



Turtle River School Division

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BUILDING & MAINTENANCE

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JOB DESCRIPTION OF MAINTENANCE SUPERVISOR:

The Maintenance Supervisor's immediate Supervisor shall be the Secretary-Treasurer. The Maintenance Supervisor should possess administrative skills and be able to organize and supervise the activities and personnel involved in Maintenance. Skills in oral and written communications and knowledge of the trades are essential. A general knowledge of computers is desirable.

Evaluation:

The Maintenance supervisor shall be evaluated by the Secretary-Treasurer and receive a written evaluation at least once every three years. The principles of teacher evaluation shall apply.

DUTIES AND RESPONSIBILITIES:

- 1) Works with the secretary-treasurer in preparation of budgets, purchasing, contracting and any other areas that have fiscal implications.
- 2) Works with the secretary-treasurer and superintendent in short and long range capital facilities and major project planning.
- 3) Works with principals in short and long range planning for routine maintenance of school buildings and grounds.
- 4) Works with principals and senior administration in selection, supervision, evaluation and training of custodial and cleaning staff.
- 5) To examine, along with the principal/supervisor, all school division buildings and property on at least a semi-annual basis and to prepare written reports on each location regarding needed repairs, safety considerations, preventative maintenance and facility improvements.
- 6) To recommend priority actions on school facilities and for the annual budget.
- 7) To develop and implement an annual written plan for approved maintenance projects.
- 8) Inspect the work of the maintenance staff and report on strengths, weaknesses and deficiencies to the school principal, and if deemed necessary to the superintendent and secretary-treasurer.
- 9) Assist and train custodial staff so that they become competent in carrying out routine custodial duties.
- 10) To keep a log on activities performed and supply a report as requested to senior administration.
- 11) To develop and implement an efficient system for dealing with emergency repair problems during working hours and after hours including holidays and weekends.
- 12) To ensure that all equipment is operated according to applicable codes and regulations, both provincial and local.
- 13) To develop, implement and maintain a preventative maintenance program, and to prepare a written plan.

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- 14) To supervise and evaluate the work of contract services, including major building projects.
- 15) To prepare tender specifications for supplies, materials, and services for the maintenance department.
- 16) To adhere to the authorized work order system.
- 17) To develop and implement a system for the control of all maintenance and custodial equipment, supplies, tools and vehicles.
- 18) To make recommendations re: the tendering of major repair projects.
- 19) To determine maintenance projects to be assigned to outside contractors or tradesmen.
- 20) To prepare an annual budget for the maintenance department for submission to the secretary-treasurer by the specified date.
- 21) To maintain accurate written records of the work of the maintenance department.
- 22) To make recommendations re: the hiring, reassessment or dismissal of maintenance and custodial staff.
- 23) To develop, organize and/or deliver inservice programs for maintenance staff and in addition provide training and assistance to new staff.
- 24) To be responsible for the computerized energy management system and surveillance system.
- 25) To accept such other responsibilities as may be assigned.
- 26) To serve on the Workplace Safety and Health Committee and to insure that the safety codes in all areas are adhered.
- 27) To participate in the development of board policy as it pertains to maintenance of division property.
- 28) To attend meetings as requested dealing with maintenance concerns.
- 29) To be prepared to deal with emergency situations outside of regular work hours and to contract qualified persons to carry out emergency repairs or maintenance.

July 12, 1990, October 20, 1998, August 21, 2001



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Page 3A

Section Maintenance

Job Description – Transportation/Maintenance Supervisor Assistant

Job Description – Transportation/Maintenance Supervisor Assistant

Position Summary

The Transportation/Maintenance Supervisor Assistant under the direct supervision of the Transportation/Maintenance Supervisor shall strive to maintain both the school division's Transportation and Maintenance departments in a reliable and cost effective manner.

Qualifications:

1. Possess a valid Class 2 Drivers License with valid School Bus Drivers Certificate issued by the Province of Manitoba, or willing to obtain within one year of starting employment
2. Successfully complete all 3 phases of the Pupil Transportation Unit School Bus Driver Training Course and possess a School Bus Driver Instructor Certificate
3. Must maintain a satisfactory Driver's Abstract
4. Must understand and be able to teach others the contents of the School Bus Drivers Handbook
5. Must be capable of effectively communicating both written and orally
6. Must have the ability to work unsupervised as well as part of team.
7. Must be able to show leadership and guidance to others
8. Must have above average problem solving skills, with the ability to find solutions in a unbiased manner
9. Process knowledge and skill in welding, both Arc and Mig
10. Process knowledge and skill in Woodworking, Plumbing and Electrical
11. Knowledge of the Building Code and Fire Code
12. Knowledge of workplace safety and health legislation, regulations and procedures

Evaluation:

The Transportation/Maintenance Assistant shall be evaluated by the Transportation/Maintenance Supervisor, and receive a written evaluation at least once every three years.

Duties and Responsibilities:

1. Provide support to the Transportation/Maintenance Supervisor in all aspects of the transportation and maintenance departments
2. Assume the Transportation/Maintenance Supervisor's duties and responsibilities in his/her absents
3. Perform repairs/upgrades to school division infrastructure as directed by the Transportation/Maintenance Supervisor
4. Identify equipment and building repairs that cannot be completed in-house
5. Coordinate and supervise onsite contract repairs
6. Maintain an accurate tool inventory that has been assigned



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Policy Statement
Job Description – Transportation/Maintenance Supervisor Assistant

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Section Maintenance

7. Order and purchase building maintenance material as delegated by the Transportation/Maintenance Supervisor
8. Plan and perform equipment moving between buildings in the Division
9. Deliver supplies to schools as required
10. Assist in the orientation of new employees under his/her authority
11. Attend Meetings as requested pertaining to both Transportation and Maintenance Departments
12. Effectively communicate and maintain positive relationships with colleagues, division staff, parents, administration staff and suppliers
13. Receive, refer and respond to inquiries, complaints and requests as required, always maintaining a pleasant and accommodating attitude
14. Effectively and efficiently relay school bus scheduling messages and changes to parents both by telephone and radio
15. Maintain a School Bus radio in your home
16. Assist in Ridership Training for Students
17. Assist with the Emergency Bus Evacuation program
18. Assist in conducting any necessary in-services
19. Submit all reports as required
20. Work in conjunction with other School Bus Driver Instructors or Transportation Supervisor to perform in-house training and testing to prospective drivers who possess a valid Class 1 or Class 2 License
21. Respond to emergencies which may arise including evenings, holidays and weekends
22. Assist Transportation/Maintenance Supervisor in supervising and evaluating the work of both contracted services and division personnel under his/her authority
23. Maintain logs and records as required
24. Perform other duties as assigned

Also to be included under Maintenance Section Page 3B of this policy manual

Resolution # 5 April 12, 2016

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Turtle River School Division

Policy Statement

Job Description - Head Custodian

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Section Maintenance

Preamble

Under the supervision of the School Principal and Transportation/Maintenance Supervisor the Head Custodian is responsible for the cleaning, maintenance, repair, care and security of the school building and grounds.

The board may designate any combination of custodial classifications in its schools. Some of the factors that will be used to determine the position shall be based on the size of the school, the individual's skills and the additional support staff in the school. All prospective Head Custodian's shall begin their employment as Head Custodian, but must successfully demonstrate their ability to meet the position requirements. The Transportation/Maintenance Supervisor shall assess the individual's ability during the Probationary Period process. Upon recommendation from the Transportation/Maintenance Supervisor the individual shall either continue their duties as Head Custodian or be reclassified to Custodian. The general tasks and duties of head custodians are outlined in this policy. The specific tasks and duties at each school shall be developed by the Principal in consultation with the Transportation/Maintenance Supervisor and Head Custodian where one has been designated.

ONLY BOARD APPROVED PERSONNEL WILL BE PERMITTED TO WORK AT THE SCHOOLS.

Qualifications

1. Grade 10 or equivalent.
2. Ability to interact well with others.
3. Ability to work well independently and as part of team.
4. Ability to follow a flexible schedule.
5. Ability to attend to call outs
6. Ability to understand and follow and give both written and oral instruction.
7. Ability to direct and lead others as it pertains to their duties.
8. Previous building maintenance experience.
9. Previous janitorial experience.
10. Ability to perform strenuous activities, i.e., snow removal prolonged operation of floor machines.
11. Ability to lift 25 pounds frequently and up to approximately 75 pounds occasionally.
12. Ability to read and interpret directions on all cleaning supplies.
13. Ability to work from heights both on rooftops and man lift.
14. Ability to perform plumbing repairs.
15. Ability to perform carpentry repairs.
16. Knowledge of electrical circuits.



Turtle River School Division

Policy Statement

Job Description - Head Custodian

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Section Maintenance

Evaluation

Head Custodians shall be evaluated by the School Principal in consultation with the Transportation/Maintenance Supervisor, and receive a written evaluation at least once every three years.

General Duties and Responsibilities

1. Head Custodians shall devote their entire time on duty to the care and maintenance of the buildings and grounds in his/her charge.
2. Monitor and report any vandalism or misuse to the principal.
3. Head Custodian shall be responsible for organizing other custodial staff, ensuring they have the supplies and knowledge to perform their duties safely and efficiently.
4. Perform daily inspection of premises and take necessary steps to improve conditions as needed, including the school, outbuildings, playground equipment and grounds. During weekends, vacations and scheduled PD days schools should be inspected at minimum every second day. Special attention is to be given to the temperature of the building and water consumption.
5. Head Custodian shall ensure the school and outbuildings are secured and locked with the security alarm set when applicable and directed.
6. Head Custodian shall be responsible for contacting contract services for the purpose of snow removal and grass cutting from board approved contractors.
7. Not allow any cleaning chemicals inside the school that have not been approved by the Transportation/Maintenance Supervisor for use.
8. Not allow the removal of school property without principals authorization
9. Supervise or arrange for supervision of all "Use Of Schools" users, and at the request of the principal may be required to be present at events held after school, in the evenings and on weekends.
10. Not allow any use of the school which has not been prior approved by the principal
11. Set out chairs etc. in designated areas for school activities as directed by principal.
12. Raised flag and taken down daily and shall be flown as directed by the principal, or displayed properly within the school.
13. Complete all required forms i.e. monthly custodial inspection form, fire extinguisher inspection form, playground inspection form etc.
14. In consultation with principal order all materials, supplies and hired service through the Transportation/Maintenance Supervisor cleaning supplies and equipment shall be ordered twice a year usually June and December.
15. Maintain an accurate inventory of all assigned equipment and supplies.
16. Ensure school is open in the morning and locked after school at a time directed
17. Sweeping shall be done thoroughly in all designated rooms, halls, entrances and closets.
18. Dusting shall be done daily on all surfaces requiring.



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Policy Statement

Job Description - Head Custodian

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Section Maintenance

General Duties and Responsibilities Continue

19. Mopping shall be done daily as required, especially in entrances and halls during inclement weather.
20. Painting bathrooms, boiler rooms, playground equipment and touching up classrooms and hallways. This includes patching and prepping of cement block and gypsum board.
21. Storage areas, basements and mechanical rooms shall be kept clean and tidy at all times. There shall be no accumulation of refuse of any kind.
22. All washrooms and facilities shall be cleaned and disinfected daily, more frequently if needed and a sufficient quantity of supplies kept on hand at all times. It is essential to check the operation of all water closets, sinks, urinals, and drains daily and to keep same in proper working condition.
23. Dusting and washing of walls as necessary, complete school should be done at least once per year or as required.
24. Cleaning of light fixtures as required.
25. Window washing and dusting including blinds, curtains and drapes as required. Entire school shall be done at least twice per year.
26. Cleaning all telephone keys, key boards, door knobs and water fountains daily.
27. Rubbish and recycling shall be kept in the receptacles provided and shall be disposed of daily. Garbage cans should be cleaned and disinfected frequently.
28. Sidewalk cleaning (winter and summer) shall be done as required. Sidewalks must be kept clear and safe at all times, and snow and ice removed as soon as possible after every storm. Any sidewalk de-icing shall be recorded in applicable log.
29. The control of utilities such as water, gas, and electricity shall be the joint responsibility of the Head Custodian and principal. Any misuse of these utilities must be reported to the principal immediately for appropriate action. The Head Custodian shall take a water reading every morning and record in log book.
30. General repairs to the buildings, property and equipment shall be done as required. When a repair cannot be done by the Head Custodian, the requirements should be reported to the principal. All repairs that can be performed by a "handyman" are considered to be within the duties of the Head Custodian, such as replacing taps, toilets, door closures, building shelving, repairing floor tiles, etc.
31. HVAC systems must be properly cared for and kept in best operating condition at all times. All repairs and cleaning are to be carried out as required. On a semi-annual basis at minimum all preventative maintenance to mechanical equipment shall be carried out. This entails replacing filters, cleaning, greasing etc. When major adjustment to equipment is required the Transportation/Maintenance Supervisor is to be contacted.
32. Head Custodians shall update themselves continuously on the operation and maintenance of all equipment by reading operators manuals, etc.



Turtle River School Division Policy Statement Job Description - Head Custodian

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Section Maintenance

General Duties and Responsibilities Continue

33. Fire and Safety regulations must be adhered to at all times. All discrepancies contravening fire and safety regulations must be reported to the principal and rectified immediately.
34. Head Custodians shall familiarize themselves with the school division and provincial regulations governing Workplace Safety and Health and ensure that all requirements as specified under the act are met.
35. Head Custodian shall work collectively with the schools Workplace Safety and Health Representative to ensure the school in his/her charge meets WPSH regulations.
36. Take care of lawns and grounds. Set up goal posts and other playground/sporting equipment as may be necessary.
37. Cut grass and trim where large equipment is unable to reach.
38. Give all areas of the school a thorough cleaning as necessary. Christmas break, spring break and summer vacation should be used to do additional work at the school which should include:
 - Scrubbing and waxing floors
 - Shampooing of carpet areas
 - Washing desks
 - Washing Walls
39. Head Custodians shall attend all necessary in-servicing and training as directed by the Principal/Transportation/Maintenance Supervisor or designate of the board.
40. Head Custodians shall perform such other duties as assigned by the principal, Transportation/Maintenance Supervisor or designate of the board.

Resolution No. 6 April 25, 2017

"Learning today for tomorrow"



Turtle River School Division

Policy Statement

Job Description - Custodian

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Section Maintenance

Preamble

Under the supervision of the School Principal and Transportation/Maintenance Supervisor the Custodian is responsible for the cleaning, maintenance, care and security of the school building and grounds.

The board may designate any combination of custodial classifications in its schools. Some of the factors that will be used to determine the position shall be based on the size of the school, the individual's skills and the additional support staff in the school. The general tasks and duties of custodians are outlined in this policy. The specific tasks and duties at each school shall be developed by the Principal in consultation with the Transportation/Maintenance Supervisor and Custodian where one has been designated.

ONLY BOARD APPROVED PERSONNEL WILL BE PERMITTED TO WORK AT THE SCHOOLS.

Qualifications

1. Grade 10 or equivalent.
2. Ability to interact well with others.
3. Ability to work well independently and as part of team.
4. Ability to follow a flexible schedule.
5. Ability to attend to call outs
6. Ability to understand and follow and give both written and oral instruction.
7. Ability to direct and lead others as it pertains to their duties.
8. Previous building maintenance experience.
9. Previous janitorial experience.
10. Ability to perform strenuous activities, i.e., snow removal prolonged operation of floor machines.
11. Ability to lift 25 pounds frequently and up to approximately 75 pounds occasionally.
12. Ability to read and interpret directions on all cleaning supplies.
13. Ability to work from heights both on rooftops and man lift.
14. Knowledge plumbing systems.
15. Knowledge in carpentry.
16. Knowledge of electrical circuits.

Evaluation

Custodians shall be evaluated by the School Principal in consultation with the Transportation/Maintenance Supervisor, and receive a written evaluation at least once every three years.



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Policy Statement

Job Description - Custodian

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Section Maintenance

General Duties and Responsibilities

1. Custodian shall devote their entire time on duty to the care of the buildings and grounds in his/her charge.
2. Monitor and report any vandalism or misuse to the principal.
3. Custodian shall be responsible for organizing other custodial staff, ensuring they have the supplies and knowledge to perform their duties safely and efficiently
4. Perform daily inspection of premises and take necessary steps to improve conditions as needed, including the school, outbuildings, playground equipment and grounds. During weekends, vacations and scheduled PD days schools should be inspected at minimum every second day. Special attention is to be given to the temperature of the building and water consumption.
5. Custodian shall ensure the school and outbuildings are secured and locked with the security alarm set when applicable and directed.
6. Custodian shall be responsible for contacting contract services for the purpose of snow removal and grass cutting from board approved contractors.
7. Not allow any cleaning chemicals inside the school that have not been approved by the Transportation/Maintenance Supervisor for use.
8. Not allow the removal of school property without principals authorization
9. Supervise or arrange for supervision of all "Use Of Schools" users, and at the request of the principal may be required to be present at events held after school, in the evenings and on weekends.
10. Not allow any use of the school which has not been prior approved by the principal
11. Set out chairs etc. in designated areas for school activities as directed by principal.
12. Raised flag and taken down daily and shall be flown as directed by the principal, or displayed properly within the school.
13. Complete all required forms i.e. monthly custodial inspection form, fire extinguisher inspection form, playground inspection form etc.
14. In consultation with principal order all materials, supplies and hired service through the Transportation/Maintenance Supervisor cleaning supplies and equipment shall be ordered twice a year usually June and December.
15. Maintain an accurate inventory of all assigned equipment and supplies.
16. Ensure school is open in the morning and locked after school at a time directed.
17. Sweeping shall be done thoroughly in all designated rooms, halls, entrances and closets.
18. Dusting shall be done daily on all surfaces requiring.
19. Mopping shall be done daily as required, especially in entrances and halls during inclement weather.
20. Painting bathrooms, boiler rooms, playground equipment and touching up classrooms and hallways. This includes patching and prepping of cement block and gypsum board.



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Job Description - Custodian

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Section Maintenance

General Duties and Responsibilities Continue

21. Storage areas, basements and mechanical rooms shall be kept clean and tidy at all times. There shall be no accumulation of refuse of any kind.
22. All washrooms and facilities shall be cleaned and disinfected daily, more frequently if needed and a sufficient quantity of supplies kept on hand at all times. It is essential to check the operation of all water closets, sinks, urinals, and drains daily and to keep same in proper working condition.
23. Dusting and washing of walls as necessary, complete school should be done at least once per year or as required.
24. Cleaning of light fixtures as required.
25. Window washing and dusting including blinds, curtains and drapes as required. Entire school shall be done at least twice per year.
26. Cleaning all telephone keys, key boards, door knobs and water fountains daily.
27. Rubbish and recycling shall be kept in the receptacles provided and shall be disposed of daily. Garbage cans should be cleaned and disinfected frequently.
28. Sidewalk cleaning (winter and summer) shall be done as required. Sidewalks must be kept clear and safe at all times, and snow and ice removed as soon as possible after every storm. Any sidewalk de-icing shall be recorded in applicable log.
29. The control of utilities such as water, gas, and electricity shall be the joint responsibility of the custodian and principal. Any misuse of these utilities must be reported to the principal immediately for appropriate action. The Custodian shall take a water reading every morning and record in log book.
30. General repairs to the buildings, property and equipment shall be done as required. When a repair cannot be done by the Custodian, the requirements should be reported to the principal.
31. HVAC systems must be properly cared for and kept in best operating condition at all times. All maintenance and cleaning are to be carried out as required. On a semi-annual basis at minimum all preventative maintenance to mechanical equipment shall be carried out. This entails replacing filters, cleaning, greasing etc. When major adjustment to equipment is required the Transportation/Maintenance Supervisor is to be contacted.
32. Custodians shall update themselves continuously on the operation and maintenance of all equipment by reading operators manuals, etc.
33. Fire and Safety regulations must be adhered to at all times. All discrepancies contravening fire and safety regulations must be reported to the principal and rectified immediately.
34. Custodians shall familiarize themselves with the school division and provincial regulations governing Workplace Safety and Health and ensure that all requirements as specified under the act are met.
35. Custodian shall work collectively with the schools Workplace Safety and Health Representative to ensure the school in his/her charge meets WPSH regulations.



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Job Description - Custodian

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Section Maintenance

General Duties and Responsibilities Continue

36. Take care of lawns and grounds. Set up goal posts and other playground/sporting equipment as may be necessary.
37. Cut grass and trim where large equipment is unable to reach.
38. Give all areas of the school a thorough cleaning as necessary. Christmas break, spring break and summer vacation should be used to do additional work at the school which should include:
 - Scrubbing and waxing floors
 - Shampooing of carpet areas
 - Washing desks
 - Washing Walls
39. Custodians shall attend all necessary in-servicing and training as directed by the Principal/Transportation/Maintenance Supervisor or designate of the board.
40. Custodians shall perform such other duties as assigned by the principal, Transportation/Maintenance Supervisor or designate of the board.

Resolution No. 6 April 25, 2017

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Turtle River School Division

Policy Statement

Job Description - Cleaner

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Section Maintenance

Preamble

Under the supervision of the School Principal and the Transportation/Maintenance Supervisor the Cleaner is responsible to work as part of the custodial team assisting with the cleaning, maintenance, care and security of the school building and grounds. The board may designate any combination of custodial classifications in its schools. Some of the factors that will be used to determine the position shall be based on the size of the school, the individual's skills and the additional support staff in the school. The general tasks and duties of custodians are outlined in this policy. The specific tasks and duties at each school shall be developed by the Principal in consultation with the Transportation/Maintenance Supervisor and Custodian where one has been designated. **ONLY BOARD APPROVED PERSONNEL WILL BE PERMITTED TO WORK AT THE SCHOOLS.**

Qualifications

1. Grade 10 or equivalent.
2. Ability to interact well with others.
3. Ability to work well independently and as part of team.
4. Ability to follow a flexible schedule.
5. Ability to attend to call outs
6. Ability to understand and follow both written and oral instruction.
7. Previous janitorial experience.
8. Ability to perform strenuous activities, i.e., snow removal prolonged operation of floor machines.
9. Ability to lift 25 pounds frequently and up to approximately 75 pounds occasionally.
10. Ability to read and interpret directions on all cleaning supplies.
11. Ability to work from heights both on rooftops and man lift.

Evaluation

Cleaners shall be evaluated by the School Principal in consultation with the Transportation/Maintenance Supervisor, and receive a written evaluation at least once every three years.

General Duties and Responsibilities

1. Cleaners shall devote their entire time on duty to the care of the buildings and grounds in his/her charge.
2. Monitor and report any vandalism or misuse to Custodian or Head Custodian.
3. Not allow any cleaning chemicals inside the school that have not been approved by the Transportation/Maintenance Supervisor for use.
4. Not allow the removal of school property without principals authorization

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Job Description - Cleaner

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Section Maintenance

General Duties and Responsibilities Continue

5. Cleaner shall ensure the school and outbuildings are secured and locked with the security alarm set when applicable and directed.
6. Supervise all "Use Of Schools" users, and at the request of the principal may be required to be present at events held after school, in the evenings and on weekends.
7. Not allow any use of the school which has not been prior approved by the principal
8. Set out chairs etc. in designated areas for school activities as directed by principal.
9. Ensure school is open in the morning and locked after school at a time directed.
10. Sweeping shall be done thoroughly in all designated rooms, halls, entrances and closets.
11. Dusting shall be done daily on all surfaces requiring.
12. Mopping shall be done daily as required, especially in entrances and halls during inclement weather.
13. Painting bathrooms, boiler rooms, playground equipment and touching up classrooms and hallways. This includes patching and prepping of cement block and gypsum board.
14. Storage areas, basements and mechanical rooms shall be kept clean and tidy at all times. There shall be no accumulation of refuse of any kind.
15. All washrooms and facilities shall be cleaned and disinfected daily, more frequently if needed and a sufficient quantity of supplies kept on hand at all times. It is essential to check the operation of all water closets, sinks, urinals, and drains daily and to keep same in proper working condition.
16. Dusting and washing of walls as necessary, complete school should be done at least once per year or as required.
17. Cleaning of light fixtures as required.
18. Window washing and dusting including blinds, curtains and drapes as required. Entire school shall be done at least twice per year.
19. Cleaning all telephone keys, key boards, door knobs and water fountains daily.
20. Rubbish and recycling shall be kept in the receptacles provided and shall be disposed of daily. Garbage cans should be cleaned and disinfected frequently.
21. Sidewalk cleaning (winter and summer) shall be done in the absents of the Custodian or Head Custodian as required. Sidewalks must be kept clear and safe at all times, and snow and ice removed as soon as possible after every storm. Any sidewalk de-icing shall be recorded in applicable log.
22. Fire and Safety regulations must be adhered to at all times. All discrepancies contravening fire and safety regulations must be reported to the principal and rectified immediately.



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Job Description - Cleaner

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General Duties and Responsibilities Continue

23. Cleaners shall familiarize themselves with the school division and provincial regulations governing Workplace Safety and Health and ensure that all requirements as specified under the act are met.
24. Take care of lawns and grounds. Set up goal posts and other playground/sporting equipment as may be necessary.
25. Cut grass and trim where large equipment is unable to reach, in the absents of the Custodian or Head Custodian.
26. Give all areas of the school a thorough cleaning as necessary. Christmas break, spring break and summer vacation should be used to do additional work at the school which should include:
 - Scrubbing and waxing floors
 - Shampooing of carpet areas
 - Washing desks
 - Washing Walls
27. Cleaners shall attend all necessary in-servicing and training as directed by the Principal/Transportation/Maintenance Supervisor or designate of the board.
28. Cleaners shall perform such other duties as assigned by the principal, Transportation/Maintenance Supervisor or designate of the board.

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CARE TAKING FORMULA:

1. Number of teachers – $9 = X$
2. Number of students – $300 = Y$
3. Number of rooms – $12 = Z$

Note: Small seminar rooms do not count, several need to be added to make one equivalent. General guide:

Gym = 2 classroom count

Multipurpose = 1 or $1 \frac{1}{2}$

Administration area = 1 classroom

Staff room = 1 classroom (if large)

4. Square feet – $16,000 = a$
5. Number of washroom fixtures – $35 = b$

The sum is multiplied by 1.33 to give hours per day entitlement and .75 hours per day is added for outdoor responsibilities, which is to include snow shoveling, maintaining playground equipment and some grass cutting adjacent to the schools. In cases where the custodian cuts all the grass additional time will be added.

This calculation is arrived at by calculating 49 weeks at 5 days per week.

Schools which have major productions will receive premium cleaning time for one person. The premium will be equal to the time of production plus $\frac{1}{2}$ hour before and after. For example production 7:00 – 10:00 PM = 3 hours premium $\frac{1}{2} + 3 + \frac{1}{2} = 4$ hours.

Schools which have Christmas concerts and their concerts are for more than one night will be entitled to receive the premium for the second, third and fourth concerts.

In cases where the custodian has opted to haul garbage to the dump the custodial services entitlement shall be increased by 15 minutes per day. Where the custodian has opted not to haul garbage to the dump the Maintenance Supervisor shall make other arrangements for garbage pickup at his/her discretion.

The decision to have a head custodian or custodian designation will be based on the skills of the individual. If the individual is unable to perform handyman tasks, i.e. change water taps, etc., that individual will be designated as a custodian.

Schools, in consultation with the Maintenance Supervisor will be able to propose to the Board any combination of assistant custodians, and cleaners. Note: See May 15, 1990 #3

The custodial formula shall be reviewed annually and will be adjusted if the time increase or decrease is more than 15 minutes from the previous year. The adjusted times will become effective September 1. The projected enrollments shall be used for the calculation. If necessary adjustments will be made based on the formula and actual September 30th enrollments. (Employees affected shall have notice of at least one pay period.) October 19, 1993, amended September 30, 1997.

Resolution No.4 November 9, 2010



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CUSTODIAL EXTRA SERVICES:

In cases of emergency or for unforeseen reason, the custodial staff may be called upon to perform or attend to custodial duties within the school which require immediate attention. Should this happen, the custodian shall apprise the principal of the circumstances. The principal shall assess the need and urgency of the situation and he/she deems necessary will be authorized to hire a cleaner to perform cleaning duties while the custodial staff member is engaged in other urgent services for the division. In cases where a principal may require, because of skills, a custodian from another school, the principal shall make arrangement through the Maintenance Supervisor.

The principal shall be responsible to ensure that the Maintenance Supervisor aware of the situation and that the appropriate timesheets are submitted.

November 4, 1997

Resolution No.6 November 9, 2010



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1. The Division acknowledges that the school facilities are an integral part of the community in which they are situated and that it is reasonable to expect that the citizens of the community can use these facilities during the non-teaching hours for local, non-profit activities at a minimum of expense.
2. The actual use of the facilities varies greatly from one community to the next, hence arrangements to use the buildings are to be made through the local Principal.
3. In making these arrangements the Principals should keep in mind that the Board does not wish to enter into competition with other organizations or businesses that have premises for hire. Similarly, the Board does not want the facilities used free of charge for commercial ventures. The Board may allow use of the facilities for lessons and learning experiences that are beneficial to students of Turtle River School Division.
4. Requests for use which is not clearly a local, non-commercial endeavor, should be referred to the Division Office so that the wishes of the Board can be determined before a decision is made.
5. School buildings and grounds are constructed and maintained primarily for the education of school children of the Turtle River School Division, therefore, no use shall be made of the buildings and grounds which will interfere with their most effective and beneficial use for the children.
6. The school budget is set to provide for the expenses for operating the educational system and maintaining the buildings and grounds for the benefit of the school children. While it is policy to permit school use for public purposes, such use shall not infringe upon the funds which have been provided.

Conditions & Restriction:

1. The principal may authorize additional community personnel to open and close schools. This authorization will be subject to the following conditions:
 - The person being approved shall be responsible to fill out an application form and submit it to the principal. Application for “**school use**” must be made, in writing, on appropriate division forms at least seven days prior to the event. If the activity requires board approval, the application must be submitted to the division office at least five days before the next board meeting. Requests not governed by policy will be referred to the board at the next regular board meeting.
 - The principal shall make a recommendation to the superintendent that the application be approved.
 - The applicant must receive training in the use of fire and alarm equipment in the schools.
 - Must follow issuing of keys policy.

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2. Payment of all fees shall be made to "Turtle River School Division." Unless the school is serviced by a contacted custodial services provider. Where a service provider is contracted, the contracted service provider shall bill the user group directly for any additional cleaning and or supplies required as a result of the school use.
3. The user group shall provide a supervisor for each thirty persons in attendance. If a program requires the use of more than one room, the organization holding the permit must provide one adult supervisor for each room in use.
4. Damage to school property will be charged to the person signing the "Permit for Use of School Facilities form."
5. The board accepts no liability for loss or injury to people using the facility or equipment under each permit.
6. Organizations requesting use of a school, Monday through Friday, on days when a care taker is not on duty, will be assessed a custodial fee, if the care taker services are required. A fee will be equal to the care taker's hourly rate of pay. A charge shall be assessed for each hour or any portion thereof.
7. When an authorized school employee is involved with a program, and that employee agrees to accept the responsibility of providing supervision and security for the building during its use, a custodial fee may be waived if the group agrees to leave the facility as it found it. (In such case the custodian is not required to be present.)
8. Use of facilities on Sundays or statutory holidays, will only be allowed if authorized personnel are available for opening, supervising, and closing. (at custodians current rate of pay (time and a half, double time etc....)
9. The use of facilities is to be restricted during the Christmas Break, Spring Break and summer holidays to allow for regular maintenance and renovation. School activities during these periods are to be approved by the principal. Non-school activities require Board approval.
10. Special instructional areas will be used for the programs for which they have been designed. They will not be used for programs detrimental to the facility. Fire and safety regulations shall be observed.
11. Specialized facilities such as Industrial Arts labs, computer labs, home economics rooms, gymnasium and art rooms will be available for community use only if;
 - a) The principal and teachers who are responsible for the facility have been satisfied that any incoming instructor has qualifications to conduct the proposed activities and to use the related equipment.
 - b) A condition of use for these facilities is to review necessary safety procedures with the daytime instructor.
 - c) Costs associated with the use of equipment and materials will be paid for by the user.



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12. Consumption of soft drinks and/or food is prohibited in the gym or auditorium (unless by special arrangements).
13. All Turtle River School Division property is smoke free, which includes buildings, grounds, buses and vehicles.
14. Alcoholic beverages are not permitted on school property at any time.
15. Regulation gym footwear must be worn in the gymnasium or auditoriums for specified activities.
16. Premises for evening use must be vacated by 10:00 PM.
17. The application of powder, wax or any other preparation to gymnasium or auditorium floors for dancing purposes is prohibited.
18. Improper use of school property, for the use for which a permit has been granted, will result in immediate cancellation of the permit.
19. Permission to use facilities in a school does not carry with it the right to use any moveable apparatus in the school. Special application must be made for the privilege. Special use shall be shown on the permit. School equipment, such as gymnasium mats and apparatus, cannot be used without permission indicated on this permit.
20. Where it is necessary to use some school equipment a fee may be assessed.
21. Facilities will be opened ten minutes prior to the start time of the activities as provided on the permit for use. Supervisors are to arrive early to ensure participants are supervised. If supervisors do not arrive by ten minutes after the anticipated start time the activity for that day will be cancelled and the facility secured.
22. Any entertainment is to be of a high moral standard.
23. That all children under the age of 10 be accompanied by an adult for all after school programs during the school year.

Guidelines to Administrators – RE: Community Use of Schools

1. The principal, in consultation with the custodian, will:
 - Determine the 2 or 4 working evenings for the custodians.
 - Determine the hours to be worked by the custodian.
2. Where one custodian is employed in a school, and is required to work an evening shift, the custodian will be granted time off during the day, only if the total time worked during the week exceeds the allotted total working hours for that school.
3. Community groups should be encouraged by the principal to use the school, when possible, on evenings when the custodian is on duty.
4. The principals shall file a copy of the custodian's work schedule with the division office.
5. Assessment of fees for use of equipment will be at the principal's discretion. The revenue for equipment use will be credited to the school budget.
Where a service provider is contracted, the contracted service provider shall bill the user group directly for any additional cleaning and or supplies required as a result of the school use.

March 6, 1990, May 1, 1990 Resolution No. 3 September 26, 2006 Resolution # 6, November 27, 2012

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FACILITIES ALTERATIONS

All alterations of school facilities shall require the approval of the board.

CONSTRUCTION PROJECT RECORDS AND REPORTS

The architect shall be responsible for compiling progress reports to enable the Board to collect monies from the Public Schools Finance Board to meet progress payments to the contractor.

SUPERVISION OF CONSTRUCTION

It is the responsibility of the architect to arrange for adequate supervision of the construction.

The board expects the superintendent and administrative assistant along with the building committee to follow construction developments and report to the board periodically.

CONSTRUCTION PROJECT AND INSURANCE PROGRAM

The contractor is responsible for obtaining a bid bond, performance bond and liability insurance coverage for construction projects. The division must supply property insurance if facilities renovations are being done, and where additions are made to school buildings, and the addition abuts or is connected to an existing school building, the school division must extend its present property insurance coverage to cover the addition. The education support program will support the cost of the premium endorsement, during the period of construction.

In the case of construction of new facilities, that is separate buildings, property insurance is to be part of the contract and will be paid for in the contract price, the contractor supplies property insurance until the board takes possession.



BOARD INSPECTION AND ACCEPTANCE OF NEW FACILITIES

The superintendent, administrative assistant and the board's building committee shall inspect the completed facility with the architect and general contractor. The board will accept the new facility when satisfied with the work done.

PUBLIC DEDICATION OF NEW FACILITIES

The board intends to involve the community in the dedication of new school facilities. No detailed policy can be stated due to the varying circumstances that accompany the construction and acceptance of each new facility.

The board will attempt to bring together the following groups of people at the dedication ceremony:

- Government authorities (Reeve, Mayor, Department of Education officials)
- Architects of the facility
- Contractor
- Division personnel
- Staff and students of the school
- Trustees
- Community members

This list is provided as a guideline and is not intended to be restrictive.

WARNING SYSTEMS

Warning systems will be installed in the building or on the grounds wherever they are required by law or are necessary in the judgement of the board.

As these warning systems are part of the premises, the principal is responsible for insuring they are activated on a daily basis and reporting any malfunctions to the proper board staff officers.



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NAMING FACILITIES, DEDICATIONS

It is the responsibility of the Turtle River School Board to determine the name of all school plants and facilities as they are built. The Board will solicit and accept input from the public, but reserves the right to make the final decision.

Once built and named, the School Board may dedicate portions of a building in honor of an individual.

Any sponsoring group that requests markers, plaques, portraits, or other designations be placed in the school in recognition of the party for whom the school or a portion of the school is named will pay for all expenses related to such markers, portraits, or other designations. The Superintendent must approve all markers, plaques, and portraits before they are placed in a building or on division property.

Resolution # 7 November 27, 2012

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GUIDELINES FOR ALARM SYSTEMS

1. The alarm system should be connected to at least three designates of the division. One employee should be an administrator or his/her designate, the other should be the custodian or his/her designate.
2. Where possible the local trustee could be connected to the alarm system.
3. The alarm system should also be connected to a centre which has 24 hour services, such as a hospital. The hospital should be instructed if the alarms are activated during normal hours of schools operation, it should call the principal or custodian. If the alarm is activated at night, the RCMP should be called.
4. School personnel should take all precautions when answering the alarm. If the alarm is activated during the hours that staff might be working in the school, school personnel should check out the school before the police are called. "Caution should be exercised at all times." When school personnel answer a call, two people should respond and if there is any possible doubt that the alarm is not false, they should not enter the building until the police arrive. In the meantime survey the situation, take license plate numbers, etc.

NB If local police do not answer, call Zenith 50,000.

5. The school should take all necessary steps to eliminate false alarms. Staff needs to be properly inserviced.
6. A log book should be kept at the alarm station. This would help to make all people aware who is in the building after the alarms are activated.

DATE TIME IN SIGNATURE TIME OUT SIGNATURE

Oct. 1 8:30 PM J. Smith 8:45 PM J. Smith

NB The Secretary-Treasurer shall be informed whom is on the auto dialing system in each school. Any changes shall be reported immediately.

All school personnel should be familiar with these guidelines.

November 1, 1988.



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SCHOOL KEYS AND KEY CABINETS

1. Each school, division office and the bus garage shall be supplied with a key cabinet and will be responsible to maintain a record book of all keys. The supervisors are to advise employees that copies of keys cannot be made by individual employees. Duplicate copies are to be made by the supervisor. Whenever a duplicate is made, the supervisor shall update and record such in the file.
2. At the school level the principals and custodians shall have custody of master keys and access to the school's cabinet. The school secretary and the acting principal may be supplied with a master key, however, the administrative assistant shall be informed.
3. Individual keys shall be issued to Turtle River School Division No. 32 personnel where individuals agree to sign for a key on a designated form.
4. It shall be the responsibility of the principal of the schools to see that each individual requesting a key signs the designated form.
5. The principal or a supervisor may request to have all keys issued to teachers and/or other individuals returned to the school prior to June 30th of each school year or when requested.
6. Any employee, who is leaving a particular school or the division, shall be required to return keys to the principal or supervisor before leaving.
7. Principals leaving the division shall return their keys to the superintendent. The superintendent shall, at that time, take an inventory check of all keys.
8. Division office staff shall be issued with keys by the secretary-treasurer and return their keys to the secretary-treasurer.
9. A key may be issued to school trustees for their school by the secretary-treasurer. Trustees are required to fill out the appropriate key issuing form. Upon resignation or termination of a trustee, the keys shall be returned to the secretary-treasurer.
10. In cases where the secretary-treasurer is leaving he/she shall turn the keys in to the superintendent. In this case an inventory check for all keys shall take place.
11. In cases where keys are lost the administrative assistant will be responsible to report to the board and where deemed necessary locks or lock cylinders may be replaced.

January 22, 1991

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SNOW PLOWING / GRASS CUTTING POLICY

The Turtle River School Division shall tender annually for its schools for snow plowing and grass cutting

The board shall accept tenders by resolution.

Principals shall be informed by the administrative assistant of the successful tenders. Principals shall be responsible to call the successful tenderer when necessary.

TRAFFIC AND PARKING CONTROLS

Cars shall be parked in areas designated as parking areas. The principal shall allot parking space and plug-ins as available.

PAINTING OF SCHOOLS – INTERIOR / EXTERIOR

The board shall endeavour to paint all its schools interior and exterior. The board shall attempt to paint the interior of one school on an annual basis. The secretary-treasurer shall develop a rotating plan to the board for consideration.

October 19, 1993



REIMBURSEMENTS – CUSTODIAL

- a) **Garbage disposal** – In communities where there is no garbage pick up and where the custodian has opted to haul away garbage to the dump, the custodian will be paid an honorarium to cover expenses as per below formula per school year. (In cases where a division vehicle is used for the purpose of garbage hauling, there will be no reimbursement.) Where the custodian has opted to haul garbage to the dump, the school custodial entitlement shall be increased by 15 minutes per day. Where the custodian has opted not to haul garbage to the dump the Maintenance Supervisor shall make other arrangements for garbage pickup at his/her discretion.

\$100 per year Up to 5 km round trip
\$170 per year more than 5 km < or equal to 10 km
\$240 per year >10 km < or equal to 15 km
\$310 per year >15 km < or equal to 20 km

- b) **Intrusion alarms** – All persons who have school intrusion alarms shall be paid an honorarium of \$30.00 per school year to cover expenses.
- c) **Productions** - Schools which have major productions will receive premium cleaning time for one person. The premium will be equal to the time of production plus ½ hour before and after. For example production 7:00 – 10:00 = 3 hours premium ½ + 3 + ½ = 4 hours. (care-taking formula page 10)

It is the responsibility of the school principal to inform the secretary-treasurer as to the eligibility of all reimbursements.

All the above shall be paid at the end of the school year.

Resolution No.18 October 25, 2005
January 3, 1993, June 5, 2001, Resolution No.9 December 14,2004
Resolution No. 5 November 9, 2010



SECURITY CAMERAS IN SCHOOLS

Turtle River School Division recognizes the value of security cameras and supports their installation within the schools. The purpose of security cameras in schools is to enhance the safety of persons on school property and deter persons from causing damage to school property.

The number of security cameras per school should follow the formula below. This formula should be used in all instances including new installations and existing system upgrades.

One (1) camera for every 5,500 square feet of school space

For example, a school with 27,500 square feet of space is entitled to five (5) security cameras.

Camera location will be determined by Transportation/Maintenance Supervisor in Consultation with School principal, preference is to be given to hallways.

The formula is a guideline only. The Board recognizes there may be need for additional security cameras. The Board will consider allowing the installation of additional cameras upon written request from the school's principal. The written request should include the number of additional cameras requested, potential location, and a justified reason for the need of additional security cameras.

Turtle River School Division Information Technology (IT) Department will provide training and support for the security camera system to designated school staff. The data recorded on security cameras is private and confidential, therefore each school should have only one professional staff member, usually the school's principal, designated to monitor the security camera data. Senior Administration and the IT Department will also have access to this recorded data.