACCESSOIRE POUR INTERSTICES (Figure C):

- Pour interstices, événements d'aération, coins, entre les coussins.

### TUBE-RALLONGE INCASSABLE RÉISTANT AUX BLOCAGES (Figure D):

- Pour les endroits en hauteur tels les plafonds et autres endroits difficiles à atteindre.

### UTILISATION DU TUBE-RALLONGE

- Mettez le manche en position verticale.
- Tirez le tube-rallonge hors de son compartiment et fixez l'accessoire de nettoyage pour meubles rembourrés ou l'accessoire pour interstices à l'extrémité du tube-rallonge (Figure A et D). Tirez le tuyau hors de son compartiment jusqu'à ce qu'il se verrouille sous le bouton.
- Tenez l'aspirateur d'une main lorsque vous utilisez le tube-rallonge pour éviter qu'il bascule.
- Lorsque vous avez terminé, remplacez le tube-rallonge dans son compartiment en le fixant sur l'attache (Figure E). Appuyez sur le bouton pour faire entrer le tuyau à l'intérieur du tube-rallonge.

### UTILISATION DE LA POIGNÉE DE TRANSPORT

Pour soutenir l'aspirateur et le transporter au besoin.

- Soulevez la poignée en plastique supérieure ou la poignée en aluminium. Transportez l'aspirateur avec vos deux mains; une sur la base et l'autre sur la poignée (Figure F).

### INSTALLATION/RETRAIT DES ACCESSOIRES

- Pour installer ou retirer des accessoires, faites tourner l'accessoire sur ou hors de l'attache (Figure G).



## FILTERS

### CHANGING INTERCEPT MICRO FILTER

1. To open the filter bag cover, disconnect the hose and rotate cam lock (Figure A) on top of the bag cover and open cover (Figure B).
2. Lifting up on lid rim or center opening, remove the used Intercept Micro Filter from the vacuum and discard. DO NOT reuse bag.
3. Insert the new Intercept Micro Filter, push down around the rim to lock & seal the lid onto the filter bag housing.
4. Close the cover and rotate cam lock into place.

### CHANGING MOTOR INTAKE FILTER

The motor intake filter is located under the Intercept Micro Filter.

1. Remove the Intercept Micro Filter, then lift the motor intake filter from the filter bag housing (Figure C).
2. Wash the motor intake filter in warm, soapy water, rinse, and let AIR DRY.
3. Replace the motor intake filter, then the Intercept Micro Filter, (white side facing upwards).
4. Close the cover and rotate cam lock into place.

### CHANGING HEPA MEDIA FILTER

1. Remove the filter cover. Press the release latch down and pull from vacuum (Figure D).
2. Remove the old HEPA media filters (Figure E).
3. Insert the new HEPA media filters into cover. DO NOT REUSE HEPA FILTERS.
4. Clean or dust filter cover and replace.

### MAINTAINING THE FILTERS

**HINT: Protect your motor! Keep your filters clean.**

#### CHECK:

- Intercept Micro Filter before you vacuum.
- Intercept Micro Filter after you vacuum.
- Motor Intake Filter alternating when you change Intercept Micro Filter.
- HEPA Media Filter alternating when you change Intercept Micro Filter.

**Always place switch in OFF, or "O" position, and unplug cord from outlet before changing filters or clearing obstructions.**

To order, contact your local distributor or contact ProTeam Customer Service: 866.888.2168 · proteam.emerson.com customerservice.proteam@emerson.com

Reorder # 107377	10 pk Intercept Micro Filter
107005	HEPA Media Filter
834721	Motor Intake Filter

## FILTROS

### CAMBIO DE LA BOLSA DE MICRO FILTRO

1. Para abrir la cubierta de la bolsa de filtro desconectar la manguera y gire el cerrojo de leva (Figura A) situado en la cubierta de la bolsa y abra la cubierta (Figura B).
2. Levantando del borde de la tapa o abertura central, saque el filtro Intercept Micro de la aspiradora y deséchelo. No vuelva a utilizar esa bolsa.
3. Coloque el nuevo filtro Intercept Micro, presione alrededor del borde para trabar y sellar la tapa sobre el alojamiento de la bolsa de filtro.
4. Cierre la cubierta y trábela.

### CAMBIO DEL FILTRO DE ENTRADA DEL MOTOR

El filtro de entrada del motor está localizado debajo de la bolsa del micro filtro.

1. Retire la bolsa del micro filtro, saque el filtro de entrada del motor del compartimiento de la bolsa del filtro (Figura C).
2. Lave el filtro de entrada del motor en agua jabonosa tibia, enjuague y DEJE SECAR COMPLETAMENTE.
3. Vuelva a colocar el filtro de entrada del motor y luego la bolsa del micro filtro.
4. Cierre la cubierta y ajuste bien.

### CAMBIO DEL FILTRO

1. Retire la cubierta del filtro. Presione el seguro tirando hacia afuera de la aspiradora (Figura D).
2. Quite el filtro de escape usado (Figura E).
3. Inserte el Nuevo filtro de escape. NO REUTILICE EL FILTRO.
4. Limpie o quite el polvo la cubierta del filtro del escape y reemplaza.

### MANTENIMIENTO DE LOS FILTROS

**SUGERENCIA: Proteja su motor! Mantenga los filtros limpios.**

#### REVISE:

- El micro filtro antes de aspirar.
- El micro filtro después de aspirar.
- Alternar motriz de filtro de toma cuando usted cambia bolsa Micro de filtro.
- El filtro del escape que alterna cuando usted cambia bolsa Micro de filtro.

**Coloque siempre el interruptor en la posición de APAGADO u "OFF" y desconecte el cable del tomacorriente antes de cambiar los filtros y limpiar las obstrucciones o atascos.**

Para realizar pedidos, comuníquese con el distribuidor local o con el Servicio de Atención al Cliente de ProTeam al: 866.888.2168 · proteam.emerson.com customerservice.proteam@emerson.com

Para pedir repuesto # 107377	Filtro Intercept Micro 10 pk
107005	Filtro Medios HEPA
834721	Filtro de entrada del motor

## FILTRES

### CHANGER LE FILTRE INTERCEPT MICRO

1. Pour ouvrir le couvercle du sac à filtre, pour remplacer le filtre Intercept Micro, débrancher le flexible et tournez le verrou à came (Figure A) sur le dessus du couvercle du sac et ouvrez le couvercle (Figure B).
2. Soulevez le rebord du couvercle ou l'ouverture centrale, enlevez le filtre Intercept Micro et jetez-le. Ne le réutilisez pas.
3. Insérez un nouveau filtre Intercept Micro, appuyez tout autour du rebord pour le fixer en place et sceller le couvercle sur le compartiment du filtre.
4. Refermez le couvercle. Un clic vous indiquera qu'il est bien fermé.

### CHANGER LE FILTRE DE LA PRISE D'AIR DU MOTEUR

Ce filtre est situé sous le filtre Intercept Micro

1. Retirez le filtre Intercept Micro puis enlevez le filtre de la prise d'air du moteur (Figure C).
2. Lavez le filtre dans de l'eau tiède savonneuse. Rincez et laissez SÉCHER À L'AIR.
3. Remplacez le filtre de prise d'air puis le filtre Intercept Micro.
4. Refermez le couvercle. Un clic vous indiquera qu'il est bien fermé.

### CHANGER LE FILTRE D'ÉVACUATION MÉDIAS HEPA

1. Enlevez le couvercle-filtre d'évaluation. Appuyez sur le bouton de déverrouillage et sortez le filtre de l'aspirateur (Figure D).
2. Enlevez le filtre médias HEPA (Figure E).
3. Insérez un nouveau filtre médias HEPA. NE PAS RÉUTILISER LE VIEUX FILTRE.
4. Nettoyez ou épussetez le couvercle-filtre et remettez-le en place.

### ENTRETIEN DES FILTRES

**CONSEIL: Protégez votre moteur! Gardez les filtres propres.**

#### VÉRIFIEZ:

- Le filtre Intercept Micro avant de passer l'aspirateur.
- Le filtre Intercept Micro après avoir passé l'aspirateur.
- Le filtre de la prise d'air du moteur lorsque vous changez le filtre Intercept Micro.
- Le filtre d'évacuation lorsque vous changez le filtre Intercept Micro.

**Toujours mettre l'interrupteur à la position Arrêt (OFF) ou O, et débrancher l'aspirateur avant de changer les filtres ou de dégager les blocages.**

Pour commander, contactez votre distributeur local ou appelez le service à la clientèle ProTeam: 866.888.2168 proteam.emerson.com customerservice.proteam@emerson.com

No de commande	107377 Paquet de 10 filtres Intercept Micro
	107005 Filtre Médias HEPA
	834721 Filtre de la prise d'air du moteur

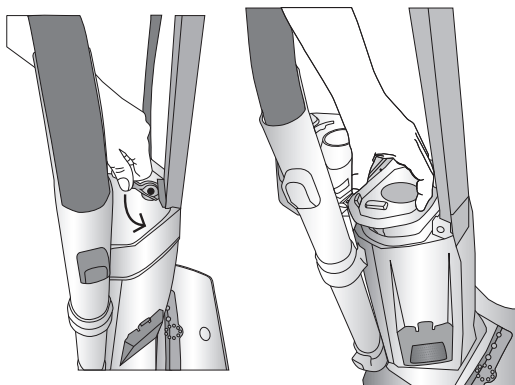


Figure A/Figura A

Figure B/Figura B

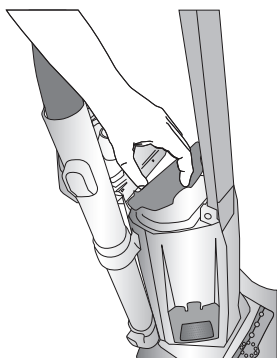


Figure C/Figura C

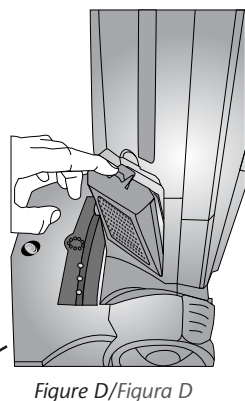


Figure D/Figura D

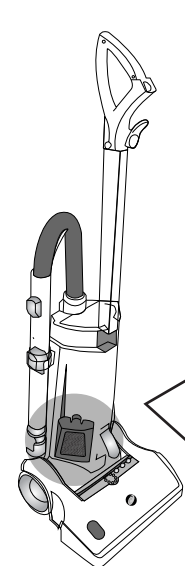


Figure E/Figura E

Figure A/Figura A

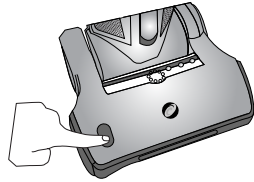


Figure B/Figura B

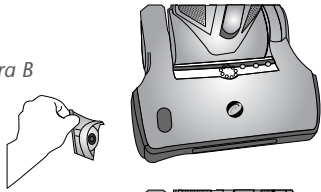


Figure C/Figura C

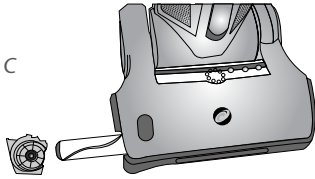


Figure D/Figura D

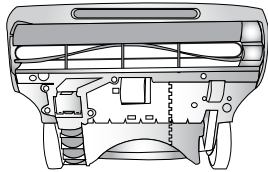
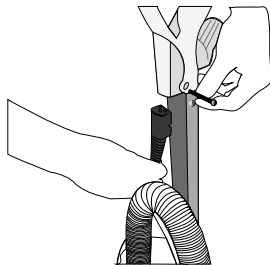


Figure E/Figura E



## REMOVING THE BRUSH ROLL

### TO CHANGE THE BRUSH ROLL:

1. Unplug power cord from outlet.
2. Press button (Figure A) and pull the bearing block cover outwards (Figure B).
3. Turn the brush roll (Figure C) clockwise and pull the brush out of the channel.
4. The new brush fits back into the channel over the drive shaft, rotate brush counter clockwise until it snaps into position on the drive shaft. Replace brush cover (Figure C) by aligning bearing with shaft, push until door snaps into place. Pressing the button downwards while installing the brush cover helps installation. Also, laying unit backwards may help with brush installation (Figure D).

## REPLACING POWER CORD

### REPLACING THE POWER CORD

1. Unplug power cord from outlet, remove screw from handle and pull down on the cord strain relief to remove the cord (Figure E).
2. Install new cord pushing it up inside handle and secure cord with screw relief (Figure E).

## CÓMO EXTRAER EL RODILLO DE CEPILLO.

### PARA CAMBIAR EL RODILLO DE CEPILLO:

1. Desenchufe el cable de alimentación del tomacorriente.
2. Presione el botón (Figura A) y tire de la tapa del portacojinete hacia afuera (Figura B).
3. Gire el rodillo de cepillo (Figura C) en el sentido de las agujas del reloj y retire el cepillo del canal.
4. El nuevo cepillo encaja en el canal por sobre el eje motor, rote el cepillo en sentido contrario a las agujas del reloj hasta que trabe en el eje motor. Vuelva a colocar la cubierta del cepillo (Figura C) alineando el cojinete con el eje, y presione hasta que la puerta quede trabada. La instalación se facilita si presiona el botón hacia abajo mientras instala la cubierta del cepillo. Si inclina la unidad hacia atrás también facilitará la instalación del cepillo (Figura D).

## CÓMO REEMPLAZAR EL CABLE DE ALIMENTACIÓN

### CÓMO REEMPLAZAR EL CABLE DE ALIMENTACIÓN

1. Desenchufe el cable de alimentación del tomacorriente; saque el tornillo de la manija y tire del sujetacables para retirar el cable (Figura E).
2. Instale el nuevo cable empujándolo dentro de la manija y asegure el cable con el sujetacables (Figura E).

## RETRAIT DU ROULEAU DE LA BROSE

### POUR CHANGER LE ROULEAU DE LA BROSE

1. Débranchez le cordon d'alimentation de la prise.
2. Appuyez sur le bouton (Figure A) et retirez le couvercle du bloc de roulement (Figure B).
3. Tournez le rouleau de la brosse (Figure C) dans le sens horaire et sortez la brosse de son compartiment.
4. Insérez la nouvelle brosse dans le compartiment sur l'arbre d'entraînement. Faites tourner la brosse dans le sens antihoraire jusqu'à ce qu'elle s'enclenche sur l'arbre d'entraînement. Remettez le couvercle de la brosse (Figure C) en alignant le bloc de roulement avec l'arbre et appuyez jusqu'à ce que le couvercle s'enclenche. Si vous appuyez sur le bouton lors de l'installation du couvercle de la brosse, l'installation se fera plus facilement. Également, le fait de déposer l'unité à l'envers peut aider lors de l'installation de la brosse (Figure D).

## REEMPLACEMENT DU CORDON D'ALIMENTATION

### REEMPLACEMENT DU CORDON D'ALIMENTATION

1. Débranchez le cordon d'alimentation de la prise, retirez la vis du manche et tirez sur le serre-câble du cordon pour le retirer (Figure E).
2. Installez un nouveau cordon en l'insérant dans le manche et fixez-le avec un serre-câble (Figure E).

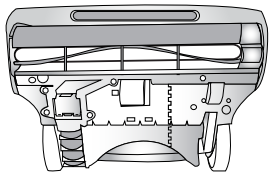


Figure A/Figura A

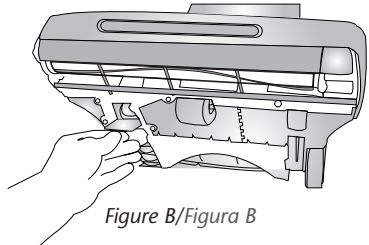


Figure B/Figura B

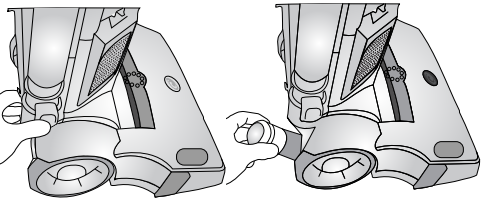


Figure C/Figura C

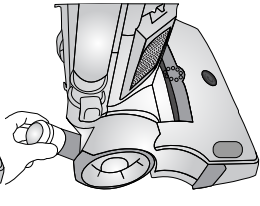


Figure D/Figura D

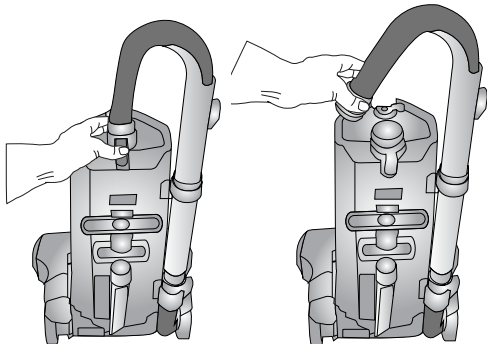


Figure E/Figura E

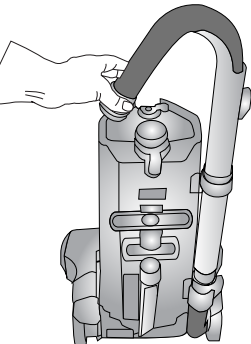


Figure F/Figura F

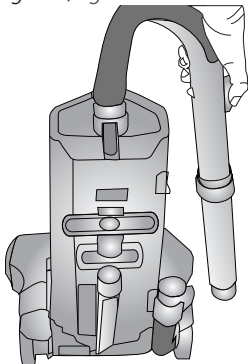


Figure G/Figura G

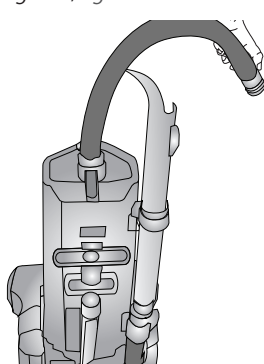


Figure H/Figura H

## CLEARING BLOCKAGES

### CHECKING FOR BLOCKAGES

1. Unplug power cord from outlet.
2. Underneath the power head is an inspection door to check for blockages (Figure A). To open the door, press down on the door tab (Figure B).
3. Check lower hose for blockage. Press the button (Figure C) to release the hose (Figure D).
4. Check upper hose for blockage. Press buttons (Figure E) & (Figure F) to release the hose (Figure G) & (Figure H).

### CLEARING THE BRUSH ROLL:

Obstructions such as hair, string, and throw rugs may cause the red brush indicator light to be illuminated and the power nozzle to shut off.

1. Turn off vacuum and unplug power cord from outlet.
2. On underside of vacuum, pull out, or cut away, obstructions on the brush roll (Figure A).

## VACIAR OBSTRUCCIONES

### BÚSQUEDA DE OBSTRUCCIONES

1. Desenchufe el cable del tomacorriente.
2. Debajo de la tapa del motor hay una puerta de inspección para verificar obstrucciones (Figura A). Para abrir la puerta, presione la pestaña de la puerta (Figura B).
3. Verifique si hay obstrucciones en la manguera inferior. Presione el botón (Figura C) para liberar la manguera (Figura D).
4. Verifique que si hay obstrucciones en la manguera superior. Presione los botones (Figura E) y (Figura F) para liberar la manguera (Figura G) y (Figura H).

### LIMPIEZA DEL RODILLO CEPILLADOR:

Obstrucciones tales como cabello, cordones y alfombritas podrían hacer que la luz roja del indicador del cepillo se ilumine y que la boquilla eléctrica se apague.

1. Apague la aspiradora y desenchufe el cable del tomacorriente.
2. En la parte de abajo de la aspiradora, retire o corte las obstrucciones que pueda haber en el rodillo cepillador.

## OBSTRUCTIONS D'ENLEVEMENT

### VÉRIFIEZ S'IL Y A DES BLOCAGES

1. Débranchez le cordon d'alimentation de la prise.
2. Sous la tête motorisée se trouve une porte permettant de vérifier s'il y a des blocages (Figure A). Pour ouvrir la porte, appuyez sur la languette (Figure B).
3. Vérifiez s'il y a un blocage dans la partie inférieure du tuyau. Appuyez sur le bouton (Figure C) pour dégager le tuyau (Figure D).
4. Vérifiez s'il y a un blocage dans la partie supérieure du tuyau. Appuyez sur les boutons (Figure E) et (Figure F) pour dégager le tuyau (Figure G) et (Figure H).

**NETTOYEZ LA BROSSSE :** Le voyant rouge de la brosse peut s'allumer et le suceur motorisé peut s'arrêter si des cheveux, de la ficelle et des carpettes obstruent la brosse.

1. Éteignez l'aspirateur et débranchez le cordon d'alimentation de la prise.
2. Sous l'aspirateur, retirez ou coupez tout ce qui obstrue la brosse (Figure A).

# TROUBLESHOOTING

## IF THE VACUUM WILL NOT OPERATE:

### Make sure that:

1. The power switch is "ON".
2. The power supply cord is firmly connected to the vacuum and plugged into the outlet.
3. The circuit breaker for your building is on.
4. The handle is fully inserted into the receptacle (pg. 4).
5. If the above connections are properly made, it may be a bad power switch or other electrical problem. Take it to an authorized ProTeam Warranty station for repair.

## IF THE POWER CORD IS WARM:

- If an extension cord is needed for extra length, use a safety colored cord (16 AWG Type SJT or better) up to 50 feet, If longer extension cord is needed use 14 gauge or heavier up to 100 feet.
- Or take to authorized ProTeam Warranty Station.

## IF EXHAUST FROM VACUUM IS TOO WARM:

### Check the filters (pg. 7):

- Replace the Intercept Micro Filter if full or not in place.
- Clean the motor intake filter.
- Replace the HEPA media filters.

## IF THE VACUUM HAS NO SUCTION:

- Check the hose, wand, floor tool and clear any obstructions (pg. 9).
- Check the filters and clean or change (pg. 7).

## WARNING LIGHT INDICATORS:

- Circulating green lights means everything is okay.
- Red circulating lights means air obstruction; check air passage for clogs (Page 9), change Intercept Micro Filter (Page 7), and/or clean motor intake filter (Page 7).
- Three red flashing lights means jammed brush. Remove brush (Page 8) and check for obstructions.

# RESOLUCIÓN DE PROBLEMAS

## ¡LA ASPIRADORA NO FUNCIONA!

### Revise sí:

1. El interruptor esté en la posición de encendido "ON".
2. La cuerda de la alimentación es conectada firmemente al vacío y tapado en la salida.
3. El cortacircuitos de su edificio está en la posición de encendido.
4. El asidero es insertado completamente en el receptáculo (pg. 4).
5. Si las conexiones anteriores se han hecho adecuadamente, puede ser un interruptor de alimentación mala o un problema eléctrico. Llévelo a un centro de garantía autorizado ProTeam para el diagnóstico.

## SI EL CABLE DE ALIMENTACIÓN ESTÁ CALIENTE:

- Si utiliza un cable de extensión que se necesita para una longitud extra, utilice un cable de seguridad de color (16 AWG SJT tipo de medidor o mejor) no más de 50 pies, Si ya no es necesario usar cable de calibre 14 o más pesado de hasta 100 pies.
- Lleve la aspiradora a una estación o centro de Garantía Autorizado ProTeam.

## EL ESCAPTE DE LA ASPIRADORA ESTA DEMASIADO CALIENTE!:

### Revise los filtros (pg. 7):

- Cambie la bolsa del micro filtro si está llena.
- Limpie el filtro de entrada del motor.
- Reemplace el filtro de escape.

## LA ASPIRADORA NO TIENE SUCCION!:

- Revise la manguera, el tubo y el accesorio y limpie cualquier obstrucción (pg. 9).
- Revise los filtros y límpielos o cámbielos (pg. 7).

## LUCES INDICADORAS DE ADVERTENCIA:

- Las luces verdes fijas significan que todo está bien.
- Las luces rojas fijas significan que hay una obstrucción en el conducto de ventilación; verifique que el paso del aire no esté obstruido (Página 9), cambie el filtro Intercept Micro (Página 7), y/o limpie el filtro de entrada del motor (Página 7).
- Tres luces rojas intermitentes significan cepillo atascado. Retire el cepillo (Página 8) y compruebe si hay obstrucciones.

# TABLEAU DE DÉPANNAGE

## L'ASPIRATEUR NE SE MET PAS EN MARCHÉ:

### Assurez-vous que:

1. L'interrupteur est à En Marche (ON).
2. Le cordon est solidement branché à l'aspirateur et bien inséré dans la prise murale.
3. Le disjoncteur du bâtiment est «ouvert».
4. La poignée est complètement entrée dans le réceptacle (pg. 4).
5. Si les connexions ci-dessus ont été effectués correctement, il peut être un interrupteur d'alimentation mauvaise ou un autre problème électrique. Prenez-le à une station autorisée Garantie ProTeam pour le diagnostic.

## LE CORDON EST CHAUD:

- Si une rallonge électrique est nécessaire pour une longueur supplémentaire, utilisez un cordon de sécurité de couleur (16 AWG SJT type jauge ou mieux) ne sont plus de 50 pieds, Si cordon plus long est nécessaire d'utiliser de calibre 14 ou plus lourd jusqu'à 100 pieds.
- Apportez l'aspirateur à un centre de service autorisé ProTeam.

## L'AIR ÉVACUÉ DE L'ASPIRATEUR EST TROP CHAUD:

### Vérifiez les filtres (pg. 7):

- Mettez un filtre Intercept Micro s'il n'y en a pas ou remplacez-le s'il est plein.
- Nettoyez le filtre de la prise d'air du moteur.
- Remplacer le filtre d'évacuation médias HEPA.

## PAS DE SUCCION:

- Vérifiez le tuyau, le tube-rallonge ou l'accessoire pour le déboucher, s'il y a lieu (pg. 9).
- Vérifiez les filtres, nettoyez-les ou remplacez-les (pg. 7).

## VOYANTS D'AVERTISSEMENT :

- Voyants verts en continu signifie que tout est OK.
- Voyants rouges en continu signifie une obstruction; vérifiez le tuyau pour vous assurer qu'il n'est pas bouché (Page 9), changez le filtre Intercept Micro (Page 7) et/ou nettoyez le filtre de prise d'air du moteur (Page 7).
- Trois voyants rouges clignotants signifie que la brosse est bloquée. Retirez la brosse (Page 8) et dégarez le blocage.



## RECOMMENDED PREVENTIVE MAINTENANCE

### ⚠️ WARNING

- UNPLUG the vacuum when performing any maintenance.
- CHECK the condition of all electrical cords before each use.

#### UPON RECEIPT

Check unit for any defects, missing or broken parts. Call ProTeam with this information, along with any questions you may have.

#### DAILY/AFTER EACH USE

Check Intercept Micro Filter. Replace if full or if it contains organic debris or other material that may spontaneously combust. Use only genuine ProTeam replacement filters to ensure optimal performance, achieve improved indoor air quality, and to maintain a valid vacuum warranty. All filters must be in place to operate vacuum. This will optimize airflow and prevent the motor from laboring.

#### ELECTRICAL CORD CARE

NEVER stretch the cord tightly between the vacuum and the outlet. A cord that is stretched or pulled may not function properly, can damage the cord or plug, and creates a tripping hazard.

Any other servicing should be performed by an authorized service representative.

#### PROPER STORAGE

When the vacuum is not in use, the vacuum and extension cord should be stored indoors and in a dry place.

### ⚠️ WARNING

- The following information is for use by qualified service personnel only, and provides guidance for trouble shooting and maintenance under normal working conditions.
- UNPLUG the vacuum when working on the motor or any electrical part.

#### MOTOR SERVICE

Only a ProTeam-authorized service or warranty center should replace the carbon motor brushes or motor. Replacement schedule for motors with replaceable brushes:

1. After the first 800 hours of operation.
2. Again after the next 400 hours of operation.
3. Again after the next 200 hours of operation.

## MANTENIMIENTO PREVENTIVO RECOMENDADO

### ⚠️ ADVERTENCIA

- DESENCHUFE la aspiradora al realizar cualquier tarea de mantenimiento.
- VERIFIQUE el estado de todos los cables eléctricos antes de cada uso.

#### AL RECIBIR EL ARTEFACTO

Verifique el aparato para detectar cualquier defecto o pieza faltante o rota. Llame a ProTeam para proporcionarle esta información, junto con cualquier pregunta que tenga.

#### DIARIAMENTE/DESPUÉS DE CADA USO

Revise el Micro Filtro Intercept. Sáquelo si está lleno o si tiene residuos orgánicos o de otro material que pueda arder espontáneamente. Use Sólo los filtros de repuesto ProTeam legítimos para asegurar el rendimiento óptimo, lograr una mejor calidad del aire interior y mantener una garantía de aspiración válida. Para que la garantía permanezca vigente, se deben usar filtros Intercept Micro en todas las aspiradoras ProTeam. Todos los filtros deben estar colocados para hacer funcionar la aspiradora. Esto optimiza el flujo de aire e impide que el motor trabaje excesivamente.

#### CUIDADO DEL CABLE ELÉCTRICO

NUNCA estire mucho el cable entre la aspiradora y el tomacorriente. Si el cable se tensa o jala, no funcionará adecuadamente, y se puede dañar el cable o el enchufe, además de generar un riesgo de tropiezos.

Cualquier otro servicio debe ser realizado por un representante de servicio autorizado.

#### ALMACENAMIENTO ADECUADO

Cuando la aspiradora no esté en uso, se debe almacenar, al igual que el cable de extensión, en un lugar seco y bajo techo.

### ⚠️ ADVERTENCIA

- La siguiente información debe ser utilizada exclusivamente por personal de mantenimiento calificado, y aporta una guía para la solución de problemas y mantenimiento en operaciones de funcionamiento normales.
- DESENCHUFE la aspiradora cuando trabaje en el motor o en cualquier pieza eléctrica.

#### ESCOBILLAS DEL MOTOR

Las escobillas de carbono del motor sólo deben ser reemplazadas en un centro de reparación o de garantía autorizado de ProTeam. Use el siguiente cronograma de reemplazo:

1. Después de las primeras 800 horas de operación.
2. Nuevamente después de las 400 horas siguientes de operación.
3. Nuevamente después de las 200 horas siguientes de operación.

## ENTRETIEN PRÉVENTIF RECOMMANDÉ

### ⚠️ MISE EN GARDE

- DÉBRANCHEZ l'aspirateur avant de procéder à son entretien.
- VÉRIFIEZ l'état de tous les cordons électriques avant chaque utilisation.

#### À LA RÉCEPTION

Vérifiez si l'appareil est défectueux, s'il manque des pièces ou s'il y a des pièces brisées. Contactez ProTeam pour les en informer ou si vous avez des questions.

#### ENTRETIEN QUOTIDIEN / APRÈS CHAQUE UTILISATION

Vérifiez le filtre Intercept Micro. Remplacer si plein ou si elle contient des débris organiques ou d'autres matériaux qui peuvent s'enflammer spontanément. N'utilisez que filtres de rechange ProTeam afin d'assurer une performance optimale, d'améliorer la qualité de l'air à l'intérieur et de maintenir la validité des garanties. Assurez-vous que tous les filtres sont en place avant d'utiliser l'aspirateur. Cela assurera une bonne succion et empêchera le moteur de forcer.

#### ENTRETIEN DU CORDON ÉLECTRIQUE

NE TENDEZ JAMAIS le cordon à son maximum entre l'aspirateur et la prise. Un cordon qui est trop tendu ne fonctionnera pas correctement et pourra endommager la prise ou le cordon. Il constitue également un risque que quelqu'un trébucher en s'y accrochant les pieds.

Toute autre réparation doit être effectuée par un représentant de service autorisé.

#### RANGEMENT

When the vacuum is not in use, the vacuum and extension cord should be stored indoors and in a dry place.

### ⚠️ MISE EN GARDE

- L'information suivante est uniquement destinée au personnel qualifié faisant les réparations et constitue des lignes de conduite pour le règlement des problèmes et l'entretien des appareils dans des conditions normales d'utilisation.
- DÉBRANCHEZ l'aspirateur lors de travaux sur le moteur ou toute autre composante électrique.

#### BALAIS DES MOTEURS

Seul un centre d'entretien ou de garantie ProTeam autorisé peut remplacer les balais au carbone du moteur. Le remplacement doit se faire selon le calendrier d'entretien suivant:

1. Après les 800 premières heures de fonctionnement.
2. Puis après les prochaines 400 heures de fonctionnement.
3. Puis après les prochaines 200 heures de fonctionnement.



ProGuard 20: 1071310  
ProGuard 15: 1071300  
ProGuard 10: 1071290



*\*The ProGuard 15 and 20 are shown with optional front mount squeegee.*

**⚠ WARNING**

**Read Owner's Manual before using this product.  
Failure to do so can result in injury or property damage.**

**OWNER'S MANUAL**

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## IMPORTANT SAFETY INSTRUCTIONS

Including Model Numbers: 1071290, 1071300, and 1071310.

Safety is a combination of using common sense, staying alert, and knowing how your Wet/Dry Vacuum cleaner works.

### Safety Signal Words

▲ **DANGER:** Indicates a hazardous situation which, if not avoided, will result in death or serious injury.

▲ **WARNING:** Indicates a hazardous situation which, if not avoided, could result in death or serious injury.

▲ **CAUTION:** Indicates a hazardous situation which, if not avoided, could result in minor or moderate injury.

When using your Vacuum, always follow basic safety precautions including the following:

### ▲ WARNING

- To reduce the risk of fire, electric shock, or injury:

- Read and understand this manual and all labels on the Vacuum before operating.
- Use only as described in this manual.
- Do not leave Vacuum running while unattended - you may fail to notice important signs indicating abnormal operation such as loss of suction, debris/liquid exiting the exhaust, or abnormal motor noises. Immediately stop using Vacuum if you notice these signs.
- Do not leave Vacuum when plugged in. Unplug from outlet when not in use and before servicing.
- Sparks inside the motor can ignite flammable vapors or dust. To reduce the risk of fire or explosion, do not use near combustible liquids, gases, or dusts, such as gasoline or other fuels, lighter fluid, cleaners, oil-based paints, natural gas, coal dust, magnesium dust, grain dust, aluminum dust, or gun powder.
- Do not vacuum anything that is burning or smoking, such as cigarettes, matches, or hot ashes.
- To reduce the risk of inhaling toxic vapors, do not vacuum or use near toxic or hazardous materials.
- To reduce the risk of electric shock, do not expose to rain or allow liquid to enter motor compartment. Store indoors.
- Do not allow to be used as a toy. Close attention is necessary when used by or near children.
- Do not use with a torn filter or without filter installed except when vacuuming liquids as described in this manual. Dry debris ingested by the impeller may damage the motor or be exhausted into the air.

## INSTRUCCIONES DE SEGURIDAD IMPORTANTES

Incluyendo los números de modelo: 1071290, 1071300, y 1071310.

La seguridad es una combinación de sentido común, permanecer alerta y saber cómo funciona la aspiradora para mojado/seco.

### Palabras de señal de seguridad

▲ **PELIGRO:** indica una situación peligrosa que, si no se evita, causará la muerte o lesiones graves.

▲ **ADVERTENCIA:** indica una situación peligrosa que, si no se evita, podría causar la muerte o lesiones graves.

▲ **PRECAUCIÓN:** indica una situación peligrosa que, si no se evita, pudiera causar lesiones leves o moderadas

Cuando utilice la aspiradora, siga siempre las precauciones básicas de seguridad, incluyendo las siguientes:

### ▲ ADVERTENCIA - Para reducir el riesgo de incendio, sacudidas eléctricas o lesiones:

- Lea y entienda este manual del usuario y todas las etiquetas que están colocadas en la aspiradora para mojado/seco antes de utilizarla.
- Utilice la aspiradora únicamente de la manera que se describe en este manual.
- No deje la aspiradora en marcha mientras esté desatendida. Usted podría no notar señales importantes que indiquen un funcionamiento anormal, tal como pérdida de succión, residuos o líquido que salen por el escape o ruidos anormales del motor. Deje de usar la aspiradora inmediatamente si observa estas señales.
- No abandone la aspiradora cuando esté enchufada. Desenchúfela del tomacorriente cuando no la esté utilizando y antes de realizar servicio de revisión.
- Las chispas que se producen en el interior del motor pueden incendiar los vapores inflamables o el polvo. Para reducir el riesgo de incendio o explosión: No use la aspiradora cerca de líquidos, gases, o polvos combustibles como gasolina u otros combustibles, líquido encendedor, limpiadores, pinturas a base de aceite, gas natural, hidrógeno, polvo de carbón, polvo de magnesio, polvo de aluminio, polvo de granos de cereal o pólvora.
- No recoja con la aspiradora nada que esté ardiendo o humeando, como cigarrillos, fósforos o cenizas calientes.
- Para reducir el riesgo de inhalar vapores tóxicos, no recoja con la aspiradora materiales tóxicos o peligrosos ni la use cerca de dichos materiales.
- Para reducir el riesgo de descargas eléctricas, no esponga la aspiradora a la lluvia ni deje que entren líquidos en el compartimiento del motor. Guarde la aspiradora en un lugar interior.
- No permita que la aspiradora se utilice como un juguete. Se necesita prestar máxima atención cuando sea utilizada por niños o cerca de éstos.
- No use la aspiradora con un filtro desgarrado o sin tener el filtro instalado, excepto cuando recoja con ella líquidos de la manera que se describe en este manual. Los residuos secos absorbidos por el impulsor podrían dañar el motor o ser expulsados de vuelta al aire.

## CONSIGNES DE SÉCURITÉ IMPORTANTES

Y compris les modèles numéros : 1071290, 1071300, et 1071310.

La sécurité est une combinaison de faire preuve de bon sens, rester vigilant et savoir comment votre aspirateur de liquides et de poussières fonctionne.

### Termes de signalisation de questions de sécurité

▲ **DANGER :** indique une situation dangereuse qui, si elle n'est pas évitée, causera la mort ou une blessure grave.

▲ **AVERTISSEMENT :** indique une situation dangereuse qui, si elle n'est pas évitée, risque de causer la mort ou une blessure grave.

**MISE EN GARDE :** indique une situation dangereuse qui, si elle n'est pas évitée, pourrait causer une blessure légère ou modérée.

Prenez toujours des précautions élémentaires, notamment les précautions suivantes, lorsque vous utilisez votre aspirateur de liquides et de poussières :

### ▲ AVERTISSEMENT - Pour réduire le risque d'incendie, de choc électrique ou de blessure :

- Lisez et comprenez ce manuel et toutes les étiquettes placées sur l'aspirateur avant de mettre celui-ci en marche.
- N'utilisez l'aspirateur que comme cela est décrit dans ce mode d'emploi.
- Ne laissez pas en marche pendant que vous êtes absent - vous vous risqueriez de manquer des signes importants indiquant un fonctionnement anormal, comme une perte de puissance d'aspiration, la sortie de débris ou de liquides par la bouche de soufflage d'air ou des bruits anormaux en provenance du moteur. Cessez immédiatement d'utiliser l'aspirateur si vous constatez de tels signes.
- Ne laissez pas l'aspirateur sans surveillance quand il est branché dans une prise de courant. Débranchez-le de la prise quand il n'est pas utilisé et avant toute opération de maintenance.
- Des étincelles à l'intérieur du moteur risquent de mettre feu à des vapeurs ou poussières inflammables. Pour réduire le risque d'incendie ou d'explosion : n'utilisez pas à proximité de gaz ou de liquides inflammables ou combustibles, ou de poussières explosives, comme de l'essence automobile ou d'autres fiouls, de l'essence à briquet, des produits de nettoyage, de la peinture à l'huile, du gaz naturel, de l'hydrogène, de la poussière de charbon, de la poussière de magnésium, de la poussière d'aluminium, de la poussière de céréales ou de la poudre.
- N'aspirez jamais de matières en train de brûler ou des matières fumigènes, telles que des cigarettes, des allumettes ou des cendres chaudes.
- Pour réduire le risque d'inhalation de vapeurs toxiques, n'aspirez pas de matériaux toxiques ou dangereux, et n'utilisez pas à proximité de tels matériaux.
- Pour réduire le risque de choc électrique, n'exposez pas à la pluie et empêchez l'entrée de liquides dans le compartiment du moteur. Rangez à l'intérieur.
- Ne laissez pas les enfants se servir de l'aspirateur comme d'un jouet. Il faut surveiller de très près quand il est utilisé par des enfants ou à proximité d'enfants.

## IMPORTANT SAFETY INSTRUCTIONS (continued)

- Turn off Vacuum before unplugging.
- To reduce the risk of injury from accidental starting, unplug power cord before changing or cleaning filter.
- Do not unplug by pulling on cord. To unplug, grasp the plug, not the cord.
- Do not use with damaged cord, plug, or other parts. If your Vacuum is not working as it should, has missing parts, has been dropped, damaged, left outdoors, or dropped into water, call ProTeam Customer Service.
- Do not pull or carry by cord, use cord as handle, close a door on cord, or pull cord around sharp edges or corners. Do not run Vacuum over cord. Keep cord away from heated surfaces.
- Do not handle plug, switch, or the Vacuum with wet hands.
- Use only ProTeam extension cords that have the twist-lock receptacle. Extension cords that are frayed or damaged, or too small in wire size, can pose fire and shock hazards. To reduce the risk of these hazards, be sure the cord is in good condition and that liquid does not contact the connection. To reduce power loss, use a 14-gauge extension cord up to 50 ft long.
- Connect only to a properly-grounded outlet. See grounding instructions.
- Do not put any object into ventilation openings. Do not vacuum with any ventilation openings blocked; keep free of dust, lint, hair, or anything that may reduce air flow.
- Keep hair, loose clothing, fingers, and all parts of body away from openings and moving parts.
- To reduce the risk of falls, use extra care when cleaning on stairs.
- To reduce the risk of back injury or falls, do not lift a Vacuum that is heavy with liquid or debris. Partially empty by scooping debris or draining liquid.
- To reduce the risk of personal injury or damage to Vacuum, use only ProTeam recommended accessories.
- To reduce the risk of eye injury, wear safety eyewear. The operation of any Vacuum can result in foreign objects being blown into the eyes, which can result in severe eye damage.
- To reduce the risk of being struck by, or pulled down by, a rolling Vacuum, block the casters when using on any uneven or sloped surface.

## INSTRUCCIONES DE SEGURIDAD IMPORTANTES

- Apague la aspiradora antes de desenchufarla.
- Para reducir el riesgo de lesiones debidas a un arranque accidental, desenchufe el cordón de energía antes de cambiar o limpiar el filtro.
- No desenchufe la aspiradora tirando del cordón. Para desenchufarla, agarre el enchufe y no el cordón.
- No use la aspiradora con el cordón dañado, el enchufe dañado u otras piezas dañadas. Si la aspiradora no funciona como debe, le faltan piezas, se ha caído, ha sido dañada, se ha dejado a la intemperie o se ha caído al agua, llame a servicio al cliente ProTeam.
- No tire de la aspiradora usando el cordón ni la lleve por el cordón, ni use el cordón como asa, ni cierre una puerta sobre el cordón, ni tire del cordón alrededor de bordes o esquinas afilados. No pase la aspiradora en marcha sobre el cordón. Mantenga el cordón alejado de las superficies calientes.
- No maneje el enchufe, el interruptor o la aspiradora con las manos mojadas.
- Utilice únicamente cordones de extensión ProTeam que tengan el receptáculo de fijación por giro. Los cordones de extensión que estén deshilachados o dañados, o que tengan un tamaño de alambre demasiado pequeño, pueden crear peligros de incendio y descargas eléctricas. Para reducir el riesgo de estos peligros, asegúrese de que el cordón esté en buen estado y que no entre líquido en contacto con la conexión. Para reducir la pérdida de potencia, utilice un cordón de extensión de calibre 14 y hasta 50 pies de longitud.
- Conecte la aspiradora solamente a un tomacorriente conectado a tierra adecuadamente. Consulte las instrucciones de conexión a tierra.
- No ponga ningún objeto en las aberturas de ventilación. No recoja nada con la aspiradora cuando cualquiera de las aberturas de ventilación esté bloqueada; mantenga dichas aberturas libres de polvo, pelusa, pelo o cualquier cosa que pueda reducir el flujo de aire.
- Mantenga el pelo, la ropa holgada, los dedos y todas las partes del cuerpo alejados de las aberturas y de las piezas móviles.
- Para reducir el riesgo de caídas, tenga cuidado adicional al limpiar en escaleras.
- Para reducir el riesgo de lesiones de espalda o caídas, no levante una aspiradora que pese mucho debido a que contiene líquido o residuos. Saque parte del contenido de la aspiradora o drénela parcialmente.
- Para reducir el riesgo de lesiones corporales o daños a la aspiradora, utilice únicamente accesorios recomendados por ProTeam.
- Para reducir el riesgo de lesiones en los ojos, use protección ocular de seguridad. La utilización de cualquier aspiradora utilitaria o soplador utilitario puede hacer que se soplen objetos extraños hacia los ojos, lo cual puede causar daños graves en los ojos.
- Para reducir el riesgo de que una aspiradora rodante le golpee o tire de usted, bloquee las ruedecillas cuando utilice la unidad en cualquier superficie desigual o en pendiente.

## CONSIGNES DE SÉCURITÉ IMPORTANTES

- N'utilisez pas avec un filtre déchiré ou sans avoir installé de filtre, sauf quand vous aspirez des liquides, comme cela est décrit dans ce mode d'emploi. Des débris secs capturés par la roue risquent d'endommager le moteur ou d'être expulsés à nouveau dans l'air ambiant.
- Éteignez l'aspirateur avant de le débrancher.
- Pour réduire le risque de blessure pouvant être causée par une mise en marche accidentelle, débranchez le cordon d'alimentation avant de changer le filtre ou de le nettoyer.
- Ne débranchez pas en tirant sur le cordon. Pour débrancher, saisissez la fiche - pas le cordon.
- N'utilisez pas l'aspirateur avec une fiche, un cordon ou un autre composant endommagé. Si votre aspirateur ne fonctionne pas comme il faut, s'il manque des pièces, s'il quelqu'un l'a laissé tomber, s'il est endommagé, s'il a été laissé à l'extérieur ou s'il est tombé dans de l'eau, téléphonez au service d'assistance à la clientèle ProTeam.
- Ne tirez pas l'aspirateur et ne le portez pas par son cordon, n'utilisez pas le cordon pour servir de poignée, ne fermez pas une porte sur le cordon et ne laissez pas le cordon tendu passer sur des bords ou des coins tranchants. Ne traînez pas l'aspirateur sur son cordon. Maintenez le cordon à distance des surfaces chauffées.
- Ne touchez pas la fiche, l'interrupteur ou l'aspirateur avec des mains mouillées.
- N'utilisez que des rallonges de cordons ProTeam qui sont munies de la prise à verrouillage par torsion (twist-lock). Les rallonges qui sont effilochées ou endommagées, ou dont le diamètre du fil est trop petit, peuvent poser des risques d'incendie ou de choc électrique. Pour réduire le risque de survenance de tels dangers, assurez-vous que le cordon est en bon état et qu'aucun liquide n'entre en contact avec la connexion. Pour réduire la perte de puissance, utilisez une rallonge de calibre 14 jusqu'à 50 pi (15 m) de long.
- Raccorder à une prise de courant correctement mise à la terre. Voir instructions relatives à la mise à la terre.
- Ne mettez aucun objet dans les orifices de ventilation. N'aspirez pas quand de quelconques orifices de ventilation sont obstrués ; assurez-vous que ces orifices ne sont pas bloqués par de la poussière, de la peluche, des cheveux ou de quelconques objets pouvant réduire la circulation de l'air.
- Gardez les cheveux, les vêtements flottants, les doigts et toutes les parties du corps à distance des orifices et des pièces mobiles.
- Pour réduire le risque de chute, faites très attention lorsque vous utilisez l'aspirateur dans des escaliers.
- Pour réduire le risque de vous faire mal au dos ou de tomber, ne soulevez pas un aspirateur qui est lourd en raison de la présence de liquides ou de débris aspirés. Videz partiellement l'aspirateur en écopant ou en purgeant.
- Pour réduire le risque de blessure ou le risque d'endommagement de l'aspirateur, n'utilisez que des accessoires recommandés par ProTeam.
- Pour réduire le risque de blessure pour les yeux, portez des lunettes de sécurité. L'utilisation de toute soufflante ou de tout aspirateur utilitaire peut toujours causer la projection de corps étrangers dans les yeux, ce qui risque d'entraîner des blessures graves aux yeux.
- Pour réduire le risque d'être frappé ou entraîné par un aspirateur en train de rouler, bloquez les roulettes lorsque vous utilisez l'aspirateur sur une surface inégale ou inclinée.

## IMPORTANT SAFETY INSTRUCTIONS *(continued)*

### ▲ CAUTION:

- To reduce the risk of hearing damage, wear ear protectors when using for extended time or in a noisy area.
- For dusty operations, wear dust mask.
- Static shocks are common when the relative humidity of the air is low. Vacuuming fine debris with your Vacuum can deposit static charge on the hose or Vacuum. To reduce the frequency of static shocks in your home or when using this Vacuum, add moisture to the air with a humidifier.

Observe the following warnings that appear on the motor housing of your Vacuum (includes all models covered by this Manual):

**▲ WARNING:** For your own safety, read and understand owner's manual. Do not run unattended. Do not pick up hot ashes, coals, toxic, flammable or other hazardous materials. Do not use around explosive liquids or vapors.

The following appears on the ProGuard 10 only:

**▲ WARNING:** TO REDUCE THE RISK OF ELECTRIC SHOCK - DO NOT EXPOSE TO RAIN - STORE INDOORS.

The following appears on the ProGuard 15 and ProGuard 20 only:

**▲ WARNING:** TO REDUCE THE RISK OF ELECTRIC SHOCK - DO NOT EXPOSE TO RAIN - STORE INDOORS. REMOVE POWER HEAD BEFORE EMPTYING THROUGH POUR SPOUT.

Place cord over side of handle during use.

## SAVE THESE INSTRUCTIONS

## INSTRUCCIONES DE SEGURIDAD IMPORTANTES

### ▲ PRECAUCIÓN:

- Para reducir el riesgo de daños a la audición, use protectores de oídos cuando utilice la aspiradora durante muchas horas seguidas o cuando la emplee en un área ruidosa.
- Para operaciones que generan polvo, use una máscara antipolvo.
- Las descargas de estática son comunes cuando la humedad relativa del aire es baja. Si recoge residuos finos con la aspiradora, se puede depositar carga estática en la manguera o en la aspiradora. El mejor remedio para reducir la frecuencia de las descargas de estática en su casa o cuando use esta aspiradora es añadir humedad al aire con un humidificador.

Siga las siguientes advertencias que aparecen en la caja del motor de la aspiradora. (incluye todos los modelos cubiertos por este manual):

**▲ ADVERTENCIA:** Para su propia seguridad, lea y entienda el manual del operador. No tenga en marcha la aspiradora desatendida. No recoja cenizas calientes, carbón caliente, materiales tóxicos ni inflamables ni otros materiales peligrosos. No use la aspiradora alrededor de líquidos o vapores explosivos.

Lo siguiente aparece en la ProGuard 10 solamente:

**▲ ADVERTENCIA:** PARA REDUCIR EL RIESGO DE SACUDIDAS ELÉCTRICAS, NO EXPONGA LA ASPIRADORA A LA LLUVIA Y ALMACÉNELA EN INTERIORES.

Lo siguiente aparece en la ProGuard 15 y la ProGuard 20 solamente:

**▲ ADVERTENCIA:** PARA REDUCIR EL RIESGO DE SACUDIDAS ELÉCTRICAS, NO EXPONGA LA ASPIRADORA A LA LLUVIA Y ALMACÉNELA EN INTERIORES. RETIRE EL CABEZAL DEL MOTOR ANTES DE INTENTAR VACIAR LA UNIDAD A TRAVÉS DEL PICO VERTEDOR.

Coloque el cordón de alimentación sobre el lado del asa durante el uso.

## GUARDE ESTAS INSTRUCCIONES

## CONSIGNES DE SÉCURITÉ IMPORTANTES

### ▲ MISE EN GARDE :

- Pour réduire le risque de perte auditive, portez des protecteurs d'oreilles lorsque vous vous servez de l'aspirateur pendant plusieurs heures ou quand vous l'utilisez dans un endroit bruyant.
- Portez un masque antipoussières en cas d'utilisation dans un environnement poussiéreux.
- Les décharges statiques sont fréquentes dans les endroits secs ou lorsque l'humidité relative de l'air ambiant est faible. L'aspiration de débris fins avec votre aspirateur peut déposer une charge statique sur le tuyau ou sur l'aspirateur. La meilleure chose à faire pour réduire la fréquence des décharges statiques chez vous ou lorsque vous utilisez cet aspirateur consiste à ajouter de l'humidité dans l'air avec un humidificateur.

Observez les avertissements suivants qui figurent sur le carter du moteur de votre aspirateur (Comprend tous les modèles couverts par ce Mode d'emploi) :

**▲ AVERTISSEMENT :** pour votre propre sécurité, lisez et comprenez le manuel de l'opérateur. Ne laissez jamais l'aspirateur en marche sans surveillance. Ne ramassez pas de cendres chaudes, de charbon ou de matières toxiques, inflammables ou dangereuses. N'utilisez pas à proximité de vapeurs ou de liquides explosifs.

L'avertissement suivant ne figure que sur le modèle ProGuard 10 :

**▲ AVERTISSEMENT :** POUR RÉDUIRE LE RISQUE DE CHOC ÉLECTRIQUE – N'EXPOSEZ PAS À LA PLUIE – RANGEZ À L'INTÉRIEUR.

L'avertissement suivant ne figure que sur les modèles ProGuard 15 et ProGuard 20 :

**▲ AVERTISSEMENT :** POUR RÉDUIRE LE RISQUE DE CHOC ÉLECTRIQUE – N'EXPOSEZ PAS À LA PLUIE – RANGEZ À L'INTÉRIEUR. RETIREZ LE BLOC MOTEUR AVANT DE VIDER À TRAVERS LE BEC VERSEUR.

Placez le cordon au-dessus du côté de la poignée pendant l'emploi.

## CONSERVER CES INSTRUCTIONS

# Introduction

## INSPECTION

Carefully unpack and inspect your new ProTeam Vacuum for shipping damage. Each unit is tested and thoroughly inspected before shipping. For instructions regarding any shipping damage, contact ProTeam immediately (866.888.2168). All returns must have a Return Authorization Number (RAN).

Read this manual carefully before starting the machine. Keep this manual available at all times and instruct all operators to read this manual. If instructions are not followed, an injury may occur or equipment, furniture or buildings may become damaged.

The contents of this manual are based on the latest product information available at the time of publication. ProTeam reserves the right to make changes or improvements to its machines or components without notice.

The products that are covered by this manual are intended for commercial use.

- **USE ONLY** genuine ProTeam replacement filters to ensure optimal performance, improve indoor air quality, and maintain a valid Vacuum warranty.

## ELECTRICAL

All Wet/Dry Vacuum models covered in this manual are 120 volt/60 Hz. Severe changes in voltage, high or low, can cause damage to the motor and cause premature motor failure.

# Introducción

## INSPECCIÓN

Desempaque cuidadosamente e inspeccione minuciosamente su nueva aspiradora ProTeam para determinar si ha sufrido daños durante el transporte. Cada unidad es comprobada e inspeccionada minuciosamente antes de su envío. Para obtener instrucciones sobre cualquier daño durante el transporte, contacte de inmediato a ProTeam (866.888.2168). Todas las devoluciones deben tener un Número de Autorización de Devolución (Return Authorization Number, RAN).

Lea detenidamente este manual antes de arrancar la máquina. Mantenga disponible este manual en todo momento e indique a todos los dueños que lean este manual. Si no se siguen las instrucciones, podría ocurrir una lesión o los equipos, muebles o edificios podrían sufrir daños.

El contenido de este manual se basa en la más reciente información disponible sobre el producto en el momento de su publicación. ProTeam se reserva el derecho a hacer cambios o mejoras a sus máquinas sin previo aviso.

Los productos que están cubiertos por este manual están diseñados para uso comercial.

- **UTILICE ÚNICAMENTE** filtros de repuesto ProTeam genuinos para asegurar un rendimiento óptimo, mejorar la calidad del aire interior y mantener válida la garantía de la aspiradora.

## REQUISITOS ELÉCTRICOS

Todos los modelos de aspiradora para mojado/seco cubiertos en este manual son de 120 V/60 Hz. Los cambios severos de voltaje, tanto de tipo alto como bajo, pueden causar daños al motor y ocasionar una falla prematura del mismo.

# Introduction

## INSPECTION

Déballez et inspectez attentivement votre nouvel aspirateur ProTeam pour vous assurer qu'il n'a pas été endommagé pendant l'expédition. Chaque chargeur est testé et inspecté soigneusement avant l'expédition. Pour obtenir des instructions sur la marche à suivre en cas de dommages pendant l'expédition, contactez immédiatement ProTeam (866.888.2168). Tous les produits renvoyés doivent être accompagnés par un Numéro d'autorisation de retour (NAR).

Lisez attentivement ces instructions avant de commencer à vous servir de cette machine. Gardez ce mode d'emploi à portée de la main à tout moment et demandez à tous les propriétaires de le lire. Si les instructions ne sont pas respectées, il y aurait des risques de blessures aux personnes ou d'endommagement de matériel, de mobilier ou de bâtiments.

Le contenu de ce mode d'emploi est basé sur les informations disponibles les plus récentes sur le produit au moment de la publication. ProTeam se réserve le droit d'apporter des modifications ou des améliorations à ses machines sans préavis.

Les produits qui sont couverts par ce mode d'emploi sont conçus pour un emploi commercial.

- **UTILISEZ SEULEMENT** des filtres de rechange ProTeam authentiques pour assurer une performance optimale, améliorer la qualité de l'air ambiant et maintenir en vigueur une garantie valide pour votre aspirateur.

## ÉLECTRICITÉ

Tous les modèles d'aspirateurs de liquides et de poussières couverts dans ce mode d'emploi sont du type 120 volts/60 Hz. Des fluctuations très importantes de la tension, en hausse ou en baisse, peuvent endommager le moteur et causer des défaillances prématurées du moteur.

# Introduction

## GROUNDING INSTRUCTIONS

THESE VACUUMS MUST BE GROUNDED. If a Vacuum should malfunction or stop working, grounding provides a path of least resistance for electrical current, thereby reducing the risk of electrical shock. This unit is equipped with a cord that has an equipment-grounding conductor and grounding plug. The plug must be inserted in an appropriate outlet that is properly installed and grounded in accordance with all local codes and ordinances. Cutting off the ground wire or using a cord that is not equipped with a ground plug will void the warranty on the unit, and ProTeam will accept NO liability associated with the unit.

**⚠ WARNING** - Improper connection of the equipment-grounding connector conductor can result in a risk of electrical shock. Check with a qualified electrician or service person if you doubt that the outlet is properly grounded. Do not modify the plug provided with the Vacuum. If it will not fit the outlet, have a proper outlet installed by a qualified electrician.

The Vacuum cleaners in this manual are for use on a nominal 120-volt circuit, and have a grounded plug that looks like the plug illustrated in *Figure A*. A temporary adaptor that looks like the adaptor illustrated in sketches B and C may be used to connect this plug to a 2-pole receptacle as shown in sketch B if a properly grounded outlet is not available. The temporary adaptor should be used only until a properly grounded outlet in sketch A can be installed by a qualified electrician. The green colored rigid ear, lug, or the like extending from the adaptor must be connected to a permanent ground such as a properly grounded outlet box cover. Whenever the adaptor is used, it must be held in place by a metal screw.

**Note:** *In Canada, the use of a temporary adaptor is not permitted by the Canadian Electrical Code.*

For Canada - This appliance is for use on a nominal 120-volt circuit and has a grounded attachment plug that looks like the plug illustrated in sketch A. Make sure that the vacuums are connected to an outlet having the same configuration as the plug. No adaptor should be used with the vacuums detailed in this manual.

# Introducción

## INSTRUCCIONES DE CONEXIÓN A TIERRA

ESTAS ASPIRADORAS SE DEBEN CONECTAR A TIERRA. En el caso de que una aspiradora funcione incorrectamente o deje de funcionar, la conexión a tierra brinda un camino de resistencia mínima para la corriente eléctrica, por lo que se reduce el riesgo de descargas eléctricas. Esta unidad está equipada con un cordón que tiene un conductor de conexión a tierra del equipo y un enchufe de conexión a tierra. El enchufe se debe insertar en un tomacorriente apropiado que esté instalado correctamente y conectado a tierra adecuadamente, de acuerdo con todos los códigos y ordenanzas locales. Si se corta el alambre de conexión a tierra o se utiliza un cordón que no esté equipado con un enchufe de conexión a tierra, se anulará la garantía de la unidad y ProTeam NO aceptará ninguna responsabilidad relacionada con la unidad.

**⚠ ADVERTENCIA** - Una conexión incorrecta del conductor del conector de conexión a tierra del equipo puede crear un riesgo de descargas eléctricas. Consulte a un electricista calificado o a una persona de servicio competente si tiene dudas sobre si el tomacorriente está conectado a tierra apropiadamente. No modifique el enchufe suministrado con la aspiradora. Si el enchufe no cabe en el tomacorriente, haga que un electricista calificado instale un tomacorriente apropiado.

Las aspiradoras de este manual están diseñadas para utilizarse en un circuito de 120 V nominales y cuenta con un enchufe conectado a tierra que tiene un aspecto como el del enchufe ilustrado en la *Figura A*. Se puede utilizar un adaptador temporal que tiene un aspecto como el que se ilustra en los dibujos B y C para conectar este enchufe a un tomacorriente para 2 terminales, tal y como se muestra en el dibujo B, si no se dispone de un tomacorriente conectado a tierra adecuadamente. El adaptador temporal se debe utilizar solamente hasta que un tomacorriente conectado a tierra apropiadamente como en el dibujo A pueda ser instalado por un electricista calificado. La orejeta, lengüeta o elemento similar rígido de color verde que sobresale del adaptador se debe conectar a una toma de tierra permanente, tal como una cubierta de caja de tomacorriente conectada a tierra apropiadamente. Siempre que se utilice el adaptador, se debe sujetar en la posición correcta con un tornillo metálico.

**Nota:** *En Canadá, el uso de un adaptador temporal no está permitido por el Código Eléctrico Canadiense.*

Para Canadá: Este electrodoméstico está diseñado para utilizarse en un circuito de 120 V nominales y cuenta con un enchufe de conexión a tierra que tiene el aspecto del enchufe ilustrado en el dibujo A. Asegúrese de que las aspiradoras se conecten a un tomacorriente que tenga la misma configuración que el enchufe. No se debe usar un adaptador con las aspiradoras detalladas en este manual.

# Introduction

## INSTRUCTIONS RELATIVES À LA MISE À LA TERRE

CES ASPIRATEURS DOIVENT ÊTRE MIS À LA TERRE. Si un aspirateur cesse de fonctionner ou fonctionne de façon incorrecte, la mise à la terre fournit un chemin de moindre résistance pour le courant électrique, ce qui réduit le risque de choc électrique. Cet appareil est pourvu d'un cordon qui comporte un conducteur de mise à la terre de l'équipement et une fiche de mise à la terre. La fiche doit être insérée dans une prise de courant appropriée qui a été installée et mise à la terre de façon appropriée, conformément à tous les codes et règlements locaux. La suppression du fil de mise à la terre ou l'utilisation d'un cordon qui n'est pas muni d'une fiche de mise à la terre annulera la garantie de l'appareil, et ProTeam n'acceptera alors PAS de responsabilité en liaison avec cet appareil.

**⚠ AVERTISSEMENT** - Une connexion incorrecte du conducteur du connecteur de mise à la terre de l'équipement peut causer un risque de choc électrique. Consultez un électricien professionnel ou un réparateur compétent en la matière si vous avez le moindre doute quant à la mise à la terre de la prise de courant. Ne modifiez pas la fiche fournie avec l'aspirateur. Si elle ne tient pas dans la prise de courant, demandez à un électricien professionnel d'installer une prise de courant avec mise à la terre conforme aux stipulations du code.

Les aspirateurs de ce mode d'emploi sont conçus pour emploi sur un circuit nominal de 120 volts, et ils ont une fiche mise à la terre qui ressemble à la fiche illustrée à la *Figure A*. Un adaptateur temporaire qui ressemble à celui qui est illustré sur les croquis B et C peut être utilisé pour connecter cette fiche à une prise de courant à 2 pôles comme illustré sur le croquis B s'il n'y a pas de prise de courant mise à la terre disponible. L'adaptateur temporaire ne doit être utilisé que jusqu'à ce qu'une prise de courant mise à la terre correctement comme illustré sur le croquis A puisse être installée par un électricien professionnel. L'oreille rigide, la cosse, etc. de couleur verte sortant de l'adaptateur doit être connectée à une terre permanente telle qu'un couvercle de boîtier mis à la terre de façon correcte. Quand il est utilisé, l'adaptateur doit être maintenu en place par une vis en métal.

**Remarque :** *au Canada, le Code national d'électricité interdit l'utilisation d'un adaptateur temporaire.*

Pour le Canada - Cet appareil est conçu pour emploi sur un circuit de 120 volts nominal, et il comporte une fiche de connexion pour mise à la terre qui ressemble à la fiche illustrée sur le croquis A. Assurez-vous que les aspirateurs sont connectés à une prise de courant ayant la même configuration que la fiche. Aucun adaptateur ne doit être utilisé avec les aspirateurs présentés en détail dans ce mode d'emploi.

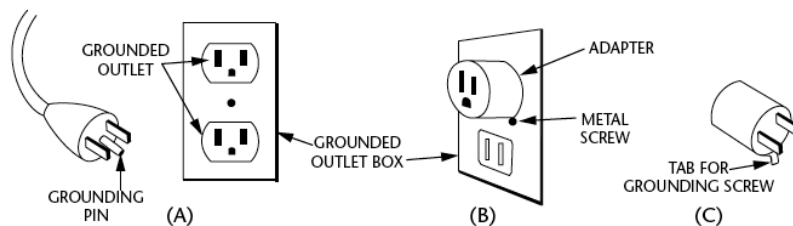


Figure A



## Preventive Maintenance

### ▲ WARNING

The following information is for use by qualified service personnel only and provides guidance for troubleshooting and maintenance.

- Unplug the Vacuum when working on the motor or any electrical part.
- Have a qualified service person at an authorized ProTeam Warranty Center check the carbon brushes. If carbon brushes are not checked and replaced in accordance with the maintenance schedule listed on page 11, warranty will be void.
- **DO NOT** lubricate the motor.
- **DO NOT** tie extension cord and power cord together. Doing so will result in damage to both cords and will not be covered under warranty.

### CLEANING AND DISINFECTING THE WET/DRY VACUUM

To keep your Wet/Dry Vacuum looking its best, clean the outside with a cloth dampened with warm water and mild soap.

To clean the tank:

1. Dump out debris.
2. Wash tank thoroughly with warm water and mild soap.
3. Wipe out with dry cloth.

Before prolonged storage or as needed (e.g., waste water pick up) the tank should be disinfected.

To disinfect the tank:

1. Pour 1 gallon of water and 1 teaspoon of chlorine bleach into the tank.
2. Let solution stand for 20 minutes, carefully swishing every few minutes, making sure to wet all inside surfaces of the tank.
3. Empty tank after 20 minutes. Rinse with water until bleach smell is gone. Allow tank to dry completely before sealing the motor on the tank.

### PROPER STORAGE

Before storing your Vacuum, the tank should be emptied, cleaned and dried. The cord should be stored as described in the “Electrical Cord Care” section of this manual. Accessories and hose should be kept in the same area as the Vacuum so they can be readily available. The Vacuum should be stored indoors.

## Mantenimiento preventivo

### ▲ ADVERTENCIA

La siguiente información tiene como fin ser utilizada solamente por personal de servicio calificado y ofrece orientación para realizar resolución de problemas y mantenimiento.

- Desenchufe la aspiradora cuando trabaje en el motor o en cualquier pieza eléctrica.
- Haga que una persona de servicio calificada en un Centro de Garantía ProTeam autorizado revise las escobillas de carbono. Si las escobillas de carbono no se revisan y reemplazan de acuerdo con el programa de mantenimiento que se indica en la página 11, la garantía quedará anulada.
- **NO** lubrique el motor
- **NO** ate juntos el cordón de extensión y el cordón de alimentación. Si los ata, el resultado será daños a ambos cables y dichos daños no estarán cubiertos bajo la garantía.

### LIMPIEZA Y DESINFECCIÓN DE LA ASPIRADORA PARA MOJADO/SECO

Para mantener el mejor aspecto posible de la aspiradora para mojado/seco, limpie su exterior con un paño humedecido con agua templada y un jabón suave.

Para limpiar el tambor:

1. Vacíe de residuos el tambor.
2. Lave a fondo el tambor con agua templada y un jabón suave.
3. Limpie el tambor con un paño seco.

Antes de un almacenamiento prolongado o según sea necesario (por ejemplo, si se recogen aguas residuales), se debe desinfectar el tambor.

Para desinfectar el tambor:

1. Eche 1 galón de agua y 1 cucharadita de blanqueador de cloro en el tambor.
2. Deje que la solución repose durante 20 minutos y agítela cuidadosamente cada pocos minutos, asegurándose de mojar todas las superficies interiores del tambor.
3. Vacíe el tambor después de 20 minutos. Enjuáguelo con agua hasta que el olor a blanqueador desaparezca. Deje que el tambor se seque completamente antes de sellar el motor sobre el tambor.

### ALMACENAMIENTO APROPIADO

Antes de almacenar la aspiradora, el tanque se debe vaciar, limpiar y secar. El cordón de alimentación se debe almacenar tal y como se describe en la sección “Cuidado del cordón de alimentación” de este manual. Los accesorios y la manguera se deben mantener en la misma área que la aspiradora, para que se pueda acceder a ellos de manera rápida y fácil. La aspiradora se debe almacenar en un lugar interior.

## Maintenance préventive

### ▲ AVERTISSEMENT

Les renseignements suivants sont conçus exclusivement pour emploi par des techniciens de maintenance ayant les qualifications nécessaires. Ils donnent des conseils pour la maintenance et, le cas échéant, pour le dépannage.

- Débranchez l'aspirateur avant de travailler sur le moteur ou tout autre composant sous tension.
- Demandez à un technicien/réparateur agréé dans un Centre de garantie agréé ProTeam d'inspecter les balais de charbon. Si les balais de charbon ne sont pas inspectés et remplacés conformément au calendrier de maintenance figurant à la page 11, la garantie sera annulée.
- **NE LUBRIFIEZ PAS** le moteur.
- **N'ATTACHEZ PAS** le cordon de rallonge et le cordon d'alimentation électrique ensemble. Ceci endommagerait les deux cordons et ce dommage ne serait pas couvert par la garantie.

### NETTOYAGE ET DÉSINFECTION DE L'ASPIRATEUR DE LIQUIDES ET DE POUSSIÈRES

Pour conserver l'esthétique optimale de votre aspirateur de poussières et de liquides, nettoyez la surface extérieure de l'aspirateur à l'aide d'un chiffon imbibé d'eau tiède savonneuse.

Procédure de nettoyage du tambour :

1. Vider les débris.
2. Nettoyez soigneusement le tambour à poussière à l'aide d'un savon doux et d'eau tiède.
3. Essuyer avec un chiffon sec.

Avant de ranger l'aspirateur pour une période prolongée, ou dans les cas nécessaires (par exemple après l'aspiration d'eaux usées), vous devez désinfecter le tambour.

Pour désinfecter le tambour :

1. Versez un gallon (presque 4 litres) d'eau et une cuillerée à thé de produit à blanchir à l'eau de javel dans le tambour.
2. Laissez la solution agir pendant 20 minutes, en remuant doucement de temps à autre pour vous assurer que toutes les surfaces du tambour restent humides.
3. Videz le tambour au bout de 20 minutes. Rincez à l'eau jusqu'à ce que l'odeur d'eau de javel ait disparu. Laissez sécher le tambour complètement avant de sceller le moteur sur le tambour.

### RANGEMENT CORRECT

Avant de ranger votre aspirateur, il faut en vider le réservoir, le nettoyer et le sécher. Le cordon doit être rangé comme cela est décrit sous la rubrique « Entretien du cordon électrique » de ce mode d'emploi. Les accessoires et le tuyau flexible doivent être conservés au même endroit que l'aspirateur afin que l'on puisse y accéder facilement. L'aspirateur doit être rangé dans un endroit abrité.

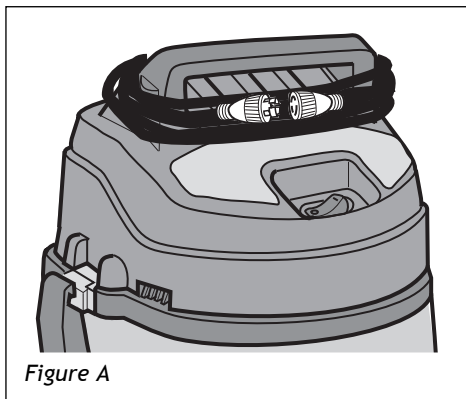


Figure A

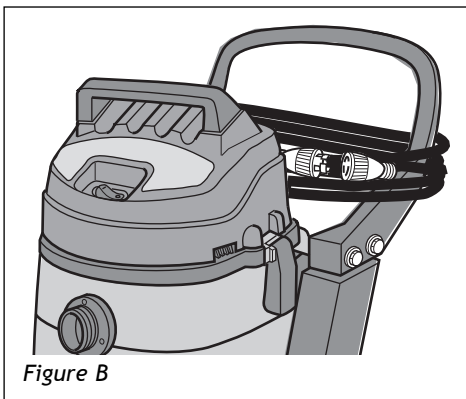


Figure B

## Preventive Maintenance

### TROUBLESHOOTING

1. If the Vacuum will not operate, check the following:
  - a. The power supply cord at the wall outlet.
  - b. The power supply cord at the Vacuum. Check connection between pigtail plug & extension cord receptacle. Align prongs, press together and twist to lock parts together.
  - c. That the switch is in the “on” position and functioning properly.
2. If loss of suction occurs, check the following:
  - a. That debris is not plugging the hose, wand, and/or tool.
  - b. That all appropriate filters are properly installed.
  - c. That the hose cuffs are fitting tightly on the hose and are not cracked.
  - d. That the drain assembly is properly attached to the Vacuum body.
  - e. That the pour spout plug, drain hose plug, or drain cap are in place and properly seated.
  - f. Check Fine Dust Filter for excess buildup or debris.
  - g. Empty tank of all debris and replace Intercept Micro® filter bag, if in use.

### ELECTRICAL CORD CARE

**CAUTION:** Leave slack in the cord while vacuuming.

DO NOT stretch the cord tightly between the Vacuum and electrical outlet.

To avoid damaging the power cord and strain relief, always wrap the cord loosely around handle (Figure B) or motor cover (Figure A). Wrapping the cord loosely will also make it easier to remove when ready to use the Vacuum again.

Any other servicing should be performed by an authorized service representative.

## Mantenimiento preventivo

### RESOLUCIÓN DE PROBLEMAS

1. Si la aspiradora no funciona, compruebe lo siguiente:
  - a. El cordón de alimentación eléctrica en el tomacorriente de la pared
  - b. El cordón de alimentación eléctrica en la aspiradora. Compruebe la conexión entre el enchufe flexible y el tomacorriente del cordón de extensión. Alinee los terminales, presione el enchufe y el tomacorriente hasta juntarlos y gírelos para bloquear ambas piezas una con otra.
  - c. Que el interruptor esté en la posición de “encendido” y funcione correctamente
2. Si ocurre una pérdida de succión, compruebe lo siguiente:
  - a. Que no haya residuos obstruyendo la manguera, el tubo extensor y/o la herramienta.
  - b. Que todos los filtros apropiados estén instalados correctamente.
  - c. Compruebe que los manguitos de la manguera estén encajando firmemente en la manguera y no estén agrietados.
  - d. Que el ensamblaje del drenaje esté conectado apropiadamente al cuerpo de la aspiradora.
  - e. Que el tapón del pico vertedor, el tapón de la manguera de drenaje o la tapa de drenaje estén colocados en su sitio y asentados apropiadamente.
  - f. Compruebe el filtro para polvo fino con el fin de determinar si tiene una acumulación excesiva de residuos.
  - g. Vacíe el tanque hasta sacar todos los residuos y coloque de nuevo la bolsa de filtro Intercept Micro®, si se está utilizando.

### CUIDADO DEL CORDÓN DE ALIMENTACIÓN

**PRECAUCIÓN:** Deje holgura en el cordón de alimentación cuando utilice la aspiradora.

NO estire el cordón de alimentación tensándolo entre la aspiradora y el tomacorriente.

Para evitar dañar el cordón de alimentación y el protector antijalones, enrrolle siempre el cordón de manera floja alrededor del asa (Figura B) o la cubierta del motor (Figura A). Al enrrollar el cordón de manera floja se facilitará su remoción cuando se esté listo para utilizar de nuevo la aspiradora.

## Maintenance préventive

### DÉPANNAGE

1. Si l'aspirateur ne se met pas en marche, effectuez les vérifications suivantes :
  - a. Inspectez le cordon d'alimentation électrique au niveau de la prise de courant murale.
  - b. Inspectez le cordon d'alimentation électrique au niveau de l'aspirateur. Inspectez la connexion entre la fiche en queue de cochon et la prise de courant dans laquelle la rallonge est branchée. Alignez les broches, compressez et tordez pour verrouiller les pièces ensemble.
  - c. Assurez-vous que l'interrupteur est dans la position de marche (« on ») et qu'il fonctionne correctement.
2. En cas de perte de la fonction d'aspiration, effectuez les vérifications suivantes :
  - a. Qu'il n'y a pas de débris qui obstruent le tuyau flexible, le tube et/ou l'outil.
  - b. Que tous les filtres appropriés sont installés correctement.
  - c. Vérifiez que les manchons du tuyau flexible sont bien serrés sur le tuyau et ne sont pas fissurés.
  - d. Que l'ensemble de drain est attaché correctement au corps de l'aspirateur.
  - e. Que la fiche du bec verseur, la fiche du tuyau de drainage flexible ou le capuchon de fermeture de l'orifice de drainage est en place et bien serré.
  - f. Inspectez le filtre à poussières fines pour vous assurer qu'il n'y a pas une accumulation excessive de débris.
  - g. Videz le réservoir de tous les débris et remplacez le sac filtrant Intercept Micro® s'il est utilisé.

### ENTRETIEN DU CORDON ÉLECTRIQUE

**MISE EN GARDE :** assurez-vous qu'il y a toujours du jeu dans le cordon pendant que vous vous servez de l'aspirateur.

N'étirez PAS le cordon au point où il n'y a plus de jeu entre l'aspirateur et la prise de courant.

Pour ne pas risquer d'endommager le cordon électrique et le collier de serrage, enrrollez toujours le cordon sans trop serrer autour de la poignée (Figure B) ou du carter du moteur (Figure A). Si le cordon est enrrolé sans être trop serré, il sera également plus facile de le retirer lorsque vous aurez besoin d'utiliser l'aspirateur à nouveau.

## General Operation

**▲ WARNING: To reduce the risk of fire, explosion, or damage to Vacuum:**

- Do not leave Vacuum running while unattended - you may fail to notice important signs indicating abnormal operation such as loss of suction, debris/liquid exiting exhaust, or abnormal motor noises. Immediately stop using Vacuum if you notice these signs.
- Do not leave Vacuum plugged in when not in use.
- Do not continue running when float has cut off suction.
- Do not operate Vacuum in areas with flammable gases, vapors, or explosive dust in the air. Sparks inside the motor can ignite airborne flammables. Flammable gases and vapors include: lighter fluid, solvent-type cleaners, oil-based paints, gasoline, alcohol, and aerosol sprays. Flammable dusts include: coal, magnesium, aluminum, grain, and gun powder.
- Do not vacuum explosive dusts, flammable liquids or hot ashes.

**▲ WARNING: To reduce the risk of electric shock or injury:**

- Do not expose to rain or allow liquid to enter motor compartment. Store indoors.
- Do not handle plug, switch, or Vacuum with wet hands.
- Do not service Vacuum while it is plugged in. If your Vacuum is not working as it should, has missing parts, has been dropped, damaged, left outdoors, or dropped into water, take it to an authorized warranty center or call ProTeam Customer Service.
- Use only ProTeam extension cords that have a twistlock receptacle. Extension cords that are frayed or damaged, or too small in wire size, can pose fire and shock hazards. Do not allow the connection to come into contact with liquid.

**The following safety instructions apply specifically to the ProGuard 10, ProGuard 15 and ProGuard 20 only:**

- Do not vacuum toxic materials to reduce the risk of inhaling the vapors or dust.

## Utilización general

**▲ ADVERTENCIA - Para reducir el riesgo de incendio, explosión o daños a la aspiradora:**

- No deje la aspiradora en marcha mientras esté desatendida. Usted podría no notar señales importantes que indiquen un funcionamiento anormal, tal como pérdida de succión, residuos o líquido que salen por el escape o ruidos anormales del motor. Deje de usar la aspiradora inmediatamente si observa estas señales.
- No deje la aspiradora enchufada cuando no se esté utilizando.
- No continúe usando la aspiradora cuando el flotador haya cortado la succión.
- No utilice la aspiradora en áreas con gases inflamables, vapores inflamables o polvo explosivo en el aire. Las chispas generadas dentro del motor pueden incendiar los materiales inflamables suspendidos en el aire. Los gases inflamables y los vapores inflamables incluyen: líquido encendedor, limpiadores tipo solvente, pinturas a base de aceite, gasolina, alcohol o rociadores tipo aerosol. Los polvos inflamables incluyen: polvo de carbón, polvo de magnesio, polvo de aluminio, polvo de grano de cereal o pólvora.
- No recoja con la aspiradora polvos explosivos, líquidos inflamables ni cenizas calientes.

**▲ ADVERTENCIA - Para reducir el riesgo de descargas eléctricas o lesiones:**

- No exponga la aspiradora a la lluvia ni deje que entre líquido en el compartimiento del motor. Almacene la aspiradora en un lugar interior.
- No maneje el enchufe, el interruptor o la aspiradora con las manos mojadas.
- No haga servicio de ajustes y reparaciones de la aspiradora mientras esté enchufada. Si la aspiradora no funciona como debiera, le faltan piezas, se ha caído, está dañada, se ha dejado a la intemperie o se ha caído al agua, llévela a un centro de garantía autorizado o llame a Servicio al Cliente de ProTeam.
- Utilice únicamente cordones de extensión ProTeam que tengan un tomacorriente de fijación por giro. Los cordones de extensión que estén deshilachados o dañados, o que tengan un tamaño de alambre demasiado pequeño, pueden crear peligros de incendio y descargas eléctricas. No deje que la conexión entre en contacto con líquido.

**Las siguientes instrucciones de seguridad se aplican específicamente a la ProGuard 10, la ProGuard 15 y la ProGuard 20 solamente:**

- No recoja con la aspiradora materiales tóxicos, para reducir el riesgo de inhalar los vapores o el polvo.

## Fonctionnement général

**▲ AVERTISSEMENT - pour réduire le risque d'incendie, d'explosion ou d'endommagement de l'aspirateur :**

- Ne laissez pas en marche pendant que vous êtes absent - vous vous risqueriez de manquer des signes importants indiquant un fonctionnement anormal, comme une perte de puissance d'aspiration, la sortie de débris ou de liquides par la bouche de soufflage d'air ou des bruits anormaux en provenance du moteur. Cessez immédiatement d'utiliser l'aspirateur si vous constatez de tels signes.
- Ne laissez pas l'aspirateur branché lorsque vous ne l'utilisez pas.
- Ne continuez pas à utiliser l'aspirateur lorsque le flotteur a coupé l'aspiration.
- N'utilisez pas l'aspirateur à des endroits où il y a des gaz ou vapeurs inflammables, ou des poussières explosives, dans l'air. Les étincelles à l'intérieur du moteur risqueraient de mettre feu à des matières inflammables en suspension dans l'air. Les gaz et vapeurs inflammables comprennent : essence à briquet, produits de nettoyage du type solvant, peinture à base d'huile, essence, alcool ou aérosols. Les poussières inflammables comprennent : charbon, magnésium, aluminium, grains ou poudre à canon.
- N'aspirez pas de poussières explosives, de liquides inflammables ou de cendres chaudes.

**▲ AVERTISSEMENT - pour réduire le risque de choc électrique ou de blessure :**

- N'exposez pas à la pluie, et ne laissez pas de liquides pénétrer dans le compartiment du moteur. Rangez à l'intérieur.
- Ne touchez pas la fiche de branchement, l'interrupteur ou l'aspirateur si vous avez les mains mouillées.
- N'effectuez pas d'opération de maintenance pendant que l'aspirateur est branché. Si votre aspirateur ne fonctionne pas comme il devrait, si des pièces sont manquantes, si vous l'avez laissé tomber, s'il est endommagé, s'il a été laissé à l'extérieur ou s'il a été immergé dans de l'eau, rapportez-le dans un centre de réparation indépendant ou téléphonez au service d'assistance à la clientèle ProTeam.
- N'utilisez que des rallonges de cordons ProTeam qui sont munies de la prise à verrouillage par torsion (twist-lock). Les rallonges qui sont effilochées ou endommagées, ou dont le diamètre du fil est trop petit, peuvent poser des risques d'incendie ou de choc électrique. Ne laissez aucun liquide entrer en contact avec la connexion.

**Les consignes de sécurité suivantes s'appliquent spécifiquement aux modèles ProGuard 10, ProGuard 15 et ProGuard 20 seulement :**

- N'aspirez pas de matières toxiques afin de réduire le risque d'inhalation des vapeurs ou des poussières dangereuses.

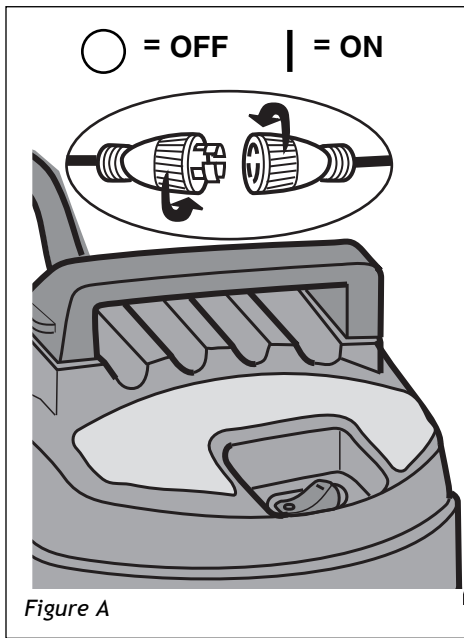


Figure A

## General Operation

Connect pigtail plug to extension cord receptacle. Align prongs, press together, and twist to lock parts together.

After you plug the power cord into the outlet, turn the unit on by pushing the switch from position "O" to position "I" (Figure A). The symbols used on the switch actuator are international "On & Off" symbols.

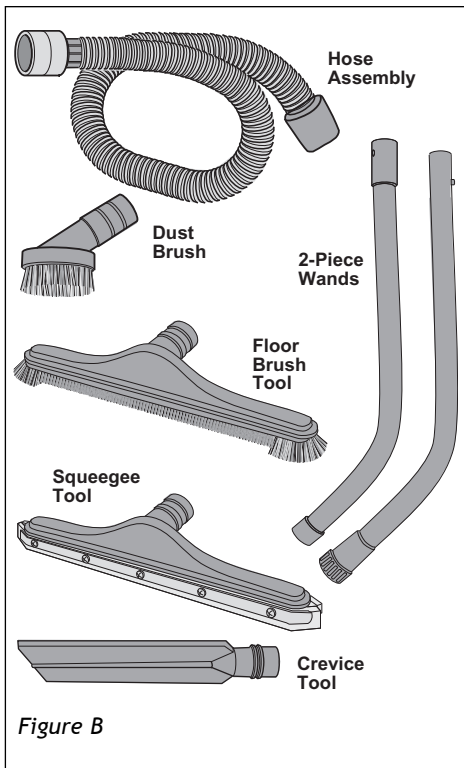


Figure B

Familiarize yourself with the accessories included with the Vacuum. Each accessory may be used in various ways for vacuuming debris. Here is a list of some of the accessories and their uses (Figure B).

**Hose Assembly** - Provides transfer of Vacuum capability to work site. Provides the means of attaching extension wands and hand tools.

**Dust Brush** - Use for detail cleaning in small spaces.

**Floor Brush Tool** - Use for large dry area clean-ups on smooth surfaces.

**Squeegee Tool** - Use for large wet area clean-ups on smooth surfaces.

**Crevice Tool** - Use to pick up debris in hard to reach locations.

**2-Piece Wands** - Use to connect hose to wet or dry floor tools.

## Utilización general

Conecte el enchufe flexible al tomacorriente del cordón de extensión. Alinee los terminales, presione el enchufe y el tomacorriente hasta juntarlos y gírelos para bloquear ambas piezas una con otra.

Después de enchufar el cordón de energía en el tomacorriente, encienda la unidad empujando el interruptor de la posición "O" a la posición "I" (Figura A). Los símbolos utilizados en el accionador del interruptor son los símbolos internacionales de "encendido y apagado".

Familiarícese con los accesorios que se incluyen con la aspiradora. Cada accesorio puede usarse de diversas maneras para aspirar y soplar residuos. A continuación hay una lista de los accesorios y de sus usos (Figura B).

**Ensamblaje de la manguera** - brinda transferencia de la capacidad de aspiración al sitio de construcción. Proporciona el medio para conectar los tubos extensores y las herramientas de mano.

**Cepillo para polvo** - se utiliza para realizar limpieza detallada en espacios pequeños.

**Herramienta de cepillo para pisos** - utilícela para limpiezas de áreas secas grandes en superficies lisas.

**Boquilla barredora de goma** - utilícela para limpiezas en áreas mojadas grandes en superficies lisas.

**Boquilla de garra** - utiliza para aspirar muebles, tela y tapicería.

**Tubos extensores de 2 piezas** - utilícelos para conectar la manguera a herramientas para pisos mojados o secos.

## Fonctionnement général

Connectez la fiche en forme de queue de cochon à la prise du cordon de rallonge. Alignez les broches, comprimez et tordez pour verrouiller les pièces ensemble.

Après avoir branché le cordon d'alimentation dans la prise de courant, mettez l'appareil sous tension en appuyant sur l'interrupteur pour le faire passer de la position « O » à la position « I » (Figure A). Les deux symboles internationaux qui figurent sur l'interrupteur indiquent, respectivement, la position de marche et la position d'arrêt de votre aspirateur.

Il faut bien se familiariser avec les accessoires qui ont été inclus avec cet aspirateur. Chaque accessoire peut être utilisé de façons multiples pour l'aspiration ou le soufflage de débris. Voici une liste des accessoires et des divers moyens de les utiliser (Figure B).

**Ensemble du tuyau flexible** - fournit un transfert de la capacité d'aspiration au lieu de travail. Fournit le moyen de connecter les tubes de rallonge et les outils à main.

**Brosse d'époussetage** - utilisée pour un nettoyage de finition dans des espaces restreints.

**Brosse à plancher** - conçue pour le nettoyage de grandes surfaces lisses sèches.

**Racloir en caoutchouc** - conçu pour le nettoyage de grandes surfaces lisses humides.

**Suceur plat** - utilisé pour aspirer des débris dans des endroits difficiles à atteindre.

**Tubes en deux parties** - conçus pour connecter le tuyau flexible à des outils de nettoyage de plancher humide ou sec.

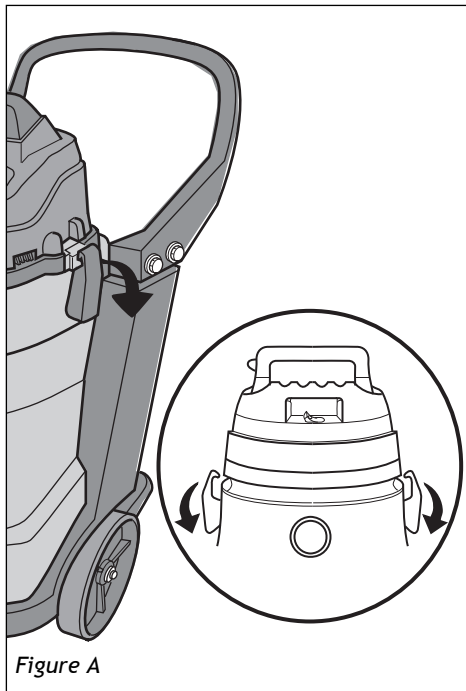


Figure A

## ProGuard 15 & 20 Wet/Dry Vacuum Assembly

1. Position the power head assembly on the tank assembly as shown.

**NOTE:** Make sure the gasket on the power head and the sealing surface on the tank are not damaged and are clean and free of debris.

2. Hook the latches over tabs on the power head assembly. Press the latches down until they snap closed against the sides of the tank (*Figure A*).
3. Position the plug in the pour spout as shown. Press down slightly in the middle of the plug to seal it.
4. Position the plug in the drain hose as shown (*Figure B*).

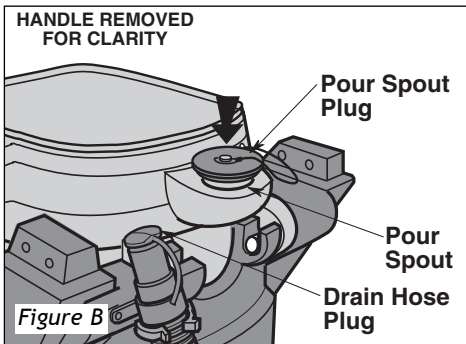


Figure B

### INSERT HOSE (*Figure C*)

Insert the threaded end of the hose onto the tank inlet. Turn the hose locking ring clockwise to lock in place. To remove the hose, turn the locking ring counter-clockwise and pull the hose off of the tank inlet as shown.

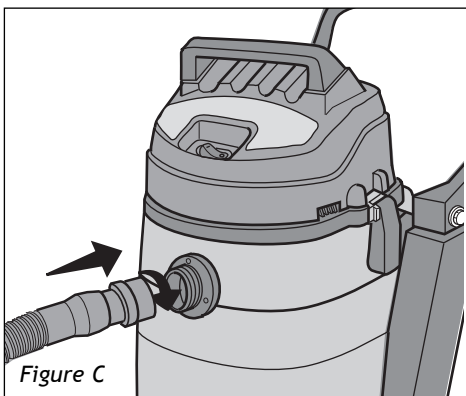


Figure C

## ProGuard 15 & 20 Ensamblaje de la aspiradora para mojado/seco

1. Posicione el cabezal del motor sobre el ensamblaje del tanque de la manera que se muestra en la ilustración.

**NOTA:** Asegúrese de que la empaquetadura ubicada en el cabezal del motor y la superficie selladora del tanque no estén dañadas y estén limpias y libres de residuos.

2. Enganche los pestillos sobre las lengüetas ubicadas en el ensamblaje del cabezal del motor. Presione hacia abajo los pestillos hasta que se acoplen a presión y queden cerrados contra los lados del tanque (*Figura A*).
3. Posicione el tapón en el pico vertedor de la manera que se muestra en la ilustración. Presione ligeramente hacia abajo en el centro del tapón para sellarlo.
4. Posicione el tapón en la manguera de drenaje de la manera que se muestra en la ilustración (*Figura B*).

### INTRODUZCA LA MANGUERA (*Figura C*)

Inserte el extremo roscado de la manguera en la entrada del tanque. Gire el anillo de fijación de la manguera en el sentido de las agujas del reloj para que la manguera quede fija en la posición correcta. Para retirar la manguera, gire el anillo de fijación en sentido contrario al de las agujas del reloj y jale la manguera hasta sacarla de la entrada del tanque, de la manera que se muestra en la ilustración.

## ProGuard 15 & 20 Assemblage de l'aspirateur de liquides et de poussières

1. Positionnez l'ensemble de bloc moteur sur l'ensemble de réservoir comme illustré.

**REMARQUE :** assurez-vous que le joint étanche sur le bloc moteur et la surface d'étanchéité du réservoir ne sont pas endommagés, qu'ils sont propres et qu'il n'y a pas de débris dessus.

2. Accrochez les verrous par-dessus les languettes du l'ensemble de bloc moteur. Appuyez sur les verrous jusqu'à ce que vous constatiez un déclic indiquant qu'ils sont bien verrouillés en place contre les côté du réservoir (*Figure A*).
3. Positionnez la fiche dans le bec verseur comme illustré. Appuyez légèrement sur le milieu de la fiche pour l'assujettir correctement.
4. Positionnez la fiche dans le tuyau flexible de drainage comme illustré (*Figure B*).

### INSERTION DU TUYAU (*Figure C*)

Insérez le bout fileté du tuyau flexible à l'intérieur de l'orifice d'admission du réservoir. Tournez le collier de verrouillage du tuyau flexible dans le sens des aiguilles d'une montre pour le verrouiller en place. Pour retirer le tuyau flexible, tournez le collier de verrouillage du tuyau flexible dans le sens contraire des aiguilles d'une montre, puis tirez sur le tuyau pour le faire sortir de l'orifice d'admission du réservoir comme illustré.



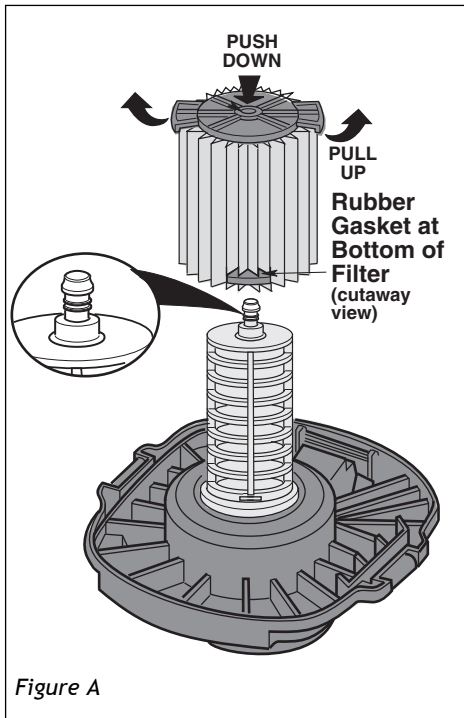


Figure A

## ProGuard 15 & 20 Filter Removal & Installation

### Qwik Lock™ Filter (Figure A)

#### Filter Removal:

1. Hold the filter tabs of the Qwik-Lock Wet or Fine Dust Filter in each hand.
2. With one thumb on the Qwik Lock stud, which protrudes through the integrated filter plate, lift up on the filter tabs while pushing down on the stud.
3. This action will cause the filter to release from the filter cage. Slide filter off cage.

#### Filter Installation:

1. Carefully slide the Qwik Lock filter over the filter cage and press down on the outside edge of the filter until the rubber gasket on the bottom of the filter seats securely around the base of the filter cage and against the lid.
2. Align the small center hole in the top of the filter over the Qwik Lock stud on the filter cage. Press firmly on top of the filter near the stud to allow the filter to snap over the ball on the end of the stud. The filter is now attached.

**NOTE:** Failure to properly seat the bottom gasket could result in debris bypassing the filter.

### Optional Intercept Micro Filter (Figure B)

#### Filter Installation:

The Intercept Micro Filter bag is to be used to collect dry material only, and should be used with the Fine Dust Filter. The correct positioning of the cardboard collar is required to assure proper seal.

1. Locate the two ribs on the inlet tube inside the tank.
2. Slide cardboard collar onto inlet tube and position cardboard collar between the two ribs.
3. With the cardboard collar securely installed, unfold and position filter bag inside tank as shown.

#### Filter Removal:

1. Separate cardboard collar from inlet tube by sliding the bag toward center of Vacuum tank.
2. Carefully remove filter bag from Vacuum tank and properly dispose of collected waste.
3. Install new filter bag.

**▲ WARNING:** To avoid health hazard from vapors or dust, do not vacuum toxic, carcinogenic or other hazardous materials such as asbestos, arsenic, barium, beryllium, lead, pesticides, or other health-endangering materials.

**CAUTION:** To avoid spilled debris, when picking up heavy or sharp material, monitor bag volume and do not overfill.

## ProGuard 15 & 20 Remoción e instalación del filtro

### Filtro Qwik Lock™ (Figure A)

#### Remoción del filtro:

1. Sostenga las lengüetas del filtro para material mojado o polvo fino Qwik-Lock en cada mano.
2. Con un dedo pulgar en el vástago Qwik Lock, que sobresale a través de la placa del filtro integrada, levante las lengüetas del filtro a la vez que empuja hacia abajo sobre el vástago.
3. Esta acción hará que el filtro se suelte de la jaula del filtro. Deslice el filtro hasta retirarlo de la jaula.

#### Instalación del filtro:

1. Deslice cuidadosamente el filtro Qwik Lock sobre la jaula del filtro y presione hacia abajo sobre el borde exterior del filtro hasta que el empaque de goma ubicado en la parte inferior del filtro se asiente firmemente alrededor de la base de la jaula del filtro y contra la tapa.
2. Alinee el agujero central pequeño ubicado en la parte superior del filtro sobre el vástago Qwik Lock ubicado en la jaula del filtro. Presione firmemente sobre la parte de arriba del filtro cerca del vástago, para permitir que el filtro se acople a presión sobre la bola ubicada en el extremo del vástago. Una vez hecho esto, el filtro estará instalado.

**NOTE:** Si no se asienta apropiadamente el empaque inferior, el resultado podría ser que los residuos pasen por alto el filtro.

### Filtro Intercept Micro opcional (Figure B)

#### Instalación del filtro:

La bolsa de filtro Intercept Micro está diseñada para utilizarse sólo para recoger material seco y se debe utilizar con el filtro para polvo fino. Se requiere posicionar correctamente el collarín de cartón para asegurar un sello apropiado.

1. Localice las dos estrías ubicadas en el tubo de entrada dentro de tanque.
2. Deslice el collarín de cartón sobre el tubo de entrada y posicione dicho collarín de cartón entre las dos estrías.
3. Con el collarín de cartón instalado de manera segura, despliegue y posicione la bolsa de filtro dentro del tanque de la manera que se muestra en la ilustración.

#### Remoción del filtro:

1. Separe el collarín de cartón del tubo de entrada deslizando la bolsa hacia el centro del tanque de la aspiradora.
2. Retire cuidadosamente la bolsa de filtro del tanque de la aspiradora y deseche apropiadamente los residuos recogidos.
3. Instale una bolsa de filtro nueva.

**▲ ADVERTENCIA:** Para evitar un peligro para la salud por causa de los vapores o el polvo, no recoja con la aspiradora materiales tóxicos o cancerígenos ni otros materiales peligrosos, tales como asbesto, arsénico, bario, berilio, plomo, pesticidas y otros materiales que pongan en peligro la salud.

**PRECAUCIÓN:** Para evitar que los residuos se derramen, cuando recoja material pesado o afilado, vigile el volumen de la bolsa y no la llene excesivamente.

## ProGuard 15 & 20 Retrait et installation du filtre

### Filtre Qwik Lock™ (Figure A)

#### Retrait du filtre :

1. Tenez les languettes du filtre Qwik-Lock à déchets humides ou à poussières fines dans chaque main.
2. Placez un pouce sur le goujon Qwik Lock, qui dépasse de la plaque de filtre intégrée, tirez sur les languettes du filtre et appuyez en même temps sur le goujon.
3. Cette action aura pour effet que le filtre sera relâché de la cage du filtre. Faites glisser le filtre pour le sortir de la cage.

#### Installation du filtre :

1. Faites glisser délicatement le filtre Qwik Lock par-dessus la cage du filtre et appuyez sur le bord extérieur du filtre jusqu'à ce que le joint d'étanchéité en caoutchouc sur le dessous du filtre soit solidement installé autour de la base de la cage du filtre et contre le couvercle.
2. Alignez le petit trou central sur le dessus du filtre au-dessus du goujon Qwik Lock sur la cage du filtre. Appuyez fermement sur le dessus du filtre, à proximité du goujon, pour permettre au filtre de s'emboîter sur l'embout sphérique du goujon. Le filtre est maintenant installé.

**REMARQUE :** si vous n'installez pas correctement le joint d'étanchéité du dessous, il est possible que des débris passent à côté du filtre.

### Filtre Intercept Micro en option (Figure B)

#### Installation du filtre :

Le sac filtrant Intercept Micro ne peut être utilisé que pour ramasser des matières sèches, et il doit être employé conjointement avec le filtre pour poussières fines. Il est nécessaire de positionner correctement le collier en carton pour assurer l'étanchéité nécessaire.

1. Localisez les deux nervures sur le tube d'admission à l'intérieur du réservoir.
2. Faites glisser le collier en carton sur le tube d'admission et positionnez le collier en carton entre les deux nervures.
3. Après avoir installé correctement le collier en carton, dépliez le sac filtrant et positionnez-le à l'intérieur du réservoir comme illustré.

#### Retrait du filtre :

1. Séparez le collier en carton du tube d'admission en faisant glisser le sac en direction du centre du réservoir de l'aspirateur.
2. Retirez avec précaution le sac filtrant du réservoir de l'aspirateur et jetez les déchets ramassés de la façon appropriée.
3. Installez un nouveau sac filtrant.

**▲ AVERTISSEMENT :** pour ne pas risquer de causer des dangers pour la santé en liaison avec des vapeurs ou des poussières toxiques, n'utilisez pas l'aspirateur pour ramasser des matériaux toxiques, cancérigènes ou autres matériaux dangereux tels que de l'amiante, de l'arsenic, du baryum, du béryllium, du plomb, des pesticides ou d'autres matériaux pouvant présenter des dangers pour la santé.

**MISE EN GARDE :** pour éviter des renversements de débris, lorsque vous ramassez des matériaux lourds ou tranchants, surveillez régulièrement le volume de remplissage du sac et ne le remplissez pas excessivement.

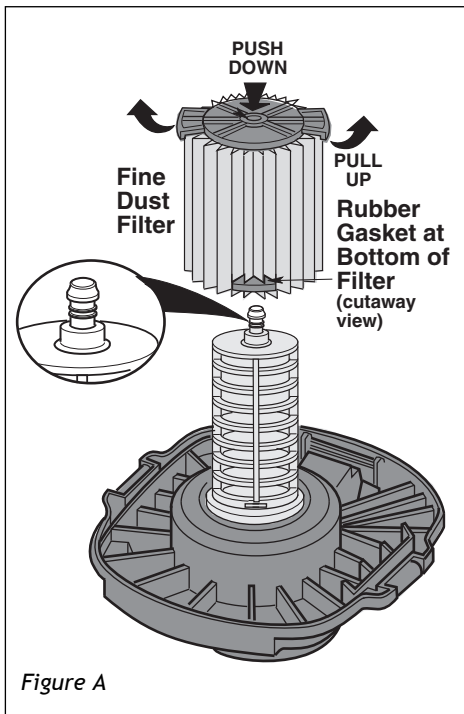


Figure A

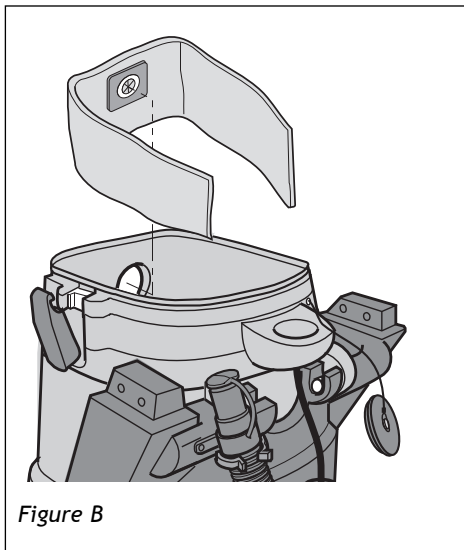


Figure B

## ProGuard 15 & 20 Operation

### VACUUMING DRY MATERIAL

1. A Fine Dust Filter (or optional HEPA media filter) must always be installed correctly to reduce the risk of leaks and possible damage to the Vacuum.
2. Your Wet/Dry Vacuum comes with the Qwik-Lock wet filter installed, replace with Fine Dust Filter #107175 (Figure A). When using your Vacuum to pick up very fine dust, it may be necessary for you to empty the tank and clean the filter at more frequent intervals to maintain peak performance.

**NOTE:** A Fine Dust Filter is necessary to pick up dry materials. If you use your Vacuum to pick up dust when this filter is wet, the filter will clog quickly and be very difficult to clean.

3. To make cleanup after the job easier, and to keep your Fine Dust Filter in better condition, the use of Intercept Micro Filter bag 107180 (installed in tank) is recommended (Figure B). See “Filter Removal and Installation” on page 27 for complete instructions. These bags are connected to the tank inlet and will capture a majority of the dry material before it reaches the Fine Dust Filter. After the job is complete, or when the bag is full, it can be removed from the inlet and discarded.

## ProGuard 15 & 20 Utilización

### RECOGIDA DE MATERIALES SECOS CON LA ASPIRADORA

1. Un filtro para polvo fino (o un filtro de medios HEPA opcional) debe estar instalado siempre de manera correcta, con el fin de reducir el riesgo de fugas y posibles daños a la aspiradora.
2. Esta aspiradora para mojado/seco viene con el filtro para material mojado Qwik-Lock instalado, reemplácelo con el filtro para polvo fino No. 107175 (Figura A). Cuando utilice la aspiradora para recoger polvo muy fino, es posible que sea necesario vaciar el tanque y limpiar el filtro a intervalos más frecuentes para mantener un rendimiento óptimo.

**NOTA:** Se necesita un filtro para polvo fino para recoger materiales secos. Si utiliza la aspiradora para recoger polvo cuando el filtro está mojado, éste se atascará rápidamente y será muy difícil limpiarlo.

3. Para facilitar la limpieza después del trabajo y mantener el filtro para polvo fino en mejores condiciones, se recomienda utilizar la bolsa de filtro Intercept Micro 107180 (Figura B). Consulte “Remoción e instalación del filtro” en la página 27 para obtener instrucciones completas. Estas bolsas se conectan a la entrada del tanque y capturan la mayor parte del material seco antes de que éste llegue al filtro para polvo fino. Después de completar el trabajo, o cuando esté llena, la bolsa se puede retirar de la entrada y desechar.

## ProGuard 15 & 20 Fonctionnement

### ASPIRATION DE MATÉRIAUX SECS

1. Un filtre pour poussières fines (ou, en option, un filtre à médias HEPA) doit toujours être installé correctement pour réduire le risque de fuites et d'endommagement de l'aspirateur.
2. Votre aspirateur de liquides et de poussières est fourni avec le filtre à tamis humide Qwik-Lock installé. Remplacez-le par le filtre pour poussières fines N° 107175 (Figure A). Lorsque vous utilisez votre aspirateur pour ramasser des poussières très fines, il sera peut-être nécessaire que vous vidiez le réservoir et nettoyez le filtre à des intervalles plus fréquents pour maintenir la performance optimale.

**REMARQUE:** un filtre pour poussières fines est nécessaire pour ramasser des matériaux secs. Si l'aspirateur est employé pour ramasser de la poussière alors que le filtre est humide, le filtre se bouchera très vite et il sera ensuite très difficile à nettoyer.

3. Pour faciliter le nettoyage après avoir fini l'aspiration, et pour maintenir votre filtre à poussières fines en meilleur état, il est recommandé d'utiliser le sac filtrant Intercept Micro 107180 (Figure B). Voir la rubrique « Retrait et installation du filtre » à la page 27 pour des instructions complètes. Ces sacs sont raccordés à l'admission du réservoir et captureront une majorité des matériaux secs avant d'atteindre le filtre pour poussières fines. Après avoir fini l'aspiration, ou lorsque le sac est plein, il pourra être retiré de l'admission et jeté.

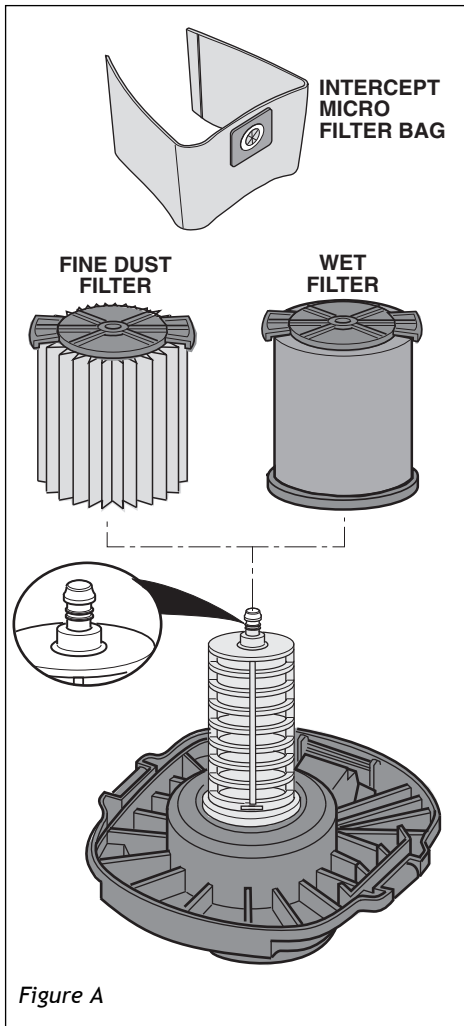


Figure A

## ProGuard 15 & 20 Operation

### VACUUMING LIQUIDS

**NOTE:** When picking up very small amounts of water, the Fine Dust Filter may be left in place. However, the Intercept Micro Filter bag **MUST** be removed. Even a very small amount of moisture can damage this bag and may cause it to break open.

1. When picking up large amounts of liquid, the Fine Dust Filter should be removed and the mesh, Wet Filter (107177) should be installed (Figure A). If the Fine Dust Filter is not removed, water could enter the motor housing which could overload and damage the motor. If the mesh, wet filter is not installed, small debris or soap suds may also enter the motor housing and cause damage to the motor.
2. The float mechanism activates to prevent water from entering the motor housing. When the liquid in the tank reaches a predetermined level, the float mechanism will rise automatically to cut off airflow. When this happens, turn off the Vacuum, unplug the power cord and empty the tank. You will know that the float has risen because the Vacuum airflow ceases and the motor noise will become higher in pitch, due to increased motor speed.

**IMPORTANT:** To reduce the risk of damage to the Vacuum, do not run the motor with the float in the raised position.

3. After using the Vacuum, follow the filter maintenance instructions found on page 32 to reduce the risk of possible mildew and damage to the filter.

## ProGuard 15 & 20 Utilización

### RECOGIDA DE LÍQUIDOS CON LA ASPIRADORA

**NOTA:** Cuando recoja cantidades muy pequeñas de agua, el filtro para polvo fino se puede dejar instalado en la aspiradora. Sin embargo, la bolsa de filtro Intercept Micro se **DEBE** retirar. Incluso una cantidad muy pequeña de humedad puede dañar esta bolsa y hacer que se rompa y se abra.

1. Cuando recoja grandes cantidades de líquido, el filtro para polvo fino se debe retirar y el filtro de malla para material mojado (107177) se debe instalar (Figura A). Si no se retira el filtro para polvo fino, podría entrar agua en la carcasa del motor, lo cual podría sobrecargar y dañar el motor. Si el filtro de malla para material mojado no está instalado, es posible que también entren residuos pequeños o escamas de jabón a la carcasa del motor y causen daños al motor.
2. El mecanismo del flotador se activa para impedir que entre agua en la carcasa del motor. Cuando el líquido contenido en el tanque alcance un nivel predeterminado, el mecanismo del flotador subirá automáticamente para cortar el flujo de aire. Cuando esto ocurra, apague la aspiradora, desenchufe el cordón de alimentación y vacíe el tanque. Usted sabrá que el flotador ha subido porque el flujo de aire de la aspiradora cesará y el ruido del motor alcanzará una frecuencia más alta, debido al aumento en la velocidad del motor.

**IMPORTANTE:** Para reducir el riesgo de daños a la aspiradora, no tenga en marcha el motor con el flotador en la posición elevada.

3. Después de utilizar la aspiradora, siga las instrucciones de mantenimiento del filtro que se encuentran en la página 31, para reducir el riesgo de posible formación de moho y daños al filtro.

## ProGuard 15 & 20 Fonctionnement

### ASPIRATION DE LIQUIDES

**REMARQUE :** lorsque vous aspirez de très faibles volumes d'eau, il est possible de laisser le filtre pour poussières fines en place. Cependant, il **FAUT** retirer le sac filtrant Intercept Micro. Même un tout petit peu d'humidité risquerait d'endommager ce sac et pourrait causer sa rupture.

1. Lorsque vous devez aspirer de grands volumes de liquide, il faut retirer le filtre pour poussières fines et installer un filtre à tamis humide (107177) (Figure A). Si le filtre pour poussières fines n'est pas enlevé, de l'eau risquerait de pénétrer à l'intérieur du carter du moteur, ce qui pourrait causer une surchauffe et endommager ce dernier. Si le filtre à tamis humide n'est pas installé, de petits débris ou de l'eau savonneuse pourrait aussi entrer dans le carter du moteur et endommager le moteur.
2. Le mécanisme de flotteur s'active pour empêcher l'eau de pénétrer à l'intérieur du carter du moteur. Lorsque le liquide à l'intérieur du réservoir atteint un niveau prédéterminé, le mécanisme de flotteur montera automatiquement pour couper la circulation de l'air. Lorsque cela se produira, éteignez l'aspirateur, débranchez le cordon d'alimentation et videz le réservoir. Vous saurez que le flotteur a monté parce que la circulation d'air dans l'aspirateur aura cessé et le bruit du moteur deviendra beaucoup plus aigu en raison de l'accélération de la vitesse du moteur.

**IMPORTANT :** pour réduire le risque d'endommager l'aspirateur, il ne faut pas faire fonctionner le moteur pendant que le flotteur est en position élevée.

3. Après avoir terminé l'aspiration, suivez les instructions de maintenance du filtre qui figurent à la page 19 pour réduire le risque de formation de mildiou et d'endommagement du filtre.



HANDLE REMOVED FOR CLARITY

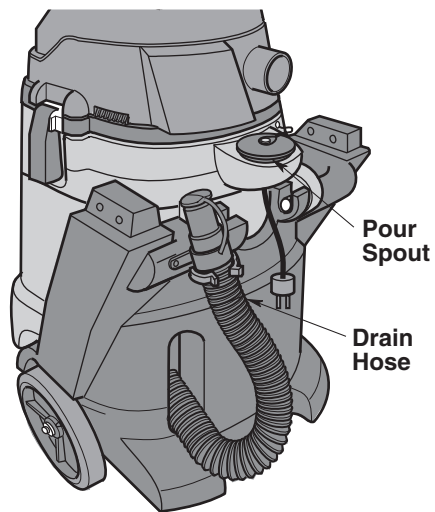


Figure A

## ProGuard 15 & 20 Operation

### EMPTYING THE TANK (Figure A)

**▲ WARNING:** To reduce the risk of injury from accidental starting, unplug power cord before emptying the tank.

**▲ WARNING:** To reduce the risk of back injury or falls, do not lift a Vacuum heavy with liquid or debris. Scoop or drain enough contents out to make the Vacuum light enough to lift comfortably.

**▲ WARNING:** To reduce the risk of electric shock, be careful when emptying liquids. Do not allow liquid to contact electrical connections or enter motor compartment. Unplug Vacuum before emptying.

Emptying the liquid from the tank can be accomplished in two ways. This Vacuum includes a drain hose for easily draining the contents into a floor drain or floor sink. It also includes a pour spout for disposing the contents into a commode.

### USING THE DRAIN HOSE (Figure B)

1. Unplug Vacuum.
2. Position the Vacuum close to where it needs to be drained.
3. Disconnect the hose from the hose clip on the back of the Vacuum cart.
4. Lower the hose close to the drain or into the floor sink and remove the hose plug.
5. When finished, replace the hose plug and reconnect the hose to the body of the cart.

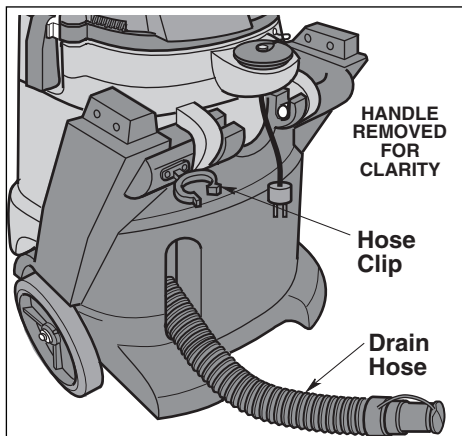


Figure B

## ProGuard 15 & 20 Utilización

### VACIADO DEL TANQUE (Figure A)

**▲ ADVERTENCIA:** Para reducir el riesgo de lesiones por causa de un arranque accidental, desenchufe el cordón de alimentación antes de vaciar el tanque.

**▲ ADVERTENCIA:** Para reducir el riesgo de que se produzcan lesiones en la espalda o caídas, no levante la aspiradora si pesa demasiado debido a que contiene líquido o residuos. Saque o haga salir una cantidad suficiente del contenido para hacer que la aspiradora sea suficientemente liviana como para poder levantarla cómodamente.

**▲ ADVERTENCIA:** Para reducir el riesgo de descargas eléctricas, tenga cuidado cuando vacíe la unidad de líquidos. No deje que el líquido entre en contacto con las conexiones eléctricas ni que entre en el compartimento del motor. Desenchufe la aspiradora antes de vaciarla.

El vaciado del líquido del tanque se puede realizar de dos maneras. Esta aspiradora incluye una manguera de drenaje para facilitar el drenaje del contenido a un desagüe de piso o un lavadero de piso. También incluye un pico vertedor para desechar el contenido en un inodoro.

### UTILIZACIÓN DE LA MANGUERA DE DRENAJE (Figure B)

1. Desenchufe la aspiradora.
2. Posicione la aspiradora cerca del lugar donde se necesita drenarla.
3. Desconecte la manguera de la pinza para manguera ubicada en la parte trasera del carrito de la aspiradora.
4. Baje la manguera hasta cerca del desagüe o al interior del lavadero de piso y retire el tapón de la manguera.
5. Cuando haya acabado, reinstale el tapón de la manguera y reconecte la manguera al cuerpo del carrito.

## ProGuard 15 & 20 Fonctionnement

### VIDAGE DU RÉSERVOIR (Figure A)

**▲ AVERTISSEMENT :** pour réduire le risque de blessure pouvant résulter d'une mise en marche accidentelle, débranchez le cordon d'alimentation avant de vider le réservoir.

**▲ AVERTISSEMENT :** pour réduire le risque de chute ou de blessure au dos il ne faut pas soulever un aspirateur plein de liquide ou de débris. Ramasser ou drainer suffisamment du contenu hors de l'aspirateur afin de rendre l'aspirateur assez léger pour le soulever confortablement.

**▲ AVERTISSEMENT :** pour réduire le risque de choc électrique, faites attention lorsque vous videz des liquides. Ne laissez pas de liquides entrer en contact avec des connexions électriques ou pénétrer dans le compartiment du moteur. Débranchez l'aspirateur avant de le vider.

Il y a deux façons possibles de vider le liquide contenu dans le réservoir. Cet aspirateur comprend un tuyau flexible de drainage qui permet de drainer facilement le contenu du réservoir dans une bouche d'écoulement de plancher ou dans un évier au sol. Il comprend également un bec verseur qui permet de transférer le contenu dans un pot de commodité.

### UTILISATION DU TUYAU FLEXIBLE DE DRAINAGE (Figure B)

1. Débranchez l'aspirateur.
2. Positionnez l'aspirateur à proximité de l'endroit où il aura besoin d'être drainé.
3. Déconnectez le tuyau flexible du collier de serrage du tuyau à l'arrière du chariot de l'aspirateur.
4. Abaissez le tuyau flexible à proximité du drain dans l'évier au sol et retirez la fiche du tuyau.
5. Une fois terminé, remettez la fiche du tuyau flexible en place et reconnectez le tuyau au corps du chariot.

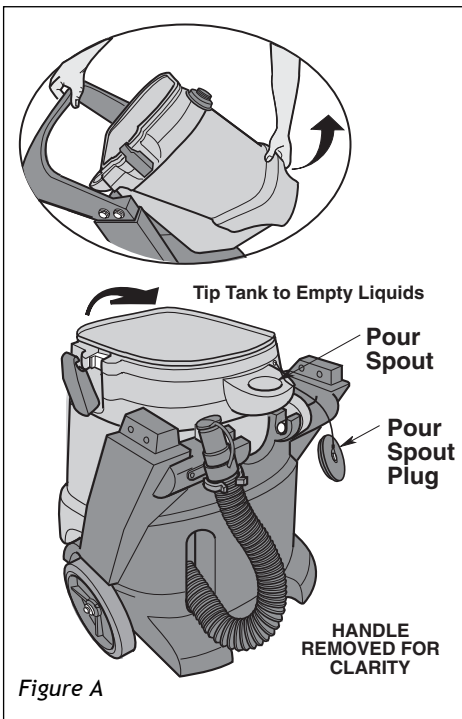


Figure A

## ProGuard 15 & 20 Operation

### USING THE POUR SPOUT (Figure A)

1. Unplug the Vacuum. Remove the power head from the tank and set it aside in a dry location.
2. Position the tank/cart assembly in the desired location and remove the pour spout plug.

**NOTE:** A full tank of water will be heavy. When emptying the tank contents, lift with your legs and use proper and safe lifting techniques.

3. Stabilize the cart with one hand positioned as shown while lifting up on the pour handle located on the lower, front portion of the tank. If needed, use the drain hose to drain some of the contents from the tank to reduce the weight.

## ProGuard 15 & 20 Utilización

### UTILIZACIÓN DEL PICO VERTEDEDOR (Figura A)

1. Desenchufe la aspiradora. Retire el cabezal del motor del tanque y póngalo a un lado en un lugar seco.
2. Posicione el ensamblaje de tanque / carrito en la ubicación deseada y retire el tapón del pico vertedor.

**NOTA:** Un tanque lleno de agua será pesado. Cuando vacíe el contenido del tanque, levante con las piernas y use técnicas de levantamiento adecuadas y seguras.

3. Estabilice el carrito con una mano posicionada de la manera que se muestra en la ilustración mientras levanta el asa de vertido ubicada en la parte delantera inferior del tanque. Si es necesario, utilice la manguera de drenaje para drenar parte del contenido del tanque con el fin de reducir el peso.

## ProGuard 15 & 20 Fonctionnement

### UTILISATION DU BEC VERSEUR (Figure A)

1. Débranchez l'aspirateur. Retirez le bloc moteur du réservoir et mettez-le de côté dans un endroit sec.
2. Positionnez l'ensemble de réservoir / chariot à l'endroit désiré, et retirez la fiche du bec verseur.

**REMARQUE :** un réservoir plein d'eau est lourd. Lorsque vous videz le contenu du réservoir, soulevez le réservoir en vous tenant solidement sur vos pieds et en utilisant des techniques de levage appropriées et sans danger.

3. Stabilisez le chariot avec une main positionnée comme illustré tout en soulevant au moyen de la poignée de versement située sur la partie inférieure avant du réservoir. Si nécessaire, utilisez le tuyau flexible de drainage pour drainer une partie du contenu du réservoir afin de réduire le poids.

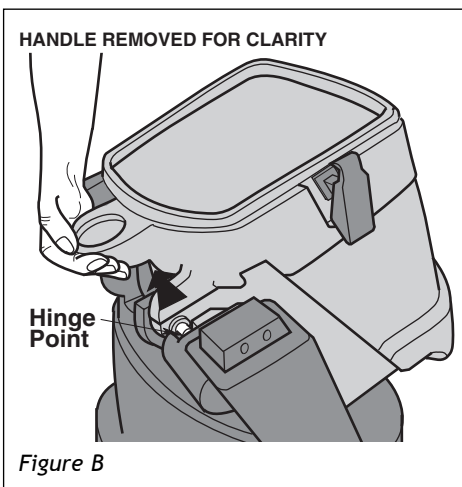


Figure B

### DISPOSING OF DRY MATERIAL (Figure B)

1. After unplugging the Vacuum, remove the power head from the tank and set it aside in a dry location.
2. Dump the tank contents in the proper waste disposal container.

**NOTE:** The tank may be removed from the cart base by lifting the tank straight up off of the base and out of its hinge point. Place the tank back on the cart by positioning the tank hinges in the hinge receivers first.

### ELIMINACIÓN DE MATERIAL SECO (Figura B)

1. Después de desenchufar la aspiradora, retire el cabezal del motor del tanque y póngalo a un lado en un lugar seco.
2. Vierta el contenido del tanque en un recipiente de eliminación de residuos apropiado.

**NOTA:** El tanque se debe retirar de la base del carrito levantando el tanque directamente hacia arriba hasta separarlo de la base y sacarlo de su punto de bisagra. Coloque el tanque de vuelta sobre el carrito posicionando primero las bisagras del tanque en los receptores de bisagra.

### ÉLIMINATION DES MATÉRIAUX SECS (Figure B)

1. Après avoir débranché l'aspirateur, retirez le bloc moteur du réservoir et mettez-le de côté dans un endroit sec.
2. Videz le contenu du réservoir dans un conteneur de déchets approprié.

**REMARQUE :** le réservoir peut être retiré de la base du chariot en soulevant le réservoir tout droit vers le haut afin de le détacher de la base et de le faire sortir de sa charnière. Placez à nouveau le réservoir sur le chariot en positionnant d'abord les charnières du réservoir dans les aires prévues à cet effet.

To Reorder Filters:  
Go to [www.pro-team.com](http://www.pro-team.com) or contact ProTeam's  
Customer Service Department at 866.888.2168

- Fine Dust Filter - 107175
- HEPA Media Filter - 107176
- Wet Application Filter - 107177
- Intercept Micro Filter Bag - 107180

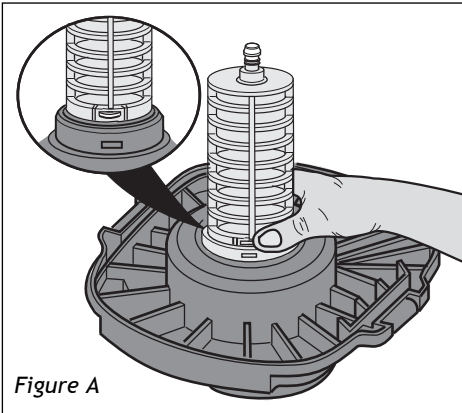


Figure A

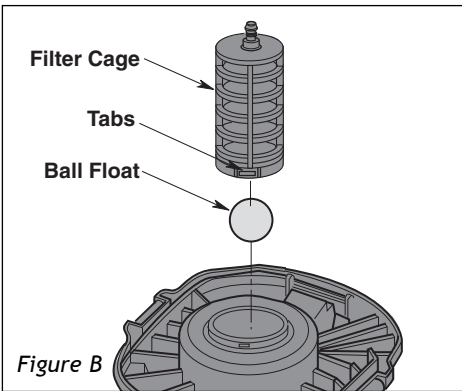


Figure B

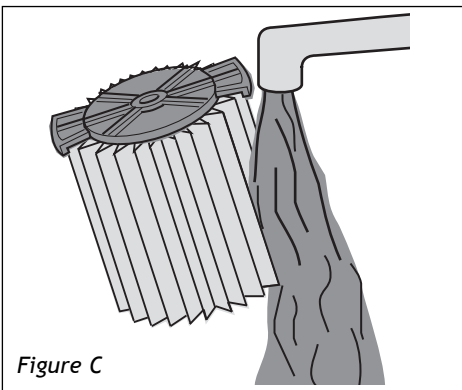


Figure C

## ProGuard 15 & 20 Filter Maintenance

### CLEANING THE FILTER CAGE AND FLOAT MECHANISM (Figure A)

1. Remove the filter from the filter cage.
2. Press removal tab inward and pivot the filter cage outward.
3. Clean all debris from cage and float mechanism.
4. Place the ball float over the opening in the center of the lid over the hole (Figure B).

**▲ WARNING:** To reduce the risk of personal injury or damage to Vacuum be sure to keep hands, fingers, or any other foreign objects out of the center opening when assembling the float.

5. Line up filter cage tabs with slots in the center ring of the lid.
6. Push on the filter cage until the tabs snap into slots for a secure fit.

### CLEANING THE FINE DUST FILTER

**NOTE:** Clean the filter in an open area. Cleaning should be done outdoors.

1. Remove filter from Vacuum. Gently tap the filter against the inside wall of the dust tank. The debris will loosen and fall.
2. For thorough cleaning of a filter clogged with fine dust, (no surface debris), run water down the outside of the filter pleats and ensure the water pressure is not strong enough to damage the filter (Figure C).

**IMPORTANT:** After cleaning, check the filter for tears or small holes. Do not use a filter with holes or tears in it. Even a small hole can cause a lot of dust to come out of the Vacuum. If damaged, replace the filter immediately.

## ProGuard 15 & 20 Mantenimiento del filtro

### LIMPIEZA DE LA JAULA DEL FILTRO Y EL MÉCANISMO DEL FLOTADOR (Figura A)

1. Retire el filtro de la jaula del filtro.
2. Presione hacia dentro la lengüeta de remoción y pivote la jaula del filtro hacia fuera.
3. Elimine los residuos de la jaula y del mecanismo del flotador.
4. Coloque el flotador de bola sobre la abertura ubicada en el centro de la tapa sobre el agujero (Figura B).

**▲ ADVERTENCIA:** Para reducir el riesgo de lesiones corporales o daños a la aspiradora, asegúrese de mantener las manos, los dedos o cualquier otro objeto extraño fuera de la abertura central cuando ensamble el flotador.

5. Alinee las lengüetas de la jaula del filtro con las ranuras ubicadas en el anillo central de la tapa.
6. Empuje sobre la jaula del filtro hasta que las lengüetas se acoplen a presión en las ranuras para lograr un ajuste seguro.

### LIMPIEZA DEL FILTRO PARA POLVO FINO

**NOTA:** Limpie el filtro en un área abierta. La limpieza se debe realizar al aire libre.

1. Retire el filtro de la aspiradora. Golpee suavemente el filtro contra la pared interior del tanque de polvo. Los residuos se soltarán y caerán.
2. Para realizar una limpieza minuciosa de un filtro obstruido con polvo fino (sin residuos en la superficie), haga correr agua por el exterior de los pliegues del filtro y asegúrese de que la presión del agua no sea lo bastante fuerte como para dañar el filtro (Figura C).

**IMPORTANTE:** Después de realizar la limpieza, compruebe el filtro para determinar si tiene desgarraduras o agujeros pequeños. No utilice un filtro que tenga agujeros o desgarraduras. Incluso un agujero pequeño puede hacer que salga mucho polvo de la aspiradora. Si el filtro está dañado, reemplácelo de inmediato.

## ProGuard 15 & 20 Maintenance du filtre

### NETTOYAGE DE LA CAGE DE FILTRE ET DU MÉCANISME DE FLOTTEUR (Figure A)

1. Retirez le filtre de la cage de filtre.
2. Appuyez sur la languette de retrait (vers l'intérieur) et faites pivoter la cage de filtre vers l'extérieur.
3. Nettoyez tous les débris de la cage et du mécanisme de flotteur.
4. Placez le flotteur au-dessus de l'ouverture au centre du couvercle, au-dessus du trou (Figure B).

**▲ AVERTISSEMENT :** pour réduire le risque de blessure aux personnes ou de dommage à l'aspirateur, assurez-vous de garder les mains, les doigts et tous autres corps étrangers à distance de l'ouverture centrale lorsque vous assemblez le flotteur.

5. Alinez les languettes de la cage de filtre avec les fentes de l'anneau central du couvercle.
6. Appuyez sur la cage de filtre jusqu'à ce que les languettes entrent dans les fentes (en faisant un dé clic) pour que l'ensemble soit fermement en place.

### NETTOYAGE DU FILTRE À POUSSIÈRE

**REMARQUE :** nettoyez le filtre à l'air libre. Le nettoyage doit être effectué à l'extérieur.

1. Retirez le filtre de l'aspirateur. Tapotez doucement le filtre contre la paroi intérieure du réservoir à poussière. Les débris se détacheront et tomberont.
2. Pour effectuer un nettoyage complet d'un filtre bouché par des poussières fines (pas de débris de surface), faites couler de l'eau le long de l'extérieur du plissé du filtre et assurez-vous que la pression de l'eau n'est pas excessive afin de ne pas endommager le filtre (Figure C).

**IMPORTANT :** après avoir terminé le nettoyage, inspectez le filtre pour vous assurer qu'il n'y a pas de déchirures ou de petits trous dedans. Il suffirait d'un petit trou pour causer l'éjection d'une grande quantité de poussière à l'extérieur de l'aspirateur. En cas d'endommagement, remplacez le filtre immédiatement.

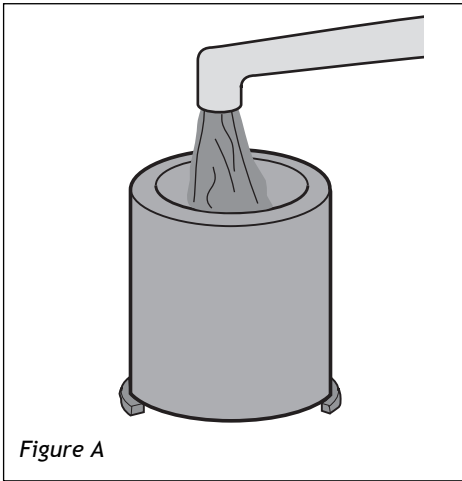


Figure A

## ProGuard 15 & 20 Filter Maintenance

**NOTE:** The Fine Dust Filter is made of high quality paper designed to stop very small particles of dust. The Fine Dust Filter can be used for small quantity wet pickup. Handle the filter carefully when removing to clean it or when installing it. Creases in the filter pleats may occur during installation but will not affect the performance of the filter.

**IMPORTANT:** To avoid damage to the blower wheel and motor, always reinstall a Fine Dust Filter before using the vacuuming for dry material pickup.

### CLEANING THE WET FILTER

For best cleaning results, clean the mesh filter in a utility sink or under a spigot.

1. Remove the filter from the Vacuum. Gently tap the filter against the inside wall of the dust tank to loosen surface debris.
2. For thorough cleaning of the wet filter, run water through it from the inside-out. While doing this run hand or soft brush over the surface to remove clinging debris (Figure A).
3. For a filter coated or clogged with floor wax, rinse the filter with a diluted floor stripper chemical. Using warm water and a soft brush should extend the life of the filter. Rinse the filter again with only warm water to remove any remaining chemicals.

**IMPORTANT:** If the sealing surfaces or mesh have been damaged, or if the filter is clogged beyond repair, replace the wet filter immediately.

**IMPORTANT:** The mesh, wet filter is multiple layers of fine and course mesh specially engineered to protect the Vacuum's motor. This filter has been designed to break up soap suds and capture floor stripper and most debris that may remain on a floor when wet cleaning. Using this filter does NOT replace pre-cleaning a floor prior to floor stripping.

## ProGuard 15 & 20 Mantenimiento del filtro

**NOTA:** El filtro para polvo fino está hecho de papel de alta calidad diseñado para detener partículas de polvo muy pequeñas. El filtro para polvo fino se puede utilizar para recoger pequeñas cantidades de materiales mojados. Maneje cuidadosamente el filtro cuando lo retire para limpiarlo o cuando lo instale. Se pueden formar arrugas en los pliegues del filtro durante la instalación, pero no afectarán al rendimiento del filtro.

**IMPORTANTE:** Para evitar daños a la rueda del soplador y al motor, reinstale siempre un filtro para polvo fino después de utilizar la aspiradora para recoger material seco.

### LIMPIEZA DEL FILTRO PARA MATERIAL MOJADO

Para obtener los mejores resultados de limpieza, limpie el filtro de malla en un lavadero utilitario o debajo de una llave de agua.

1. Retire el filtro de la aspiradora. Golpee suavemente el filtro contra la pared interior del tanque de polvo para soltar los residuos de la superficie.
2. Para realizar una limpieza minuciosa del filtro mojado, pase agua a través del mismo de dentro a fuera. Mientras hace esto, pase la mano o un cepillo blando sobre la superficie para retirar los residuos que se mantengan adheridos a ella (Figura A).
3. En el caso de un filtro recubierto u obstruido con cera para pisos, enjuague el filtro con un producto químico decapante para pisos diluido. La utilización de agua templada y un cepillo blando debería prolongar la vida útil del filtro. Enjuague el filtro de nuevo, sólo con agua templada, para eliminar todo producto químico que quede.

**IMPORTANTE:** Si las superficies sellantes o la malla se han dañado, o si el filtro está obstruido y no se puede reparar, reemplace de inmediato el filtro para material mojado.

**IMPORTANTE:** El filtro de malla para material mojado consiste en múltiples capas de malla fina y gruesa, diseñada especialmente para proteger el motor de la aspiradora. Este filtro ha sido diseñado para romper las escamas de jabón y capturar el decapante para pisos y la mayor parte de los residuos que permanecen en un piso cuando se limpia mojándolo. La utilización de este filtro NO reemplaza la prelimpieza de un piso antes de decapar dicho piso.

## ProGuard 15 & 20 Maintenance du filtre

**REMARQUE :** le filtre pour poussières fines est fabriqué en papier de qualité élevée conçu pour intercepter des particules de poussière de très petit diamètre. Le filtre pour poussières fines peut être utilisé pour aspirer de faibles quantités de débris humides. Manipulez le filtre avec précaution quand vous le retirez pour le nettoyer ou lorsque vous l'installez. Des faux plis dans le plissé du filtre sont possibles pendant l'installation, mais cela n'affectera pas la performance du filtre.

**IMPORTANT :** pour ne pas risquer d'endommager la roue de la soufflante et le moteur, réinstallez toujours un filtre pour poussières fines avant d'utiliser l'aspirateur pour ramasser des matériaux secs.

### NETTOYAGE DU FILTRE HUMIDE

Pour obtenir les meilleurs résultats possibles lors du nettoyage, nettoyez le filtre à tamis dans un évier ou sous un robinet.

1. Retirez le filtre de l'aspirateur. Tapotez doucement le filtre contre la paroi intérieure du réservoir à poussière pour détacher les débris adhérant à la surface.
2. Pour effectuer un nettoyage complet du filtre humide, faites couler de l'eau à travers depuis l'intérieur vers l'extérieur. Ce faisant, passez la main ou une brosse douce sur la surface afin d'en retirer les débris qui adhèrent (Figure A).
3. Si votre filtre est recouvert ou obstrué par de la cire, rincez le filtre avec un produit chimique de décapage de plancher dilué. L'emploi d'eau tiède et d'une brosse douce devrait permettre de prolonger la durée de vie du filtre. Rincez le filtre à nouveau avec de l'eau tiède pour éliminer tous les produits chimiques qui pourraient y adhérer.

**IMPORTANT :** si les surfaces d'étanchéité ou le tamis ont été endommagés, ou si le filtre est tellement obstrué qu'il en est irréparable, remplacez immédiatement le filtre humide.

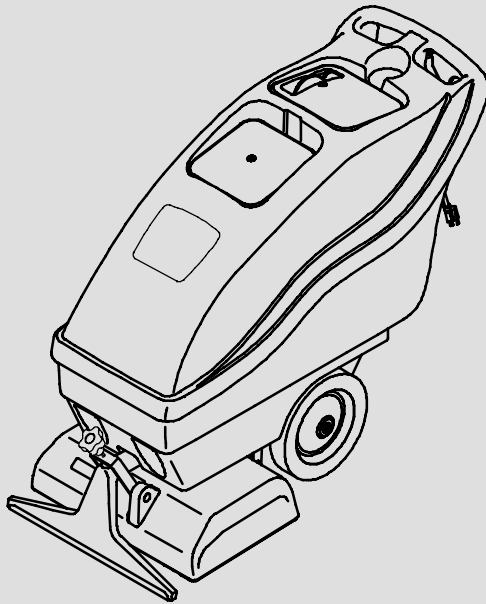
**IMPORTANT :** le filtre à tamis humide incorpore de multiples couches de mèches fines et grossières conçues spécialement pour protéger le moteur de l'aspirateur. Ce filtre a été construit de façon à pouvoir désintégrer les émulsions de l'eau savonneuse et capturer les produits de décapage de sol et la plupart des autres débris qui peuvent rester sur le sol après un nettoyage humide. L'emploi de ce filtre ne remplace PAS le besoin d'un nettoyage préalable du plancher avant d'effectuer le décapage.





# EX-SC-1020

Self-Contained Carpet Extractor  
Aspirador para moquetas con  
depósito incorporado  
Nettoyeur de moquettes autonome



Operator Manual (EN)  
Manual del Operario (ES)  
Manuel Opérateur (FR)

Model Part No.:  
9007486 - EX-SC-1020 (120V)



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**NOBLES**  
[www.nobles.com](http://www.nobles.com)

9007534  
Rev. 00 (04-2010)



This manual is furnished with each new model. It provides necessary operation and maintenance instructions.


**Read this manual completely and understand the machine before operating or servicing it.**

This machine will provide excellent service. However, the best results will be obtained at minimum costs if:


- The machine is operated with reasonable care.
- The machine is maintained regularly - per the machine maintenance instructions provided.
- The machine is maintained with manufacturer-supplied or equivalent parts.

Parts and supplies may be ordered online, by phone, by fax or by mail.

**UNCRATING MACHINE:** Carefully check carton for signs of damage. Report damages at once to carrier.



**PROTECT THE ENVIRONMENT**  
Please dispose of packaging materials and old machine components in an environmentally safe way according to local waste disposal regulations.



Always remember to recycle.

**MACHINE DATA**

Please fill out at time of installation for future reference.

Model No. - \_\_\_\_\_

Serial No. - \_\_\_\_\_

Machine Options - \_\_\_\_\_

Sales Rep. - \_\_\_\_\_

Sales Rep. phone no. - \_\_\_\_\_

Customer Number - \_\_\_\_\_

Installation Date - \_\_\_\_\_

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**Tennant Company**  
 PO Box 1452  
 Minneapolis, MN 55440 USA  
 Phone: (800) 553-8033 or (763) 513-2850  
 www.tennantco.com  
 www.nobles.com

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## SAFETY PRECAUTIONS

This machine is intended for commercial use only. It is designed exclusively to clean carpet and upholstery in an indoor environment and is not constructed for any other use. Use only recommended cleaning solutions and accessory tools.

All operators must read, understand and practice the following safety precautions.

The following warning alert symbol and the "FOR SAFETY" heading are used throughout this manual as indicated in their description:

**⚠ WARNING:** To warn of hazards or unsafe practices which could result in severe personal injury or death.

**FOR SAFETY:** To identify actions which must be followed for safe operation of equipment.

Failure to follow these warnings may result in: personal injury, electrocution, electric shock, fire or explosion:

**⚠ WARNING:** Do Not Use Flammable Liquids Or Operate Machine In Or Near Flammable Liquids, Vapors Or Combustible Dusts.

**⚠ WARNING:** Do Not Pick Up Flammable Materials Or Reactive Metals.

**⚠ WARNING:** Do Not Operate With Damaged Power Cord. Do Not Modify Plug. Unplug Power Cord Before Servicing Machine.

**⚠ WARNING:** Do Not Use Outdoors. Do Not Expose to Rain. Store Indoors.

The following information signals potentially dangerous conditions to the operator or equipment:

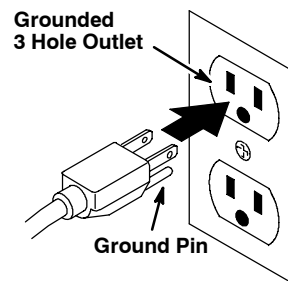
**FOR SAFETY:**

1. Do not operate machine:
  - Unless trained and authorized.
  - Unless operator manual is read and understood.
  - In flammable or explosive areas.
  - Unless cord is properly grounded.
  - With damaged cord or plug.
  - If not in proper operating condition.
  - In outdoor areas.

- In standing water.
  - With the use of additional extension cords. Only use manufacturer's extension cord equipped with machine which has proper capacity and is grounded.
2. Before operating machine:
    - Make sure all safety devices are in place and operate properly.
  3. When using machine:
    - Do not run machine over cord.
    - Do not pull machine by plug or cord.
    - Do not pull cord around sharp edges or corners.
    - Do not close doors on cord.
    - Do not unplug by pulling on cord.
    - Do not stretch cord.
    - Do not handle plug with wet hands.
    - Keep cord away from heated surfaces.
    - Report machine damage or faulty operation immediately.
    - Follow mixing and handling instructions on chemical containers.
  4. Before leaving or servicing machine:
    - Turn off machine.
    - Unplug cord from wall outlet.
  5. When servicing machine:
    - Unplug cord from wall outlet.
    - Avoid moving parts. Do not wear loose jackets, shirts, or sleeves.
    - Use manufacturer supplied or approved replacement parts.

## GROUNDING INSTRUCTIONS

Machine must be grounded. If it should malfunction or breakdown, grounding provides a path of least resistance for electrical current to reduce the risk of electrical shock. This machine is equipped with a cord having an equipment-grounding conductor and grounding plug. The plug must be plugged into an appropriate outlet that is properly installed in accordance with all local codes and ordinances. Do not remove ground pin; if missing, replace plug before use.



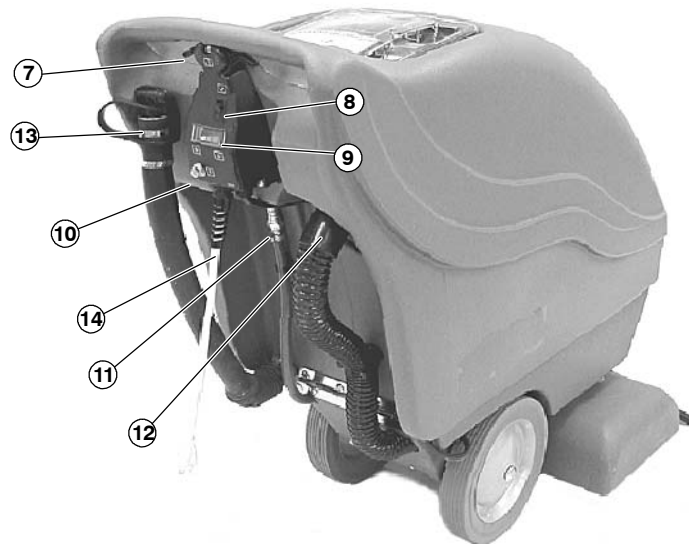
**SAFETY LABEL**

The safety label appears on the machine in the location indicated. Replace label if it becomes damaged or illegible.



⚠️ WARNING	⚠️ AVERTISSEMENT	⚠️ ADVERTENCIA
<p><b>EXPLOSION, FIRE AND SHOCK HAZARD. AVOID INJURY.</b></p> <ul style="list-style-type: none"> <li>Do Not Use or Pick Up Flammable Materials.</li> <li>Do Not Use Near Flammable Liquids, Vapors or Combustible Dusts.</li> <li>Do Not Operate With Damaged Power Cord. Do Not Modify Plug. Unplug Power Cord Before Servicing Machine.</li> <li>Do Not Use Outdoors. Do Not Expose to Rain. Store Indoors.</li> </ul>	<p><b>RISQUE D'EXPLOSION, D'INCENDIE ET DE DECHARGE. EVITEZ LES BLESSURES.</b></p> <ul style="list-style-type: none"> <li>N'utilisez Pas ou Ne Ramassez Pas de Matériaux Inflammables.</li> <li>N'utilisez Pas Près de Liquides, Vapeurs ou Poussières Inflammables.</li> <li>N'utilisez Pas la Machine Avec un Cordon d'Alimentation Endommagé. Ne Modifiez Pas la Prise. Débranchez le Cordon d'Alimentation Avant d'Entretien la Machine.</li> <li>N'utilisez Pas en Extérieur. N'Exposez Pas à la Pluie. Entrezposez à l'Intérieur.</li> </ul>	<p><b>PELIGRO DE EXPLOSION, FUEGO, DESCARGA EVITE LESIONES.</b></p> <ul style="list-style-type: none"> <li>No Use O Recoja Materiales Flammables.</li> <li>No Use Cerca De Liquidos Flammables, Vapores O Materiales Combustibles.</li> <li>No Use Con Cable De Corriente Dañado. No Altere El Enchufe. Desconecte Cable De Corriente Antes Del Mantenimiento.</li> <li>No Use Al Aire Libre. No Exponga A La Lluvia. Guarde Bajo Techo.</li> </ul>
1020383		

**MACHINE COMPONENTS**



- 1. Power Brush Head
- 2. Spray Tips (below Brush Housing)
- 3. Pickup Head
- 4. Brush Height Adjustment Knob
- 5. Solution Tank Lid
- 6. Recovery Tank Lid
- 7. Brush/Spray ON/OFF Triggers

- 8. Vacuum/Pump ON/OFF Switch
- 9. Brush Pressure Meter
- 10. Brush Circuit Breaker
- 11. Accessory Tool Solution Hose Hookup
- 12. Accessory Tool Vacuum Hose Hookup
- 13. Drain Hose
- 14. Power Cord Pigtail



**MACHINE SETUP**

1. Carefully check carton for signs of damage. Report damages at once to carrier. The machine is shipped fully assembled and is ready for use.
2. Remove solution tank lid. Using a hose or bucket, fill tank with 38L (10 gal) of hot water, 60°C (140°F) maximum (Figure 1).

**ATTENTION: Use different buckets to fill and drain machine to prevent solution system clogs.**



FIG. 1

**⚠ WARNING: Do Not Use Flammable Liquids Or Operate Machine In Or Near Flammable Liquids, Vapors Or Combustible Dusts.**

3. Add a recommended cleaning solution.

**FOR SAFETY: When using machine, follow mixing and handling instructions on chemical containers.**

**ATTENTION: If using powdered cleaning chemicals, mix chemical with water prior to adding to the tank.**

**NOTE: If desired, water alone achieves excellent cleaning results.**

4. Replace lid after filling.
5. Connect the supplied extension cord to machine. Plug cord into a grounded wall outlet (Figure 2).

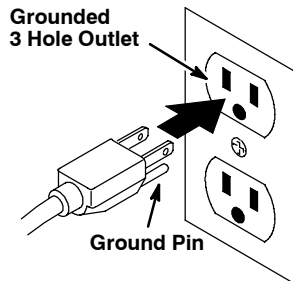


FIG. 2

**FOR SAFETY: Do not operate machine unless cord is properly grounded.**

**FOR SAFETY: Do not operate machine with the use of additional extension cords. Only use manufacturer's extension cord equipped with machine which has proper capacity and is grounded.**

6. Adjust brush to proper height. Turn height adjustment knob until bristles slightly touch carpet, then turn knob another one full turn. Turn knob clockwise to raise and counterclockwise to lower (Figure 3).



FIG. 3

7. Attach belt clip to power cord (Figure 4).



FIG. 4

**MACHINE OPERATION**

**FOR SAFETY: Do not operate machine unless operator manual is read and understood.**

**PRE-OPERATION**

1. Vacuum carpet to remove particles and other debris.
2. Inspect power cord for damage. Replace cord if damaged.

**CLEANING CARPETS**

**⚠ WARNING: Do Not Pick Up Flammable Materials Or Reactive Metals.**

1. Turn on Vacuum/Pump switch.

**NOTE:** Solution spray is activated when the Brush/Spray triggers are pulled.

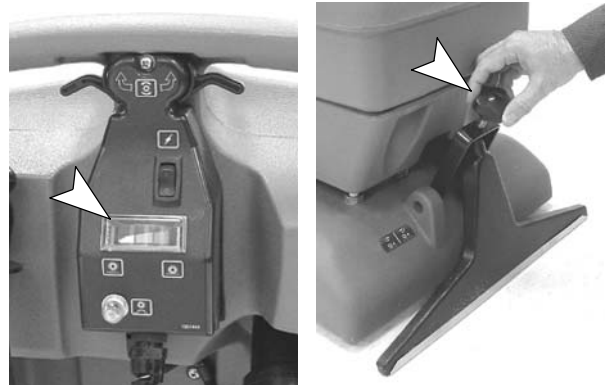
2. To begin cleaning, pull triggers and slowly pull machine backwards at a pace of approximately 3m (10 ft.) per 15 seconds (Figure 5).

**FIG. 5**

3. Release triggers at end of path and continue to pull machine backwards for another 30cm (12 in) to pick up excess solution.
4. Tip machine back and push forward to return at beginning of next path.

**WHILE OPERATING**

1. View brush pressure meter and adjust brush pressure adjustment knob if necessary. Operate brush pressure in the green zone ONLY. Turn knob counterclockwise to increase brush pressure and clockwise to decrease (Figure 6).

**FIG. 6**

**ATTENTION: To prevent brush motor overload, do not operate the brush pressure meter in red zone.**

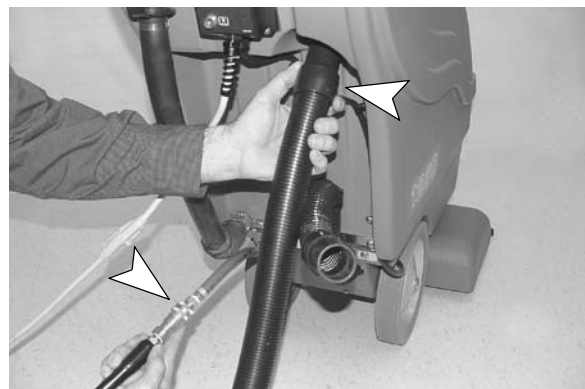
2. Overlap each path by 50mm (2 in).
3. Work away from wall outlet and power cord to prevent cord damage.
4. Check for excessive foam buildup in recovery tank. Use a recommended foam control solution to prevent vacuum motor damage.

**ATTENTION: Excessive foam buildup will not activate the float shut-off screen. Vacuum motor damage may result.**

5. If brush stops, the circuit breaker may have been tripped. Unplug power cord, check brush for obstruction OR raise brush height. Push brush reset button located on switch box to resume.
6. Repeat cleaning path for heavily soiled areas.
7. Once water recovery stops, or when solution tank runs dry, you must drain recovery tank (See DRAINING TANKS).

**CLEANING WITH ACCESSORY TOOLS**

1. Disconnect vacuum hose from inlet tube and replace with accessory vacuum hose. Connect accessory solution hose to quick coupler located below handle (Figure 7).

**FIG. 7**

2. Attach desired accessory tool to hoses.
3. Turn on Vacuum/Pump switch.
4. Operate accessory tools as normal (Figure 8).

**NOTE:** When cleaning upholstery, always check cleaning instructions sewn in furniture by manufacturer.



FIG. 8

5. After cleaning, relieve water pressure from tool before disconnecting hose. Squeeze trigger for five seconds after turning off switch.

## DRAINING TANKS

**FOR SAFETY:** When servicing machine, unplug cord from wall outlet.

**ATTENTION:** Use different buckets to fill and drain machine to prevent solution system clogs.

### DRAINING RECOVERY TANK

1. Turn off machine and unplug power cord.
2. Turn drain hose knob counterclockwise and pull out plug to drain (Figure 9).



FIG. 9

3. After draining, replace drain hose knob securely.

## DRAINING LEFTOVER CLEANING SOLUTION

1. Disconnect vacuum hose from inlet tube and replace with 1.4m (4 1/2 ft) clean-out hose, supplied with machine (Figure 10).



FIG. 10

2. Turn on Vacuum/Pump switch.
3. Remove solution tank lid and vacuum out leftover solution.
4. Drain recovery tank.

## MACHINE MAINTENANCE

To keep machine in good working condition, simply follow machines daily, weekly and monthly maintenance procedures.

**FOR SAFETY:** When servicing machine, unplug cord from wall outlet.

### DAILY MAINTENANCE (Every 4 Hours of Operation)

1. Drain and rinse out recovery tank thoroughly (Figure 11).

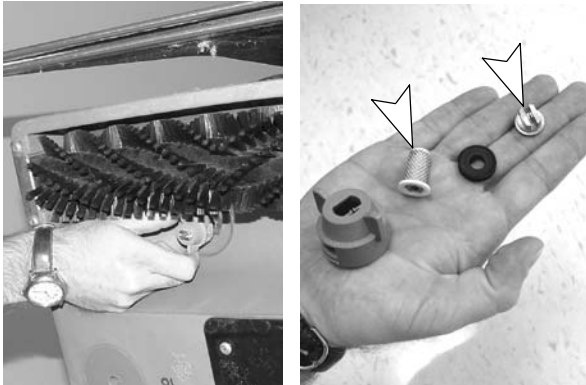


FIG. 11

2. Remove and clean float shut-off screen, located in recovery tank (Figure 12).

**FIG. 12**

3. Inspect spray pattern for plugging. If plugged, remove spray tips and screens and soak them in acetic acid solution for up to six hours. Do not use pointed objects to unplug tips, damage will occur (Figure 13).

**FIG. 13**

4. Vacuum out leftover solution in solution tank (Figure 14).

**FIG. 14**

5. Remove and rinse solution tank screen (Figure 15).

**FIG. 15**

6. Remove any entangled carpet fibers and debris from brush (Figure 16).

**FIG. 16**

7. Remove any clogged debris in pickup head (Figure 17).

**FIG. 17**

8. Inspect condition of the stainless steel pickup shoes. For best pick up performance, the shoes must touch the floor the entire length of the pickup head. Repair or replace shoes as needed.
9. Inspect cord and cord grip for damage, replace if damaged. Coil cord neatly after each use.

- Clean machine with a nonabrasive, nonsolvent cleaner (Figure 18).



FIG. 18

### MONTHLY MAINTENANCE (Every 80 Hours of Operation)

- Flush pump system with an acetic acid solution to dissolve normal alkaline chemical buildup.

**FOR SAFETY: When using machine, follow mixing and handling instructions on chemical containers.**

- Premix .5L (16 oz) of an acetic acid solution with 7.5L (2 gal) of hot water 60° C (140° F) and pour into solution tank.
  - Turn on Vacuum/Pump switch.
  - Position brush over floor drain and operate machine for one minute.
  - Shut off machine and allow remaining solution to break down alkaline buildup overnight.
  - Next day, spray out remaining solution and flush system with 11L (3 gal) of clean water.
- Lubricate wheels with a water resistant oil.
  - Inspect machine for water leaks.
  - Inspect machine for loose screws.

### QUARTERLY MAINTENANCE (Every 250 of Hours of Operation)

Check vacuum motor for carbon brush wear. Replace brushes when worn to a length of 10mm (0.38 in) or less. Contact your Authorized Service Center for carbon brush inspection.

### SERVICING MACHINE

To access internal components for repair, open machine as described below.

**⚠ WARNING: Unplug Power Cord Before Servicing Machine.**

**FOR SAFETY: When servicing machine, use manufacturer supplied or approved replacement parts.**

- Remove two hex-head bolts at front of machine, using a 9/16" wrench.

**ATTENTION: Make sure tanks are empty before opening.**

- Carefully hinge tank backwards away from chassis (Figure 19).



FIG. 19

- When closing machine, keep fingers clear and be careful not to pinch or kink internal hoses or wiring. Replace and tighten hex-head bolts.

### STORING MACHINE

- Before storing machine, be certain to flush tanks and drain machine of all water.
- Store machine in a dry area in the upright position with brush raised off floor.
- Remove recovery lid to promote air circulation.

**⚠ WARNING: Do not expose to rain. Store indoors.**

**ATTENTION: If storing machine in freezing temperatures, be sure that machine, pump and spraying system are completely drained and dry.**

### RECOMMENDED STOCK ITEMS

Refer to the Parts List manual for recommended stock items. Stock Items are clearly identified with a bullet preceding the parts description. See example below:

26	1017380	(00000000-	) • Hose, Drain, Assy, 1.5d X 29.5l, Blk,Flx
27	1008639	(00000000-	) • Drain Assy
28	1019563	(00000000-	) • Strap, Drain Cap
29	1008637	(00000000-	) • O Ring, 1.48" Id, 1.76" Od

**TROUBLE SHOOTING**

<b>PROBLEM</b>	<b>CAUSE</b>	<b>SOLUTION</b>
Machine does not operate.	Faulty switches or wiring.	Contact Service Center.
	Faulty power cord.	Contact Service Center.
	Building circuit breaker tripped.	Reset breaker.
Solution pump does not operate.	Overheated pump.	Determine cause and wait 20 minutes for pump to cool.
	Faulty solution pump.	Contact Service Center.
	Faulty solenoid.	Contact Service Center.
	Faulty switch.	Contact Service Center.
	Loose or broken wiring.	Contact Service Center.
Vacuum motor does not operate.	Vacuum motor thermal overload tripped.	Check air flow for obstruction, wait 20 minutes for motor to cool.
	Loose or broken wiring.	Contact Service Center.
	Faulty Vacuum/Pump switch.	Contact Service Center.
	Defective vacuum motor.	Contact Service Center.
	Worn carbon brushes.	Replace brushes or call for service.
Brush motor does not operate.	Brush/Spray Triggers not pulled.	Pull Brush/Spray Triggers.
	Brush motor circuit breaker tripped.	Remove brush obstruction OR readjust brush height. Reset brush breaker button at bottom of switch box.
	Faulty brush motor.	Contact Service Center.
	Loose or broken brush belt.	Contact Service Center.
	Faulty switch or wiring.	Contact Service Center.
Poor pick up.	Float shut-off screen is activated.	Drain recovery tank.
	Loose drain hose plug.	Cap drain hose securely.
	Clogged float shut-off screen.	Remove recovery lid and clean float shut-off screen.
	Air leakage around recovery lid.	Re-position recovery lid or replace gaskets.
	Loose vacuum hose connections.	Secure connections.
	Defective vacuum hose.	Replace hose.
	Loose vacuum hose cuffs.	Secure cuffs to hose.
	Damaged, loose or missing pickup head shoes.	Repair or replace pickup head shoes.
	Pulling machine too fast.	Slow down cleaning process.
Uneven or no spray.	Solution tank low or empty.	Refill solution tank.
	Dirty or plugged spray tips and screens.	Clean or replace tips and screens.
	Improper spray tip size or spray angle.	Replace with proper tips.
	Worn spray tips.	Replace spray tips.
	Faulty solution pump.	Contact Service Center.
	Plugged solution tank filter.	Clean filter.
	Pinched or kinked internal solution hoses.	Reroute or replace solution hose.