



Custodial Schedules and Duties

Background

KTCEA is committed to operating and maintaining clean, safe and caring learning environments and workplaces for students and staff.

Guidelines

KTCEA will ensure that schools and buildings are cleaned to a high standard as part of its overall commitment to healthy learning environments and workplaces.

#	Procedure	Roles & Responsibilities
1.	The Operation and Maintenance Manager will develop and keep up to date a Custodial Procedures Handbook customized for each school or site.	Operation and Maintenance Manager
2.	The Custodial Procedures Handbook will include detailed information on: 2.1 health and safety; 2.2 custodial duties; 2.3 cleaning schedules; 2.4 cleaning standards; 2.5 enhanced cleaning for special events.	Operations and Maintenance Manager
3.	The Operation and Maintenance Manager, in consultation with the school principal, will provide training to school staff regarding custodial responsibilities as required.	Operation and Maintenance Manager, Principals, Site Managers

Definitions:

Not applicable

References:

KTCEA Policy 3 – Respectful, Caring and Safe Schools and Workplaces

Operations and Maintenance (Handbook for School Facilities)

Operations and Maintenance Manual (A Guide for School Trustees/Administrators and Consultants)

Link to <https://www.wrps11.ca/download/362496>

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.