Safety and Security

Student and Staff Privacy
The privacy of all personnel attending or working in the school is extremely important. While a custodian is cleaning the building they must pay attention to and make sure not to disrupt any personal information. This type of information could include but not be limited to, Social security numbers, addresses, credit card information, mother’s maiden name, bank statements, testing scores, and testing keys. This information is extremely important and should not be tampered with. If you come across such information you should leave it where you found it and leave a note for the head custodian so they may report the incident to the individual. Head Custodians should report this to the building administrator.

__________Employee initials

Fire Safety
In the case of an emergency due to fire or smoke immediately call 911. Once the authorities have been called make sure to get yourself and all others out of the building while ensuring your own safety. Wait for the fire department to show up and direct them to the area of concern. For small fires there are fire extinguishers located throughout the school and in the hallways.

__________Employee initials

Asbestos and Lead Based Paint
Due to the fact that some of the schools are older and may contain lead based paint or asbestos you must not drill into any walls or chip any paint. The lead paint and asbestos are not dangerous unless they are tampered with. Therefore if you are asked to drill holes, chip paint or remove anything attached to the wall in an area you are not familiar with you should respectfully decline until the area can be further investigated by the Head Custodial, Area Supervisor, and or Custodial Manager.

__________Employee initials

Maintenance Issues
If there is an emergency maintenance issue like a leaky pipe, doors staying unlocked, smell of gas, or any other issue which would require immediate attention from the maintenance department, immediately call (303) 589-2739. All issues should also be reported to your supervisor and principal.

__________Employee initials
Roof Hatch
Roof hatches are to be secured throughout the day and night. If there is a district operation and maintenance or contractors on the roof the hatch is to be closed and secured when they are not present. We as custodians need to insure that the roof hatch along with the windows and doors are secured. It is IMPORTANT that this part of the building be checked on a daily/nightly basis.

_________Employee initials

Swipe Key Cards
All custodians required are to swipe their key cards upon arriving to work and at the end of their scheduled shift. Swipe your card 3 times (only at the beginning & end of your shift). If you leave building for personal reasons you need to also swipe your key card when exiting. You will need to swipe your card again on your return. This is a directive and if not followed it may result in disciplinary action.

_________Employee initials

Custodial Closets
Custodial Office and Supply rooms: Keep Supplies secured by keeping all Custodial Office and Supply room doors closed and locked when no Custodians are present in the area. This will also protect students and teachers.

_________Employee initials

Building Check
A door check must be completed after every work day between the hours of 9:00pm and 10:00pm. To complete a daily door check walk around the outside of the building and swipe your key card two times at each key card reader then pull on the door after the light indicator has changed back to red. Also check doors that do not have key card readers by pulling on the door and checking the handle. All door checks are done from outside of the building. That way you can also catch any windows that have been left open. All building windows must be secure at building check. Lock any windows that are not secure. All Office, Classroom, and hallway door should be shut and locked before leaving at the end of the night. Door check must be logged on door check sheet. In the “remark” section of the sheet any unsecure areas should be identified as well as anyone still in the building.

*Door check sheets are found on the Intranet. (Custodial/Daily Door Check Sheet)

_________Employee initials

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Employee Signature           Print name

_____________________________  __________________________
Facility                      Date