

Five Key Issues For Custodial Services Employees

1. Email Registration and Monitoring:

- We support all custodial employees having & maintaining a District email address.
- Please work with your crews to register and/or update their account and notify your CSS when confirmed.
- Custodians can register for an email account by calling the IT Help Desk at
- 619-209-HELP (4357).
- Custodial Services will add them to the global address group and include in appropriate email strings.
- Once custodians have an account they should monitor at least once per week.
- While on their shift, custodians should spend no more than a few minutes on this task once or twice per week. Supervisors are encouraged to set appropriate expectations regarding the use of computer for work related issues, and where there is suspicion of abuse counsel custodian accordingly.

2. Meeting Attendance:

- Meeting attendance is very important for sharing of information and ideas.
- Consider attendance at meetings an important part of your responsibility within Custodial Services.
- Although not mandatory, please make meeting attendance a priority. We all have busy schedules and must consider meetings an essential part of our commitment to each other.
- Custodial Services will do our best to provide information on operational issues and opportunities to engage with different programs and groups that impact custodial services.
- Our goal is to provide a content rich experience twice per year. One “all hands” meeting to start the year, and zone specific meetings to close out the school year.
- If you believe there are ways to improve the efficiency of custodial meetings, please share your ideas with your CSS.

3. Equipment Maintenance:

- Equipment maintenance prolongs the life of your cleaning equipment, reducing the need for costly replacement before reaching end of life cycle.
- If you need training with either general maintenance of equipment, or on preparing your deep cleaning equipment for storage please notify your CSS. We are happy to assist.
- Check your deep cleaning equipment before storage and send in anything needing repair before it is needed for use.
- Wipe down your equipment before sending it in for repair. Sanitaire/Eureka vacuums and yard vacs should be sent in for repair without their bags.

4. Networking With Your Neighboring Sites:

- Custodial Services encourages BSS/POS's to network with their neighboring sites.
- If you have a supply shortage, check to see if your neighbors can loan you what you need.
- Be a good neighbor by replacing/returning any materials you've borrowed to the lending site.
- If you need help lifting a heavy item, check with neighboring sites to see if they can lend a hand, and be available to support your neighbors if they call on you for assistance.

5. Work Schedules:

- Work schedules should be updated twice per year in September/March
- Work schedule certifications are due in February & at the end of school year.
- Updated copies of work schedules for all crew members should be forwarded to your CSS.
- Include travel time for split-site custodian.
- Create missing man schedules to be used when someone on your crew is absent.