

CUSTODIAL SERVICE

Custodians shall bring to the attention of the Principal or the Facilities Manager necessary repairs and replacements, shall perform their duties in such a way as not to interfere with the educational program within the school, shall report to the Principal the names of any persons who injures school property, shall make all minor repairs and perform all duties required by the Principal, and shall not admit any person or persons when school is not in session unless said person or persons is duly authorized. The custodians have charge of maintaining, heating, cleaning, and ventilating of buildings and care taking of grounds and property. The Principal shall confer regularly with the Facilities Manager to plan repairs and cleaning of the building. The custodians shall receive and coordinate the delivery of packages received at each school according to procedures established by the Chief Business and Financial Officer. The custodians are responsible for ensuring that all life safety equipment (including but not limited to lights, entrance signs, toilets, etc.) are in working order in preparation for annual building, health, fire, plumbing and electrical inspections. The custodian shall display the U.S. flag on the building grounds on every school day when weather permits.

Adoption: 4/11/2005

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Proposed reconsideration: February, 2017

Hull Public Schools