

Portland Public Schools

Facilities Operations Custodial Guidebook



Portland Public Schools Nondiscrimination Statement

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. All individuals and groups shall be treated with fairness in all activities, program and operations, without regard to age, color, creed, disability, marital status, national origin, race, religion, sex, or sexual orientation.

Board of Education Policy 1.80.020-P

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INDEX

1. WELCOME	Page 4
2. PRIORITIES OF FACILITIES OPERATIONS	Page 4
3. RULES OF EMPLOYMENT	Page 5
4. CUSTODIAL RESPONSIBILITIES	Page 10
4-1. RESPONSIBILITIES OF THE DAY HEAD CUSTODIAN	Page 10
4-2. RESPONSIBILITIES OF THE HIGH SCHOOL NIGHT LEAD CUSTODIAN	Page 11
4-3. RESPONSIBILITIES OF THE FULL TIME AND PART TIME CUSTODIAN	Page 12
4-4. CLEANING DUTIES BY SPACE	Page 13
4-5. CUSTODIAL CLOSETS AND CARE OF EQUIPMENT	Page 17
4-6. CHECK LISTS / LOG BOOKS	Page 18
4-7. CLOCKING IN / OUT	Page 18
4-8. TARDINESS	Page 18
5. RISK MANAGEMENT	Page 18
5-1. ASBESTOS	Page 19
5-2. LEAD PAINT	Page 19
5-3. BODY FLUIDS (HANDLING AND CLEAN UP)	Page 19
5-4. CHEMICAL LABELING	Page 20
5-5. DRINKING FOUNTAINS AND WATER LINES	Page 21
5-6. FIRE EXTINGUISHERS	Page 21
5-7. PETROLEUM / GAS LEAKS / PILOTS	Page 21
5-8. SAFETY HAZARDS - ELECTRICAL / STAGE LIGHTING	Page 21
5-9. LOCK-OUT / ENERGY CONTROL	Page 22
5-10. INCIDENT REPORTS	Page 22
5-11. FIRE	Page 22
5-12. ROOF ACCESS / CLEANING	Page 22
5-13. PESTS	Page 23
5-14. BOMB THREATS	Page 23
6. BUILDING OPERATIONS	Page 24
6-1. BOILER OPERATIONS	Page 24
6-2. MECHANICAL	Page 25
6-3. PLUMBING	Page 25
6-4. BUILDING SECURITY / LOCK UP	Page 25
6-5. GATE CHAINS	Page 26
6-6. DOWNSPOUTS	Page 26
6-7. SUMPS	Page 26
6-8. GRAFFITI	Page 26
6-9. WINDOWS, DOORS AND HARDWARE	Page 27
6-10. ELECTRICAL SYSTEMS	Page 27
6-11. CLOCKS: SETTING AND CHANGING	Page 28
6-12. GROUNDS AND WALKWAYS	Page 28
6-13. ICE MELT	Page 28

7. SPACE SPECIFIC OPERATIONAL REQUIREMENTS	Page 29
7-1. CHILDCARE AREAS	Page 29
7-2. HEALTH ROOMS	Page 29
7-3. HOME ECONOMICS / KITCHENS	Page 29
7-4. INDUSTRIAL ARTS	Page 29
7-5. PLAYGROUNDS / PLAY EQUIPMENT	Page 29
7-6. RESTROOMS	Page 29
8. MISCELLANEOUS	Page 29
8-1. AIR FILTERS	Page 29
8-2. FLASHLIGHTS / CELL PHONES / BATTERIES	Page 29
8-3. GLOVES	Page 30
8-4. MARKER BOARDS / BULLETIN BOARDS	Page 30
8-5. CIVIC USE OF BUILDINGS (C.U.B)	Page 30
8-6. INCLEMENT WEATHER	Page 30
8-7. DESKTOP CONFIDENTIALITY	Page 31
8-8. FUEL DELIVERIES	Page 31
8-9. BUILDING OPERATION MANUAL	Page 31
9. HOW TO GET RID OF STUFF	Page 32
9-1. GOOD FURNITURE PICK UP	Page 32
9-2. BROKEN FURNITURE	Page 32
9-3. GARBAGE (RED ZONE)	Page 32
9-4. RECYCLING	Page 32
9-5. FOOD WASTE PROGRAM	Page 33
9-6. REGULATED / HAZARDOUS WASTE	Page 33
9-7. LARGE SIZED INSTRUCTIONAL SHOP EQUIPMENT AND PIANOS	Page 33
9-8. MOVING CLASSROOMS AND TEACHERS	Page 33
9-9. ORDERING CLASSROOM FURNITURE	Page 33
10. REQUESTING REPAIRS	Page 34
10-1. EMERGENCY / PRIORITY WORK ORDERS	Page 34
10-2. WORK REQUESTS	Page 34
10-3. WHEN REQUEST WORK	Page 34
10-4. WORK REQUESTS RELATED TO VANDALISM	Page 34
10-5. EMERGENCY WORK REQUEST LOG	Page 34

1. WELCOME

Welcome to Portland Public Schools Facilities Operations Department. The information in this guidebook provides you with the expectations and procedures to help you be successful in your position. The purpose of this guidebook is to assist in providing direction pertaining to the roles and responsibilities of the custodian at all levels. In conjunction with group and individual training, the guidebook should help you develop your capabilities so that you may be able to sustain a high-quality of performance.

We hope this guidebook will be a useful tool and serve as a reference. If you have any questions about the information in this guidebook, please consult with your Head Custodian, Facilities Operations Supervisor, or Facilities Operations Manager. If you have any suggestions for additions or revisions to this guidebook, please email them to a Facilities Operations Supervisor.

2. PRIORITIES OF FACILITIES OPERATIONS

A key component in the Facilities Operations Department is that it provides custodial services to schools. Combined with other departments that make Facilities and Asset Management, we offer services that support education, the highest priority district-wide, and we commit our attention and resources to those activities.

- The first priority of Facilities Operations is to provide facilities that are safe, secure, sanitary, and operationally ready for students to learn.
- We provide coverage and support for all Board and school sponsored activities such as athletics, Back to School and Grandparents' Days, dramatic and musical performances, open houses, carnivals, etc.
- Additionally, we provide support to the community and external user group activities scheduled through the Civic Use of Buildings (CUB) department. These include SUN Schools, Portland Parks Bureau classes as well as the multitude of other community-based group functions held within our buildings.

The goal of Facilities Operations is to provide the highest level of service possible while staying within current funding levels. To accomplish this we must make the most of our limited resources and try to balance district-wide facility needs with available staff and resources. Sometimes unforeseen occurrences further reduce our abilities to provide services. In these situations, custodians may not be able to perform every task listed as described below. In those situations the Head Custodian and FOM must determine what tasks are critical and provide appropriate direction to the custodial crew. Facilities Operations has developed a RED ZONE list of priorities to assist in effectively distributing our departments' resources and labor to minimize the impacts of unforeseen occurrences.

3. RULES OF EMPLOYMENT

Facilities Operations

- Every human being has intrinsic value
- Creating trusting relationships, working together and building on the strengths of our diversity are essential for a strong community
- Everyone has the ability to learn
- When individuals have equitable and just access to opportunities and satisfied basic needs, they can realize their full potential and contribute to the community
- Involving stakeholders in making decisions leads to better outcomes
- Adult behavior is a powerful teacher for young people
- Assuming individual and collective responsibility for the choices we make is critical to creating the future we desire

General Expectations

Employees will:

- Perform to the best of their ability
- Always use safe work practices
- Carry out reasonable requests made by supervisory personnel
- Maintain accurate records
- Come to work on time
- Treat others with respect
- Use and maintain equipment and property safely and appropriately
- Respect the privacy and property of other employees
- Refrain from solicitations for donations, unless cleared through proper management personnel

Professional Behavior

We expect all employees of Portland Public Schools to treat others with dignity and respect. Management will not tolerate uncivil or threatening language. Any employee who feels that another employee has not behaved in a professional manner toward them shall report that instance to their supervisor.

Dress Code

Facilities operations employees should set an example for students. Employees will be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

- OSHA regulations prohibit facilities operations employees from wearing shoes that do not cover the entire foot, such as thongs, sandals or other open-toed shoes.
- All halter-tops, swimsuits, sweat pants, torn shirts or clothing that has holes are prohibited.

- There will be no wearing of tank tops, sleeveless shirts, hats, do rags, caps or other head coverings (except for accepted Religious/ Medical reasons) inside PPS buildings
- Pants should be clean, neat, free from holes and appropriately fitted.
- All graphics, logos and language must be appropriate for all ages and in good taste.
- Attire depicting advertising for or referencing use of alcohol, tobacco or narcotics is strictly prohibited.
- Sweat pants, shorts, stretch pants, tights, pajamas, hospital scrubs, etc. are not allowed (except for authorized medical reasons).

Please remember: Good safety habits and good public relations begin with proper attire year-round.

Substance Use

Portland Public Schools prohibits the use of tobacco, drugs and alcohol on school property. The following activities will be grounds for disciplinary action:

- Use or possession of alcoholic beverages at work, coming to work under the influence of alcohol, or staying away from work because of the use of alcoholic beverages
- Use or possession of illegal or unprescribed drugs at work, coming to work under the influence of illegal or unprescribed drugs, any attempt to take part in the sale of drugs, or illegal handling of drugs at work.
- Refusal to take a drug and/or alcohol test when requested by management – will be treated as a positive test and the employee will be put on leave and be subject to discipline up to and including termination.

ATTENDANCE POLICY

Employees are required to report to work and to be prepared for duty at the beginning of their work period. Being repeatedly absent from work or tardy to work may result in discipline up to and including termination. In recognition of the contributions of each member of Portland Public Schools, it is imperative that this attendance policy be applied equitably and consistently to applicable employees.

Definitions:

Absence

- Any time an employee is not in attendance during a scheduled workday
- Employees will be considered absent from work any time they are not in attendance for more than one hour after the beginning of their shift during a scheduled workday with regards to the attendance policy unless prior approval has been granted and deemed appropriate by department leadership in advance.

Scheduled Workday

- Any time that an employee is scheduled to work, including voluntary and mandated overtime

Occurrence

- A series of one or more consecutive work day absences
- Consecutive workday absences will be counted as one occurrence
- Non-consecutive absences will be counted as multiple occurrences

Attendance Expectations

- With the exception of vacation, for any absence that extends for a period of more than three (3) consecutive work days, employees must speak with their manager for further instruction before they can return to work. Medical documentation from a health care provider must be submitted to FMLASource when the absence is due to an injury or illness. Employees on an approved leave of absence no longer need to follow the absence notification procedure until the scheduled return date.
- Before any employee returns to work, after being absent more than three (3) consecutive work days due to an injury or illness, written documentation from the health care provider releasing the employee for regular work duties is required.
- Human resources may require documentation from a health care provider or a medical examination to verify any injury or illness that results in an absence from work.
- In most cases employees are expected to arrange personal business outside of scheduled work hours. When other arrangements cannot be made, requests for emergency/personal business leave must be made to the employee's supervisor at least twenty-four (24) hours in advance unless the circumstance is unanticipated and beyond the employee's control.
- Employees may be referred to the employee assistance program (EAP) or other resources for counseling or assistance with medical, physical or personal difficulties related to their attendance problems.

Portland Public Schools reserves the right to:

- Authorize or refuse to authorize an employee's request for permission to be absent
- Investigate absences; management may require additional documentation and/or referral to support an absence
- Determine whether an absence is necessary or justifiable
- Deny pay for an absence in violation of this policy
- Determine the employment status of probationary employees

The district may determine at which level progressive discipline is initiated when an employee has received written warning(s) for other policy infractions.

Tardiness

- Employees will be considered tardy if they arrive after their shift begins or return to a shift late from a lunch or break. Generally, for the purpose of this attendance policy, a tardy will be counted when an employee arrives at their designated workplace later than five (5) minutes after the beginning of their shift.
- Frequent or recurring tardiness of less than five (5) minutes will result in discipline. Tardiness of greater than one (1) hour will be considered an absence with regards to the attendance policy unless prior approval has been granted and deemed appropriate by department leadership in advance

No Fault Attendance Policy

The following exceptions are not counted as absenteeism/tardiness under this policy:

- Scheduled vacation, scheduled personal holidays, sick leave scheduled in advance for medical appointments, approved emergency/personal business leave, bereavement leave, jury duty, and military leave
- Absence due to work-related injury/approved on-the-job injury
- Absences related to any FMLA qualifying condition with proper documentation
- Absences because of quarantine by the appropriate public health official; provided that such quarantine is declared solely for the purpose of preventing the spread of communicable diseases to others
- Absences to appear as a court witness provided the employee submits a copy of the subpoena to his/her manager
- Absences or tardiness approved by the director or designee in writing for extraordinary circumstances beyond the employee's control such as weather related emergencies

Administration of the Attendance Policy

- An employee who has been absent or tardy ten (10) or more times within three (3) or more occurrences over a rolling six (6) month working period is excessively absent and may be subject to progressive disciplinary action up to and including discharge.
- Each additional absence or tardy in a six (6) month period will result in advancement in the progressive discipline procedure.
- When an employee is absent or tardy due to illness a physician's statement may be necessary.
- If an employee has demonstrated a pattern of absenteeism (i.e. Mondays and Fridays) the district will consider the nature and seriousness of the offense to determine at which level progressive discipline is initiated.
- It is the employee's responsibility to follow proper call-in procedures. An employee who realizes he or she will be tardy should notify his or her supervisor as soon as possible and give an accurate expected time of arrival.

Time Away From Work

Facilities Operations personnel must give a reason for all absences except for vacations. The Facilities Operations Supervisor must approve all vacations in advance in writing. Please consult the Collective Bargaining Agreement for more specific information regarding Leaves.

Call out/in Procedures

Calling out (Absence)

Day Crew:

Step 1: The Head Custodian must contact the evening crew of their assigned building before 8:00 PM to open the building in their absence for the next day. If the absence is due to an emergency the Head Custodian will call their evening crew to cover as soon as an emergency is known. In the case of a Personal Emergency, if the Head Custodian cannot make contact with any member of their night crew then the Head Custodian will call the

On-Call Emergency phone. It is the Head Custodians responsibility to ensure their building is opened ON TIME!
{Do not leave a message; you must speak to a person}

Step 2: The evening person opening the building must “call-out” /notify their FOM, between the hours of 8:00 a.m. – 10:00 a.m. (DO NOT call the On-Call Emergency phone), of the absence reported to them. {Do not leave a message; you must speak to a person}. Contact Facility Services if you can’t make contact with your FOM.

Step 3: The FOM will contact the evening person covering the building.

Evening Crew:

Step 1: Contact the Head Custodian before 10:00 a.m. If you cannot reach your Head Custodian try contacting your FOM. If you continue to have issues reaching either your Head Custodian or FOM call Facility Services. {Do not leave a message; you must speak to a person}.

Step 2: The Head Custodian must “call-out”/notify their FOM between the hours of 8:00 a.m. – 10:00 a.m., of the absence reported to them. {Do not leave a message; you must speak to a person}

Calling in (Returning to work)

Day Crew:

Step 1: You must contact your FOM between 8:00 a.m. And 5:00 p.m. informing them that you are returning to work the next day. If you have issues reaching your FOM, call facility services. {Do not leave a message; You must speak to a person}.

Evening Crew:

Step 1: Contact the Head Custodian between 8:00 a.m. & 10:00 a.m informing them that you will be returning for that day's shift. If you cannot reach your Head Custodian try contacting your FOM. If you continue to have issues reaching either your Head Custodian or FOM call facility services. {Do not leave a message; You must speak to a person}.

Step 2: The Head Custodian will contact their FOM letting them know of the employees return

Cell phone usage/ Personal Electronics

Any personal electronic devices to include cell phones are not to be used for personal use during work hours. This includes texting, e-mailing, playing games, internet/data use, and Bluetooth. Cell phones and electronic devices must be OFF and AWAY during work hours.

The use of personal electronics including cell phones during work hours is inappropriate and disruptive to Facilities productivity. The District is not responsible for your electronic device if it is lost, stolen or damaged. Employees who use their electronic devices during work hours and without Management permission will be subject to progressive disciplinary consequences.

If someone needs to get in touch with a custodian because of an emergency situation, they should call the site's Custodial Cell phone or the On-Call Emergency phone.

Employee Visitors/Guests

Custodians are not authorized to have visitors/guests or pets at work during working hours. This includes children of any age during "Bring your Child to Work Day" or any other day.

4. CUSTODIAL RESPONSIBILITIES

Custodians are an integral part of the successful operation of every Portland Public Schools building. Every student, teacher, administrator and visitor relies on the custodian performing his or her duties skillfully and in a timely manner.

4-1 Responsibilities of the Day Head Custodian

Daily

- Disarm security system
- Turn on hall and restroom lights
- Check heating plant (log daily info into boiler operator's binder)
- Check building exterior and interior for damage and vandalism (At first daylight)
- Unlock exterior doors at appropriate times
- Raise flag (Using appropriate protocol)
- Pick up paper, glass and other litter from grounds (At first daylight)
- Turn off switched exterior lights
- Check box in office for mail messages
- Check voice mail and e-mail
- Check cell phone and radio for proper charge: carry at all times during shift and test cell as needed.
- Respond to all in building requests promptly
- Perform all building specific meal duties
- Clean assigned building areas
- Spot-check rooms and restrooms for cleanliness
- Conduct building specific inspections and enter required info into Custodial Services Checklists
- Meet with evening crew to review activities, performance and special needs
- Complete section inspections for probationary employees

Weekly

- Meet with principal (at principal's discretion)
- Check low-water cut-off for boilers (log info into boiler operators binder)
- Clean boiler room
- Check and blow down air compressor (log info into boiler operators binder)
- Check sumps for drainage
- Conduct visual safety inspection of playground equipment (note deficiencies)

- Keep roof drains and adjacent roof areas clean; check twice a week while the leaves are falling (follow building roof access guidelines)
- Perform steam leak inspection including all pipe runs (log info into boiler operators binder)
- Complete section inspections for all probationary employees or those in need of improvement / coaching
- Complete Custodial Services Checklists and submit to Facilities Operations Department

As Needed

- Provide service to school programs and building users
- Respond to body fluid spills and other emergencies
- Sweep outside entryways
- Remove graffiti from painted or non-porous surfaces including glass
- Call in emergency work requests
- Submit all non-emergency work requests online
- Assist in cleaning
- Repair or replace pencil sharpeners
- Check lights and replace lamps less than 20 feet high (LED lighting requires a Work Order)
- Complete and submit Inclement Weather Inspection Report
- Report to FOM all incidents of poor performance or misconduct
- Provide training to Custodial crew

Monthly

- Order supplies
- Complete Safety Survey of facility
- Complete section inspections for all non-probationary employees
- Complete evaluations for probationary employees
- Inspect fire extinguishers, initial and date the tags (1st Monday or within first 6 days of the month)
- Visual Inspection of fire sprinkler systems, fire department connections, hydrants and wet & dry stand-pipes to hose cabinets. Record pressure on sprinkler riser and enter info into fire life safety book. Report any missing stand-pipe or fire connection covers. Report any leaks or physical damage.
- Blow down steam boiler drain valves 'Mud Leg' (log daily info into boiler operator binder)
- Complete and send in payroll documents, as scheduled

Annually

- Complete Employee Evaluations for all employees on date provided by Facilities
- Punch boiler tubes on all non-package boilers (vacuum out breach)

4-2 Responsibilities of the High School Night Lead Custodian

Nightly

- Meet with Day Head Custodian – first 15 minutes of your shift
- Manage the work of the custodial crew
- Unlock and lock exterior doors at appropriate times

- Check box in main office for mail messages
- Check voice mail and e-mail
- Check cell phone and radio batteries for proper charge (carry both at all times)
- Take down flag (Using appropriate protocol)
- Respond to all building requests promptly
- Clean assigned building areas
- Spot-check rooms and restrooms for cleanliness
- Perform formal inspections and evaluations of custodial crew

Weekly

- Complete section inspections for all probationary employees or those in need of improvement / coaching. Work with your Head Custodian for added comments and additional feedback

As Needed

- Check CUB permits
- Provide service to school programs and building users
- Respond to body fluid spills and other emergencies (As soon as possible)
- Remove graffiti from painted or non-porous surfaces including glass
- Call in emergency work requests
- Submit all non-emergency work requests online
- Assist in cleaning
- Check lights and replace lamps less than 20 feet high (LED lighting requires a Work Order)
- Complete and submit Inclement Weather Inspection Report
- Report to FOM all incidents of poor performance or misconduct
- Provide training to Custodial crew

Monthly

- Complete section inspections for all non-probationary employees
- Complete evaluations for probationary employees (Work in conjunction with your head custodian)

Annually

- Assist Head Custodian with completing Employee Evaluations for all employees.

4-3 Responsibilities of full time and part time Custodians

Daily

- Meet with head custodian prior to beginning of shift
- Check voice mail and e-mail
- Check box in main office for mail messages
- Check CUB permits
- Clean assigned sections
- Bring in flags at dusk, following the appropriate protocol
- Lock exterior doors at the appropriate times

- Perform building lock up as described in section 5-4, Building Security / Lock up
- Call iWatch if you will close late or before entering at an unscheduled time such as weekends

As Needed

- Provide service to school programs and building users - responding to requests promptly
- Report any needed repairs to head custodian / night lead
- Respond to body fluid spills and other emergencies
- Respond to all building requests promptly
- Remove graffiti from painted or non-porous surfaces including glass
- Clean up after special activities
- Check lights and replace lamps less than 20' high as needed; report lights needing repair, LED lighting and burned out lamps over ten feet high to head custodian

4-4 Cleaning duties by space

Classrooms - Daily

- Remove trash and recycling
- Remove all gum from floors
- Empty pencil sharpeners
- Sweep/Vacuum
- Clean sinks and drinking fountains
- Refill dispensers
- Disinfect and wipe down all touch points (Door knobs, light switches etc)
- Spot mop (Full mop weekly at a minimum)
- Turn off lights and lock doors and windows when cleaning of room is completed

Classrooms – Weekly / As Needed

- Check lights and replace burnt out bulbs (LED lighting requires a Work Order)
- Clean glass in doors and classroom entrances
- Remove all excessive black marks and ink marks on floors
- Clean and set up for activities
- Clean desk tops
- Complete a full wet mop of assigned section
- Report items needing repair to Head Custodian
- Refill dispensers

Classrooms - As Time Allows

- Dust all furniture, including bookcases and cabinets, window ledges, around door frames, tops of chalk and cork boards, counters and air vents
- Remove writing, marks, gum, chalk dust, etc., on cork boards, walls, desks and furniture
- Remove finger marks from around light switches and miscellaneous trim / ledges, etc.

Daily items to be completed in areas designated as “Red Zones”

Hallways (RED ZONE AREAS)

- Dust mop halls

- Mop spills
- Auto-scrub halls daily (weekly at minimum)
- Clean and disinfect drinking fountains
- Disinfect and wipe down all touch points (Door knobs, light switches etc)
- Empty waste containers and replace liners
- Remove writing and marks from walls, lockers, window ledges and doors
- Remove ink and black marks from floors
- Remove paper, dust, etc., from light fixtures, windowsills, ceilings, etc.
- Check exit lights and lights (Submit Work Orders as needed)

Stairwells (RED ZONE AREAS)

- Dust mop/vacuum steps and landings
- Mop stairs as needed (weekly at minimum)
- Clean spills from steps, landings and ironwork
- Remove ink and other marks
- Remove writing from walls and windowsills
- Disinfect and wipe down all touch points (Door knobs, light switches etc)
- Check exit lights and lights on landings
- Remove spider webs, cobwebs, debris and dust from window sills, ceiling, etc.

Restrooms (RED ZONE AREAS)

- Remove paper, etc., from light fixtures, windowsills and ceilings
- Sweep and remove trash
- Empty menstrual hygiene disposal bins (Replace wax liner)
- Refill paper towel, soap, menstrual hygiene and toilet tissue dispensers
- Dust around doors, ledges, vents and window ledge surfaces as needed
- Clean and disinfect sinks, urinals, toilets, dispensers and mirrors
- Clean metal sills under doors, and clean corners
- Mop floor

Locker and Shower Rooms (RED ZONE AREAS)

- Remove paper, etc., from light fixtures, windowsills and ceilings
- Sweep and remove trash
- Empty menstrual hygiene disposal bins (Replace wax liner)
- Refill paper towel, soap, menstrual hygiene and toilet tissue dispensers
- Dust around doors, ledges and window ledge surfaces as needed
- Clean and disinfect sinks, urinals, toilets, dispensers and mirrors
- Clean metal sills under doors, and clean corners
- Clean drinking fountains
- Clean shower walls
- Wipe shower room ceilings with squeegee or towel
- Wash mud, writing, etc., from wall lockers and doors
- Dust lockers and basket racks weekly

Offices - Daily (RED ZONE AREAS)

- Remove trash and recycling
- Empty pencil sharpeners
- Sweep/Vacuum
- Mop floors
- Clean sinks and drinking fountains
- Disinfect and wipe down all touch points (Door knobs, light switches etc)
- Refill all dispensers
- Turn off lights and lock doors and windows when cleaning of room is completed

Offices – Weekly / As Needed

- Check lights and replace burnt out bulbs (LED lighting requires a Work Order)
- Clean glass in doors and classroom entrances
- Use gum remover and spotting procedures where needed on carpeted areas
- Remove all excessive black marks and ink marks on floors
- Mop up spills
- Refill all dispensers

Offices - As time allows

- Dust all furniture, including bookcases and cabinets, window ledges, around room doors, tops of chalk and cork boards, counters and air vents
- Remove finger marks from around light switches / walls

Cafeterias and Kitchens - Daily (RED ZONE AREAS)

- Sweep and mop
- Remove garbage
- Remove food waste from kitchens and cafeterias and place into a separate drop box marked as "Food Waste"
- Wash the food waste cans in kitchens and cafeterias daily.
- Clean behind and underneath ovens
- Clean floor mats
- Keep paper dispensers in kitchen filled at all times
- Clean handwashing sink in kitchen
- Clean any food or beverages from cafeteria tables and chairs following extra activities at night
- Clean changing room and restroom following restroom procedures
- Remove food debris from cafeteria walls

Cafeterias and Kitchens – Weekly / As needed

- Clean hood filters
- Set up and take down tables and chairs as required
- Respond to spills as required

Cafeterias and Kitchens - As time allows

- Dust hoods over stove, ovens, grill and dishwasher

- Dust all furniture, including bookcases and cabinets, window ledges, around room doors, tops of chalk and cork boards, and counters

Art Rooms

- Follow all regular classroom cleaning procedures
- Clean around student projects exercising extra caution and care not to disturb or damage them
- Absolutely No Dry Sweeping with brooms or non-hepa filtered vacuums that could release silica particles into the air
- Clay/ceramic rooms must be wet mopped every night with cold water to reduce dust build up
- Fill/Drain mop buckets in classroom for classroom use
- Refill paper towels

Childcare (RED ZONE AREAS)

- Follow all regular classroom cleaning procedures
- The area shall be kept hazard-free, in good repair, and free of litter or rubbish
- All garbage, solid waste, and refuse shall be disposed of
- Sweep / Vacuum and Mop entire floor each day

Gyms

- Follow all regular classroom cleaning procedures
- NOTE: All gyms must be mopped / auto-scrubbed with plain water – use the appropriate solution for body fluid spills or difficult spills
- Clean bleachers weekly and after each use (also under bleachers)

Culinary Rooms (RED ZONE AREAS)

- Follow all regular classroom cleaning procedures
- These rooms may have special cleaning instructions for the flooring materials: see Head Custodian, Facilities Operations Supervisor, or Facilities Operations Manager for instructions

Shops

- Follow all regular classroom cleaning procedures in classroom section of shop
- Check for and discard paint rags and oily rags (place in marked red metal rag containers)
- Empty sawdust bins, if unable to be completed by shop class speak to your FOM
- Remove metal shavings and dirt from floors beneath machinery

Auditoriums

- Follow all regular classroom cleaning procedures
- Sweep auditorium, stage and workroom as needed
- Check for blocked backstage exits and report to Head Custodian
- Check ceiling, wall, aisle and exit lights, and replace as needed (LED lighting requires a Work Order)
- Report any unsafe conditions or building alterations immediately to your FOM

Elevator Rooms, Mechanical Rooms, Fan Rooms, Server Rooms, MDF Rooms

- NOTE: Do not store items in these rooms.

- Sweep as needed
- Replace lights as needed (LED lighting requires a Work Order)

4-5 Custodial Closets and Care of Equipment

- Keep closet clean, stocked and organized
- Replace lights as needed (LED lighting requires a Work Order)
- Empty trash cans before storing
- Do not leave buckets full of solution in your closet overnight
- Clean and restock carts as needed. Make sure that the wheels turn freely
- Bring dust mops to boiler room for laundry pick-up on appropriate day
- Clean dust pans by washing them with general purpose cleaner
- Check and change paper bags in vacuums as needed
- Report damaged equipment to the head custodian or night lead
- Thoroughly rinse mops nightly after use: hang to air dry

Vacuums

Check the debris bag before each use and change before it gets overfilled with debris. Do not throw away the cloth filter bag. The cloth filter bag needs to be rinsed out in your closet sink every Friday and hung up to dry. Make sure to use the clip to hold the extension cord to the back pack belt- do not tie a knot in the cords. If you are missing parts please contact your FOM for replacements. If your vacuum is not functioning properly or is broken have your head custodian submit an "Equipment Repair Form " to Facilities Operations.

Walk-behind and riding scrubbers

Check the filters weekly. Rinse out the recovery tank and store with the lid propped up after each use. Only charge the scrubbers once the battery is nearly dead. If your scrubber is not functioning properly have your head custodian submit an "Equipment Repair Form" to Facilities Operations.

Extension cords

DO NOT USE DAMAGED CORDS. Extension cords must be checked regularly for missing prongs and damage to the insulating layer. If your cord is damaged please ask your head custodian to order one through supply channels.

Chemicals

ALL spray bottles of chemicals must be labeled with a manufacturer's official label. Do not mix different chemicals together. Do not puncture or open the sealed chemical containers meant for the automatic dispensers. Only use the chemicals in the manor described on the individual labels.

Mop heads

Mop heads can last a very long time if they are rinsed well and hung up to dry each night after they are used. Only discard when worn out.

Dust mops

Dust mop heads can be vacuumed with the back-pack vacuum to prolong their usefulness between changing heads. This will also help maintain a clean custodial closet.

4-6 Check lists/Log books

All daily, weekly and monthly online checklists need to be completed promptly. The onsite boiler operations log, generator tag/s, and fire extinguisher tags need to be kept up to date. The monthly fire report must be kept up to date and be placed in the Fire-Life-Safety binder by the fire panel inside the building's main office. It is the head custodian's responsibility to maintain these records accurately and in a timely manner; failure to do so can result in progressive disciplinary actions being taken. If you need assistance with any of these duties contact your FOM for a training referral.

4-7 Clocking in/out

Everyone must clock in and out; for every work day. If you have an issue clocking in or out **you must e-mail your Head Custodian and FOM**. In the email you must explain what prevented you from entering your punch.

4-8 Tardiness

You must be present at your work site and prepared to work by the beginning of your shift. It is not OK to start work late or to leave work early without prior written approval and accurate documentation of the time not worked. Please refer to the attendance policy. Any unapproved tardiness may result in unpaid time.

5. RISK MANAGEMENT

Health and Safety contact: (503) 916-3204

Health and Safety is now part of Risk Management. The link can be found from the PPS website: Click on DEPARTMENTS then locate and click on RISK MANAGEMENT. Health and Safety is located in the dropdown list under Healthy Schools.

Facilities Operations employees are instructed to be constantly on the alert. Custodians should note and report all hazards to health or safety in the building to their FOM. This includes any defective equipment in the building or on school grounds. Constant monitoring ensures that all safety concerns are handled promptly.

Daily inspection of the school grounds for safety, health and equipment condition is mandatory. Periodic tests or examinations must be made of building equipment, furniture and playground equipment. Any defective or hazardous items must be taken out of service immediately.

Be observant for defective walks, paving, stairs, handrails and any wall or ceiling-hung items or fixtures, electrical appliances, wiring, switches, outlets and cords.

Post or barricade areas where custodial work is in progress, or a wet floor or other hazard may exist. When performing building service work, use the proper equipment for the job. Do not use makeshift or defective equipment and unsafe methods. Do not jeopardize your own or a co-worker's safety.

Fire hazards are another year-round assignment. Watch for accumulations of combustible trash, flammable liquids, oily rags or other materials that may start or feed a fire. Dispose of trash and store flammable liquids in metal cabinets. Look for damaged wiring, unsafe lighting or extension cords, and arrange for repairs. If you observe a fire hazard you cannot resolve, notify your FOM.

5-1 Asbestos

Facilities Operations' Staff shall immediately submit an Emergency Work Order to Maintenance (63303) to report any damaged asbestos-containing materials. This includes reporting any loose or damaged asbestos-containing floor tiles. **DO NOT** proceed to clean up any exposed or released asbestos debris. Only those employees with current OSHA Class I, II or III certifications shall be allowed to disturb any asbestos-containing materials which includes clean up and removal.

Areas marked with signage indicating "DANGER THIS AREA CONTAINS ASBESTOS", are off limits to all personnel (district employees as well as contractors). The only exceptions are those with current OSHA Class I, II or III certifications. Additionally, all certified personnel that enter these spaces must follow OSHA regulations by wearing proper protective equipment. It is the responsibility of Facilities Operations' Staff to enforce this policy.

Those areas marked with signage indicating "CAUTION THIS AREA MAY CONTAIN ASBESTOS" are safe to access without any specific training or protective equipment.

The deep scrub and refinish as well as buffing of floors containing asbestos materials is acceptable. However, all floor work shall be performed using machines with speeds lower than 300rpm. Buffing requires the use of low abrasion (White) pads.

5-2 Lead Paint

The majority of our buildings have surfaces containing lead-based paint. In more recent years, modern non lead-based paints have been used to cover the layers of lead paint. Unfortunately lead continues to leach through from the underlying layers. Lead-based paint becomes a hazard when the dust or chips from flaking / degrading paint are ingested. This is more evident and particularly hazardous for small children. When cleaning immediately below painted sash windows and sash window sills, the custodian should wet wipe horizontal surfaces to make sure they are free of dust accumulations.

As a custodian it is one of your responsibilities to report damage or areas of concern. Therefore, if you notice significant amounts of paint chips or dust coming from any painted surface contact Maintenance (63303) with a priority work order. A Haz-Mat/Safety specialist will be sent to your building to clean up / remove lead paint debris in areas frequently occupied by children under the age of six. An annual survey will be completed at all buildings to determine areas of concern. Contact: Health & Safety , 503 916-3502

5-3 Body Fluids (Handling and Clean-Up)

Custodians are an integral part of maintaining a clean and sanitary school environment by helping prevent exposure to pathogens present in body fluids. Bodily fluids generally consist of the following: vomit, feces, blood, urine, etc. Annually, all custodians take an online training course that provides them with the knowledge to deal with bodily fluid exposures. Please adhere to the guidelines set forth in the training you received. If you have a severe situation that results in a larger than normal bodily fluid clean up, contact your FOM for guidance. The Facilities Operations staff must respond immediately to all body fluid spill cleanups.

Equipment and supplies that need to be stocked in each custodial closet for proper cleanup of these fluids include:

- CAUTION or WET FLOOR signs

- Mop Bucket
- Wet Mop (Store an old mop ready to be discarded for bodily fluid clean-ups. These mops can now be disposed of after the cleanup)
- Gloves (All sizes)
- Face Mask
- Dustpan
- Counter Brush
- Sponges
- 8-quart Bucket
- Small upholstery / carpet extractor (Make sure that all staff know where the extractor is stored)
- Spray bottle with Disinfectant (5 to 10 minute dwell time must be obtained)
- Quick absorbent products
- Absorbent towels (Generally paper towels that can be disposed of)

Restock used supplies immediately! All the equipment used to clean bodily fluids must be disinfected after each use.

Small bodily fluid exposure on a hard surface:

- Wipe up and clean the area thoroughly with absorbent towels
- Spray surface with Disinfectant and allow to dwell for 10 minutes
- Wipe area again with a moist towel
- Dispose of contaminated fluids and any disposable supplies used for cleaning areas into a trash bag and place in the trash dumpster
- Any tools and supplies used for the bodily fluid cleanup must be cleaned and disinfected immediately after use
- Supplies must be restocked so that the closet has the supplies necessary for the next emergency

LARGE bodily fluid exposure on a hard surface:

For larger bodily fluid exposures you would do the same as you would for small bodily fluid exposure. However, you may need to pick up the fluids with an absorbent powder or crystals, which then must be picked up with a counter brush and dustpan. The absorbent used to clean up large spills must be placed in a small garbage sack and tied off. This trash bag must be removed from the building and placed in an outside trash dumpster. Do not put in the classroom wastebaskets. The contents of the bag must be inaccessible to the students and staff to prevent spread of potential contamination. It will be necessary to spray the area again with a germicidal detergent. Mop water with disinfectant must be changed after a spill is cleaned up. (Use an old mop that has been stored for body fluid cleanup purposes. This mop can be placed in the bag with the bodily fluids and disposed of.) Supplies must be restocked so that the closet has the supplies necessary for the next emergency.

5-4 Chemical Labeling

OSHA regulations require all chemical containers to be labeled with a manufacturer's label - Additional labels can be obtained from your FOM or QA coordinator. These include any aftermarket containers used for mixing and applying the diluted chemical. Additionally, **NO** chemical may be left standing in a bucket / open container unless it is in immediate use and is able to be observed by the user: Bleach, ammonia and other chemicals not provided by Portland Public Schools are prohibited.

- Hazard Communication Plan at: <http://www.pps.net/Page/2216>

- SDS (Safety Data Sheets) for all Portland Public Schools supplied chemicals is available online at: <http://www.pps.net/Page/2216>

5-5 Drinking Fountains and Water Lines

To deal with build-up of rust, lead and other chemicals that may be present in water in our buildings, make sure that you have thoroughly flushed the building prior to the first day of school. District practice is that any water that has stood in the water lines over a school break needs to be flushed from all drinking fountains. For all water quality information please visit (<http://www.pps.net/Page/5378>)

Any leaky faucets or non-working drinking fountains that need immediate attention, a Work Request must be turned in.

5-6 Fire Extinguishers

Head custodians must inspect all fire extinguishers in their buildings on a monthly basis (1st Monday of the month or before the sixth day of the month). The service tag must be initialed / dated to be in compliance. Your initials confirm that each fire extinguisher is properly functioning and ready for use. Visual inspect each extinguisher to ensure the needle is in the green section and that the pull pin is secure and still has the zip strap. If you find a fire extinguisher that has a service tag that is more than 1 year old, email your FOM to inform them of a fire extinguisher that is out of service date. Be sure that your building has a complete complement of fire extinguishers. If you find that you are short or have questions concerning your building's fire extinguishers, or need assistance, contact your FOM or call Maintenance at 503-916-3310.

5-7 Petroleum / Gas Leaks / Pilots

When there is an odor of gas, **DO NOT** turn on ranges, light switches or any other item or appliance that may cause a spark. Open doors in the immediate area to ventilate the gas build up. If there is heavy gas build up or there are concerns of a broken gas line contact NW Natural gas for immediate response 1 (800) 882-3377. Then call Maintenance (63303) to report the issue / concern.

If the gas smell is light, ventilate the area. Then proceed to check for possible issues such as a blown out pilot. Contact Maintenance (63303).

When you have pilot failure on any gas appliance, shut off the fixture stop valve and call Maintenance (63303). At NO TIME should any pilot be lit when the odor of gas is present.

5-8 Safety Hazards - Electrical / Stage Lighting

Only electricians are allowed to make repairs or modifications to electrical systems and/or equipment. This includes rewiring stage lights; replacing, modifying or repairing plugs; making splices in cords; disconnecting ground wires; clipping off ground pins; altering wiring in junction or switch boxes; or performing similar work.

Any repairs or modifications must be requested through a Maintenance work order. Recommendations made by outside consultants concerning changes or modifications of electrical systems and/or equipment must have the prior approval of the Maintenance department.

Once the lighting is set up for a performance, a request for an inspection by the PPS Maintenance Electricians must be made at least 48 “workday” hours prior to the scheduled performance by calling Maintenance (63303) .

Special note: Some of the old-style spotlights had electric cords insulated with asbestos. PPS has undertaken the task to remove this hazard. However, if you discover some asbestos cords, call Environmental Health and Safety at 503-916-3502 to take appropriate corrective action. When renting or borrowing light fixtures or equipment from any source, make sure all fixtures and equipment are free of asbestos.

5-9 Lock-Out/Energy Control

The Lock-Out/Energy Control program is OSHA regulated [OR-OSHA Division 2/J,1910.147] and is to ensure that District facilities are protected from hazards associated with an unexpected energy release while work is being performed. Only Authorized Employees that have received training can safely Lock-Out equipment.

Energy sources requiring Lock-Out/Energy Control include:

- Electrical
- Mechanical
- Thermal
- Chemical
- Gas and Fluids
- Air and hydraulic pressure

If you find or observe that any of these items did not have the Lock-out/Energy Control procedures completed properly as instructed in your annual online training contact your FOM immediately.

5-10 Incident Reports

Head Custodians must report all serious incidents occurring in the building immediately by telephone to the Facilities Operations Department (63310). The office will route the information to the appropriate department(s).

5-11 Fire

In the event of fire, call 911 and notify the building administrator. Remain available to assist First Responders if safe to do so. If you have a small fire that has been contained and put out by building staff the fire department must still be contacted.

5-12 Roof Access / Cleaning

Prior to accessing the roof- custodians must locate and review the “Roof Access Plan” for their site - this document includes either a written summary of hazards and/or map. Please call or email Environmental, Health & Safety (EHS) if this information cannot be located: 503-916-3503 / twheeler@pps.net or riskcomp@pps.net

- Custodians are to access areas of the roof that do not pose a fall hazard for routine or scheduled maintenance
- You may use a ladder to clean drains and gutters; follow safe ladder practices including:
 - The ladder is 20 feet or less
 - The ladder extends at least 3 feet above the roof edge
 - The Ladder is set up on firm and level surface, make sure footing is secure
 - Always inspect ladder for defects such as bent or broken rungs, loose fittings or oil/grease that could cause you to slip before use
 - Secure ladder at the top with rope, wire or ladder hooks

- If the drains and gutters are located within a “No Access” area (edge of roof up to 15 feet) place a work order for Maintenance to complete
 - Do not walk within 15 feet of the roof edge
- Skylights are to be considered similar to unprotected roof edges and a distance of 15 feet must be maintained at all times
- Roofs should not be accessed during icy, windy or what would be considered inclement weather conditions
- If you have a physical or medical condition (vertigo, injury, etc.) which prevents you from working at heights, contact your FOM
- Please contact Environmental, Health & Safety with any questions or concerns, 503-916-3503

5-13 Pests

Environmental Health & Safety oversees the District’s Integrated Pest Management (IPM) program to control pests such as weeds, insects and rodents. IPM is an environmentally sensitive practice that uses methods that are the least toxic and most effective.

If you have pest issues at your school please report them to the Facilities Operations office at (503) 916-3310. When reporting any pest you must list all of the specific location/s (room numbers and locations in rooms) of the problem. Rooms/areas not listed in your original report cannot be treated once the technician arrives. Only the areas originally reported and listed in the required postings can be treated. All pest reports must be listed in the Pest Management book.

5-14 Bomb Threats

Although the majority of bomb threats are false alarms, it is important to ensure the safety of the occupants and your building by treating all bomb threats as the real thing. As in any emergency, please act in a calm, steady and professional manner.

Notification and Investigation

Upon receipt of a telephone call about a bomb threat at any district school the principal, or his or her representative, will initiate the following procedure:

- Call 911
- Notify Security Services – 503-916-3000
- Notify your FOM / Facilities Operations
- If warranted, evacuate the building - Custodian will follow emergency procedures outlined in the district emergency operations plan <https://www.pps.net/Page/201>

Action upon Discovery

If a Facilities Operations staff member (YOU) finds a suspicious object, package, carton, etc.:

- **Do not touch or move the object! Reasons for not handling suspicious devices are numerous, and include the possibility of causing the device to EXPLODE**
- Notify the building administrator immediately, who will call 911 and Security Services
- Help evacuate and isolate the area, if warranted
- Even under the most severe conditions, anyone who is not a trained and qualified individual is never to handle a suspected bomb

Taking Precautions

Review these procedures with your staff when dealing with explosives. Be sure all your custodial crew is familiar with these procedures and are able to follow these procedures when called upon in any emergency.

- **Do not touch or move the object! Reasons for not handling suspicious devices are numerous, and include the possibility of causing the device to EXPLODE**
- DO NOT smoke and DO NOT permit smoking in the immediate vicinity of a suspected bomb
- DO NOT expose a suspected bomb to light
- DO NOT take for granted the identification markings on packages and boxes, as they may have been changed
- Be prepared in the event that it is an incendiary device (Have sand and fire extinguishers on hand)
- DO NOT use a cellular phone, or other transmitting device in the vicinity of a suspicious device (Their transmission could detonate a bomb)
- DO NOT use two-way radios near the device, because their transmissions could detonate a bomb
- DO NOT allow unnecessary personnel in the area
- Only personnel vital to handling the emergency should be allowed within 100 yards of the device
- DO open windows and doors in the immediate vicinity of the suspected device (This allows the blast to escape, thereby reducing pressure on walls and interiors)
- DO shut off all power services to the area immediately (This reduces the possibility of gas explosions or electrical fires)

Types of Explosives

Blasting caps or detonators

- Metallic cylinders approximately 2" long, 3" to 6" in diameter, closed at one end (size may vary)
- Partially filled with a small amount of easily fired or detonated compound
- When fired, the resultant shock or blow is sufficient to detonate explosives
- Very dangerous to handle, as they can be detonated by heat, friction or a slight blow

Dynamite

- High explosive, usually cylindrical in shape. Size 1-1/4" in diameter and approximately 8" long (may be up to 12" diameter and 30" long)
- Outer wrapper is often covered in paraffin; usually marked DANGEROUS, HIGH EXPLOSIVE
- Shock sensitive; needs a blasting cap for detonation

Nitroglycerin

- A colorless to yellow liquid with a heavy, oily consistency
- Highly dangerous and extremely sensitive to heat, flame, shock or friction

6. BUILDING OPERATIONS

6-1 Boiler operation

The head custodian is responsible for the basic operations of the boilers as described below. The head custodian is also required to train the evening custodians on the basic operations in the case that they are called upon to cover for them in their absence.

- A visual inspection of the boilers and air compressors should take place daily. Check to see that they are operating normally (no abnormal noises- No smoke or leaks), this needs to be logged.

- Testing the low water cut off devices (weekly) and blowing down the boiler via the mud leg (monthly), both tasks need to be logged.
- The air compressors need to have the condensation drained a minimum of once a week, this needs to be logged.
- The lead-lag switch needs to be changed once a week to alternate which boiler runs more often.

6-2 Mechanical

- Check motors and pumps for lubrication – submit work order request for service if needed
- Wash non-oiled metal type filters in kitchen hoods
- Visually inspect operation of air handlers for vibrations, squealing noises and torn or missing belts – submit work orders as needed
- Verify the Emergency Generator runs one time per week (Generally on Monday mornings) – Notify Facilities Operations if generator does not run at normally scheduled time

6-3 Plumbing

- Tighten toilet seats and partitions walls – Notify your FOM if you do not have the proper tools
- Adjust flow of water to urinals, toilets, drinking fountains and sinks – Contact Facilities Operations Supervisors if you require training on these procedures
- Replace drain covers
- Unplug sinks, toilets, drinking fountains, etc. – Submit a work order if a plunger or closet auger is not sufficient to clear the plug – Contact Facilities Operations Supervisor for training
- To replace toilet paper holders, paper towel dispenser and soap dispensers email your FOM with a description, location and number of dispensers needed

6-4 Building Security / Lock up

It is important for the head custodian to maintain accurate lockup procedures for their building. Make sure that the written procedure makes note of any doors or windows with unique hardware and clearly describes how to secure them. The lockup procedure must be reviewed with any custodian filling in and with all new employees. The procedures must also be kept in your Building Operations Manual. When setting the building alarm and you encounter issues you need to contact the On-Call FOM at (503) 730-9682 and IWatch at (503)207-5336.

Lockup must be done in this specific manner

- Lock up cannot be done until right before you are ready to leave for the night
- Don't do lock up until after all people are out of the building
- You must check the building from the exterior
- Walk around the outside of the building physically testing all doors and ground level windows that are easily accessible. Visually check the windows that you cannot reach
- Start and stop your lock up at the same entrance

Per Fire Marshal regulations it is **NEVER** ok to chain doors that cannot be secured while the building is occupied. The only exception is that a broken door may be **TEMPORARILY** chained to provide building security until an emergency repair can be made. This procedure **MAY ONLY** be used when the building is **EMPTY**.

Security alarm

The building alarm must be set before leaving the building. Custodians are not allowed to place the building in to test for principals, teachers, or any other personnel remaining in the building. Anyone who wants to remain inside the building must contact iWatch and provide their own pass code to place the building into test. This must occur after you have secured and armed the building. Contact your FOM if you do not have a pass code. If there are problems setting the alarm, contact the on-call FOM at (503) 730-9682.

iWatch

You must also call iWatch if you are going to open the building outside of the normal building hours, including weekends (503)207-5336. If you are in the building after your normal closing time you must call iWatch and report that you are staying late. If you do not call to let them know you will be late, they will see it as a "No Close" and respond accordingly.

6-5 Gate Chains

It is important that the chains are drawn tight, post to post. Head custodians must place work requests for broken chains or missing reflector plates. This is an important deterrent for protecting our fields and buildings. **(WHEN OPEN FOR ACCESS, DO NOT LEAVE CHAIN LYING ACROSS DRIVE ENTRIES OR SIDEWALKS).**

6-6 Downspouts

It is important to keep roof drains, downspouts, and ground sumps free from debris and in good working condition. During the fall, winter, and spring months these will require constant monitoring and cleaning. *When safe to do so; Head Custodians are required to check these areas weekly to ensure they are flowing freely. If you have clogged downspouts or sumps, call in a priority Work Request to the Maintenance Department. Make sure all roof areas and gutters are clean.

6-7 Sumps

Maintenance is responsible for cleaning all the sumps. If you have questions about which specific sumps you are responsible for cleaning, call Maintenance (63303).

6-8 Graffiti

It is important that the exterior building graffiti be dealt with as quickly as possible. Call and ask for an Emergency or Priority Work Request at 503-916-3303 to deal with graffiti. When extensive or gang-related graffiti is involved, notify the Non-Emergency Police 503-823-3333 so they have the opportunity to photograph the site. It is important that you explain in detail the location, the type of graffiti, and the principal's concern about the particular graffiti.

The following kinds of graffiti are considered to be serious enough to be dealt with as an emergency:

- Gang-related graffiti
- Racial or ethnic slurs
- Obscenities
- Threats or references of injury or harm

If Custodians are unable to clean the graffiti, Maintenance Services has requested that custodians refrain from painting over graffiti unless the graffiti is violent or disturbing language in nature. Maintenance Services will try to effectively respond to the situation.

6-9 Windows, Doors and Hardware

- Keep a usable stock of window boarding material and Glass Patch™ on site and accessible (Create a general work order with the number of boards and sizes to replenish stock of window boards and to order boarding hardware)
- Secure broken windows with window boarding material or Glass Patch™ where required for building security
- Remove foreign objects from locks
- Tighten loose screws and bolts on knobs, hinges, door and drawer pulls, etc.
- Doors closure issues (slamming, not closing and latching, etc.) require a priority work request
Contact Maintenance (63303)

6-10 Electrical Systems

- Please note that all electrical systems including switch/outlet plates must only be worked on by an electrician
- Breaker boxes should be limited to custodial access only and should always remain locked
- All electrical equipment panels require 36" of clearance in front of and next to them at all times
- Set clocks that do not require technical adjustments (Battery operated wall clocks)
- Set time clocks on outdoor lighting as time and seasons change. Contact Maintenance if controlled by EMS.
- Replace all lights or fluorescent tubes and plastic tube covers as needed. (LED lighting requires a Work Order)
- Changing of lights 10' and under can be completed by one person
- Changing of lights 10' to 20' must be completed with two people - One on the ladder and one spotter
- Changing of lights above 20' can be completed by a lift certified custodian - Lifts can be requested through a work request **(When requesting a lift, provide the height of the lights to be worked on and area or classroom for delivery location.)**
- Change lamps in exterior flood lights that do not require ladder trucks
- Remove broken lamp bases from sockets if safe to do so
- Remove and replace damaged shades on light fixtures ASAP
- Remove all fluorescent tubes in fixtures where ballasts are faulty (Mark exterior of fixture with tape or a tag to designate fixture as having a bad ballast) (LED lighting requires a Work Order)
- Check all suspended light fixtures for secure anchoring, and be sure all visible components are secured in a safe manner

Tripped breakers

When a breaker becomes tripped it is because something in the electrical system is wrong. Often it is because too many devices are plugged into the same circuit. Before you reset a breaker you should check to see what devices are running on it. If too many items are plugged in then unplug some. A breaker can only be reset twice before a work order must be submitted to have an electrician check the system and reset it. If this is needed then the breaker in question needs to be marked as faulty and must remain off until it is checked.

6-11 Clocks: Setting and Changing

- Clocks in some buildings need to be changed by the custodial crew to adjust for daylight savings time. Contact your FOM with questions about programming systems.
- It is the custodian's responsibility to see that the bell system is turned off during all holidays, down days, breaks and vacations. Follow up with the school secretary or contact your FOM to verify that computer controlled systems are turned off.
- For assistance in changing bell schedules in the older systems contact your FOM

6-12 Grounds and Walkways

- Keep grounds free of broken glass and debris
- Clean all debris from yard catch basins
- Keep main walkways clear of obstacles including ice, snow, branches, leaves or any other foreign object that poses a tripping or slipping hazard - Please inform your FOM if you are unable to maintain safe walkways

6-13 Ice melt

Head Custodians are expected to order Ice Melt for their site. Each building should be stocked with at least 5 boxes of Ice Melt. Please do NOT over order as this product will go bad if left for long periods of time. This product can be effective if used properly but may also cause damage if over used. Please familiarize yourself with the considerations and application methods, and use appropriately to protect staff, students, and assets of the district.

Considerations when using ice melt:

- Should not apply to concrete less than one-year old, contact your FOM with questions.
- Best not to apply to porous concrete
- If possible, put down before ice or snow
- Ice melt is designed to break the bond of ice
- Should never expect ice melt to remove ice or snow
- Overuse can damage plants
- Temperature, wind chill, humidity and ice thickness may increase or decrease effectiveness of Ice Melt
- Over-application and prolonged exposure may cause damage to concrete

Application Method:

- Put down prior to storm
- Use sparingly, 1-4 lbs. Per 200 square feet
- Apply evenly with some form of spreader or toss with cup
- Once melt has penetrated the ice, the remaining ice and moisture should be swept from concrete
- Once storm has passed, any residue should be washed or swept from concrete to prevent tracking in building or damage to concrete

7. SPACE SPECIFIC OPERATIONAL REQUIREMENTS

7-1 Childcare Areas

Childcare areas must be cleaned on a daily basis and the heat must be turned on early enough so that the temperature is at 68 degrees before the children arrive. The temperature in childcare areas must be maintained at 68 degrees while the children are present.

7-2 Health Rooms

Health rooms must be thoroughly cleaned and disinfected daily.

7-3 Home Economics / Kitchens

For gas stove pilot failure, shut off the appliance stop valve and notify Maintenance (63303).

7-4 Industrial Arts

Metal torches, shop forges, crucibles and gas solder pots generally can be serviced by Maintenance Services. Notify Maintenance immediately of suspected leaks (63303) and Northwest Natural Gas (503) 226-4211.

7-5 Playgrounds / Play Equipment

Playgrounds and play equipment must be inspected daily for broken glass, nails, drug use paraphernalia and other obvious hazards. Protecting our students from injury must be one of your highest priorities. Early morning inspections are required daily. Call Maintenance Services (63303) immediately if there is structural damage from vandalism or use. Rake or blow play chips back into pits and contact maintenance for delivery of additional play chips.

7-6 Restrooms

All restrooms must be cleaned and disinfected daily. Proper PPE must be worn at all times. Incidents where toilets and/or drains are overflowing require the restroom be placed out of service until it is cleaned and disinfected.

8. MISCELLANEOUS

8-1 Air Filters

To minimize intrusions during the lunch period air filter service providers are required to install filters between 6 a.m. and 10 a.m. daily - Custodians must sign out building keys to the installer (contractor's keys). When the contractor has completed the installation the Head Custodian needs to verify the actual installation of filters, receive the contractor keys and a "Completed the Installer's Form" of completion.

8-2 Flashlights/Cell Phones /Batteries

It is the responsibility of the Head Custodian to keep a working flashlight available for the evening crew. The Head Custodian also needs to verify daily that the school assigned cell phone is in good working order. Contact your FOM immediately for repair or replacement. When the batteries from flash lights are no longer usable, they must be put in a container for recycling. The district's safety specialist will pick up batteries for recycling during the summer hazardous materials pickup. New batteries for flashlights can be ordered . Contact your FOM for all other issues pertaining to flashlights, cellphones, and/or batteries.

8-3 Gloves

Gloves must be worn for pulling trash, cleaning restrooms, and for other activities where custodians may come in contact with body fluids. This procedure is mandatory and is not at the option of the custodian. It is suggested that custodians carry an extra pair of gloves in their pocket at all times. Gloves are distributed by Facility Services for all custodians to use for cleaning up body fluid spills. Notify your FOM if you are allergic to the gloves provided. Disposable (single use) gloves must be replaced as soon as practical when they are contaminated, torn or punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse if the integrity of the glove is not compromised. Utility gloves must be discarded if they are cracked, peeling, torn, punctured or show any signs of deterioration.

8-4 Marker Boards / Bulletin Boards

- Schools order marker boards and bulletin boards through the Private Marketplace
- The work request for installation is not to be submitted until arrival of all ordered boards at the school. A cost chart field may be required from the school Principal.

8-5 Civic Use of Buildings (C.U.B.)

Procedures and regulations governing the use of buildings include the following:

- Staff working any C.U.B. outside of standard school hours needs to be on-site and ready 30 minutes prior to the event start time
- All applications for the use of buildings or grounds shall be submitted to the Community Use of Buildings office at the BESC no later than five days prior to the planned date of use
- Adult supervision provided by the C.U.B. holder is required for all authorized C.U.B. activities in all areas of the building or grounds and at all times
- All Facilities Operations staff members are to make every effort to accommodate guests in school buildings and make their visit pleasant
- Alcoholic beverages, smoking, illegal drugs in any form or gambling are not permitted on PPS premises
- Food or beverages are allowed only in rooms designated for those purposes
- Litter and debris must be deposited in waste paper receptacles
- Heat will not be provided after 4 p.m. unless the use permit is coded "PR" (Paid Rental), such as for childcare
- All C.U.B. activities must follow contractual parameters; rooms, times, group size, etc. - If a contracted event runs later than contracted the responsible group(s) will be billed for custodial overtime – Custodians working events must report any issues or additional hours to your FOM ASAP
- Groups that violate these procedures will be subject to revocation of their use permits

8-6 INCLEMENT WEATHER

PPS usually communicates about weather-related school schedule changes before 6:30 am, or, when possible, the night before using:

- NEW Text Messaging: Opt-in to School Messenger by sending the text message Yes or Y to 68453.
- www.pps.net
- Twitter: @PPSConnect at www.twitter.com
- Facebook: www.facebook.com/pps.homepage

- Phone call: Auto-dialer calls “primary” number on student registration form in all supported languages.

Following are the types of weather calls we make and how they impact custodial employees:

- “Two-hour delayed start”: All Custodians should report at their regularly scheduled time (Exercising caution on roads.)
- “Buses on snow routes”: All Custodians should report at their regularly scheduled time. (Exercising caution on roads.)
- “Schools closed, offices are open”: All Custodians should report at their regularly scheduled time (Exercising caution on roads.)
- “All Schools and District offices are closed”: All Custodians are required to report to work. (Exercising caution on roads.) - If you are not able to report to work, you need to follow proper call out procedures “PPS evening activities and events cancelled”/ “Schools or sites close early”: All Custodians remain at work. If you believe that you must leave work early due to weather conditions; you must contact your FOM or the On-Call manager prior to leaving (you must talk to someone- You cannot leave a message)

Head Custodian duties for inclement weather days:

- Complete the online inclement weather checklist
- Contact your FOM and report to them the conditions at your building by 6:30AM -They need to know the specific conditions of the areas listed below and the estimated time to clear the areas of hazards:
 - Heating plant
 - Plumbing
 - Walkways to the main entrance
 - Walkways to exterior buildings
 - Bus loading and turn-around zones
 - Other obvious hazards

8-7 Desktop Confidentiality

Any item left on a desk or visible on a computer, tablet, or phone is considered confidential and is not to be read or disturbed by any members of the Facility Services staff. When cleaning, please avoid disturbing the contents of any desk.

8-8 Fuel Deliveries

Call Star Oil Company to fill the generator once the fuel level is half a tank or lower. (503) 283-1256

8-9 Building Operation Manual

The head custodian needs to make sure that all information in the building operations manual is current. The opening and closing routines need to be kept up to date in these books as well, please include the location of lights and times that doors are to be opened or closed for school. The setup maps for breakfast, lunch and dinner need to be up to date and in the book. The books need to be clearly marked and accessible in the custodians’ office. Contact your FOM if your building does not have an Operation’s Manual.

9. HOW TO GET RID OF STUFF

9-1 Good furniture pick up

Good furniture means student desks, tables, bookcases, files, and chairs in good working order. The School custodian has access to furniture parts (glides for chairs, replacement tables and desk legs) and it is within their scope of work to make minor repairs. Every school should have a small supply of student furniture in good shape to use as needed throughout the school year. For Surplus Furniture and Equipment send an email to furniture@pps.net.

9-2 Broken furniture

Broken furniture, sofas, stage sets: Head custodian should work with the Facilities Operation Manager (FOM) to dispose of items on site (dropbox or extra garbage pickup). Particle Board bookcases and desks from IKEA or Target are not commercial grade and will not stand up to PPS wear and tear. If you no longer want these types of items, please find a new home for them or throw these items away. Appliances should be recycled through the FOM and Waste Management.

9-3 Garbage (Red Zone)

- Empty all garbage daily
- Garbage and waste can liners, if soiled, must be changed daily
- Tie all garbage bags tightly closed before putting in dumpster
- Wash out trash cans if liner leakage has occurred
- Keep all exterior dumpster lids closed and locked
- Call Facilities Operations for extra pickup – Plan ahead, it may not be collected the next day
- Do not heap or mound garbage above the top of the dumpster

All un-repairable furniture and equipment should be thrown away. If items are too large for disposal into the on-site dumpster make arrangements for a drop box or extra garbage pickup. Requests for one time use drop boxes can be made online. Go to PPS main page / Departments / Facilities Management / Energy and Sustainability / Waste Management / and click the button “Request a Garbage or Recycling Drop Box”.

Items discarded into the trash throughout the district are district property and are not available for personal reclamation. These items are not to be taken home and not to be salvaged for personal use.

9-4 Recycling

- Check recycling daily and empty bins when they are over half full or contaminated
- Keep recyclable materials separate from garbage – put into correct dumpsters labelled for recycling
- Tie all recycling bags tightly closed before putting in dumpster
- Keep all dumpster lids closed and locked
- For Electronics recycling use the e-waste link to request pick up <http://www.pps.net/Page/2592>
- If you are in need of additional recycling boxes (tower type) contact your FOM

Recyclable items

- Paper
- Plastic Bottles
- Metal (All types)
- Cardboard - Flatten all corrugated cardboard prior to putting in dumpster

Not recyclable

- Waxed corrugated cardboard
- Glass
- Light Bulbs
- Soiled paper products (i.e. pizza boxes, etc.)

9-5 Food Waste Program

- Food waste from kitchens and cafeterias will be emptied daily and put into a separate drop box marked as "Food Waste". Wash the compost cans in kitchens and cafeterias daily.
- Food waste drop boxes need to remain locked daily
- Head Custodians may, (if they choose to do so) coordinate with building staff for single food waste bag pick-up from other building spaces to include the cafeteria and kitchen.

9-6 Regulated / Hazardous Waste

Warning labels must be affixed to containers of regulated waste. Red containers may be substituted for labels. Contact Health & Safety for pick up (63502)

9-7 Large-Sized Instructional Shop Equipment and Pianos

Submit a Work Order for items that one person cannot move with a hand truck or that require a craft to disconnect.

9-8 Moving Classrooms and Teachers

There is no Central Office resource to support teacher/classroom moves. Facilities Operations does not provide boxes, packing or moving services to schools, programs or our partners (daycare, SUN etc.).

- Teachers move themselves when they accept a new job at a new building.
- There is no funding or process for moving a teacher's personal items from site to site.
- The curriculum is ordered from Textbooks/the Instructional Resource Center.
- Computers/Tech carts are ordered through the IT Purchasing.

Custodians can move two classrooms per summer. When principals determine a need for classroom moves, custodians can provide the following support:

- Moving teachers' file cabinets after the cabinets have been emptied.
- Moving teachers' desk materials after the teachers have packed the materials into boxes. Teachers will unpack the boxes at the new location.
- Teacher desks and student furniture will not be moved except in specific circumstances as determined by the FOM.
- Moving additional material from the closet, bookshelves and other stored materials in the classroom after the teacher boxes the items.
- Custodians will adjust desks up and down or all to the same height and swap chairs room to room as needed
- If a custodian receives requests beyond these guidelines, he or she is instructed to contact an FOM for assistance.

9-9 Ordering Classroom Furniture

Principals / Vice Principals are responsible for coordinating additional furniture requests, removal of excess furniture and room moves. Email furniture@pps.net

10. REQUESTING REPAIRS

10-1 Emergency / Priority work orders

These relate to problems that if not corrected within 24 hours or less will result in a school closure (i.e. no water or heat or electricity). This includes issues where life, health, or safety is threatened and where major property security is jeopardized. Call Emergency issues into Maintenance at (503) 916-3303 as soon as possible. Be sure to give specific information to describe the issue and give an accurate location of the problem. Remember that an Emergency work order is the most costly and least efficient service, so think before labeling something an emergency. If the issue is not an emergency but has been labeled such by a building user or an administrator, please do not call it in as an emergency. Instead enter the work request into the online system and email your FOM the work request number with a description as to why the building user or administrator deems the work as extremely important. Do not create duplicate work orders. If further repairs are needed, or the issue has not been addressed, please email your FOM the work request number and give a description of what is needed to resolve the issue.

10-2 Work requests

These are any repair issues that are not emergencies; they must be entered into the online system via TRIRIGA. If a work request is taking too long to be resolved please send your FOM an email with the work request number, a description of the issue and the reason that it needs a quicker response. Do not create duplicate work requests.

10-3 When requesting work

- Describe the situation clearly – (with words and, if needed, sketches or pictures that can be attached)
- Describe where the work is to be done
- Describe what work is to be done
- Describe when the work must be done (if time is a factor, note deadline or date of event)

For emergency safety-related situations call 63303 to submit an emergency work order and contact your FOM or the after hours Emergency On-Call Supervisor.

10-4 Work Requests Related To Vandalism

Work requests related to vandalism require additional action. Report vandalism, whether or not you have a suspect or known vandal, to the non-emergency Police 503-828-3333 so they can start their investigation. If you know the cause was vandalism make sure to enter “yes” in the “vandalism” section of the Work Request or, if you call in the request, tell the person taking your information that vandalism was involved. If a vandal is apprehended, clean up and repair costs can be recovered and returned to the general fund.

10-5 Emergency Work Request Log

Head custodians should utilize an Emergency Work Requests Log to record all phoned-in Emergency work orders. A Work Order number can be provided by the clerk to be entered into the log. Regular non-emergency / priority work requests can be tracked in Tririga.