

## CUSTODIAL SERVICES

The cleaning and maintenance program for school properties in the Augusta Public Schools is carried out with three main objectives:

1. To endure maximum safety for the students and the general public by constant vigilance against fire and other safety hazards;
2. To safeguard the health of students and adults by scrupulous cleanliness of floors, furniture, and lavatories;
3. To maintain the neat and pleasing appearance of all properties by keeping them in good repair at all times.

To attain these objectives, inspections shall be made daily by the custodian in charge of each building, and at least once a week by the building principal. Teachers and other employees shall be responsible for reporting any needed cleaning to the building principal, who, in turn, shall report such needs to the custodial and maintenance foreman.

Teachers and other school staff members shall submit special requests for custodial services to the building principal, and not directly to any member of the custodial staff. Principals shall have the immediate control of the custodians assigned to their building, and shall see that all work is satisfactorily done.

Whenever school facilities are used for special, after-hours, or community purposes, building custodians shall be assigned to extra duty, as necessary.

Current practice codified 1975

Adopted: date of manual adoption

LEGAL REFS: M.R.S.A. 20:473 (10); 20:1171; 20:3623-24

Department of Public Schools, Augusta, Maine