



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 830.2

Title: Custodial Services Orientation Handbook

Implementation Date: September 10th, 2014

Last Audited: December 18th, 2018

Last Revised: January 10th, 2019

Introduction

The purpose of this policy is to adopt as policy the Custodial Services Orientation Handbook. This handbook contains numerous policies and procedures outlining the proper conduct of the custodian in the dispensing of their job duties.

Scope

This policy applies to all custodial employees in Facilities Management.

Procedures

All custodial employees must read and review the handbook so that they are aware of the policies and procedures contained therein. If a custodial employee has a question regarding a policy or procedure, they should ask their manager/director for clarification.

Responsibilities

All custodial employees are responsible for reading, reviewing, and complying with the Custodial Services Handbook and all of the policies and procedures therein.

Departmental directors, associate directors, managers, lead workers, and supervisors are assigned the responsibility of insuring that the policies and procedures contained in the handbook are followed by all custodial employees.

References

Custodial Services Orientation Handbook (See Appendix A)

PPP 17: Annual Leave

PPP 24: Sick Leave

PPP 29: Nepotism Policy

PPP 77: Criminal Background Check Procedures for Job Applicants,
Employees and Volunteers
Facilities Management Policy #830.1
Facilities Management Policy #830.3

All PPP policies can be found at:

<http://www.etsu.edu/humanres/relations/procedures.aspx>

Contact Persons

Main Campus - Associate Director of Custodial Services
Health Sciences Campus – Director of Health Sciences Campus Facilities

Approved by: _____
William Brady Rasnick, Jr., Associate Vice President, Facilities
Management

Date approved: _____

Audited: January, 2017
December 18th, 2018

Revised: January 10th, 2019

Appendix A



**East Tennessee State University
Custodial Services
Orientation Handbook**

Custodial Services Orientation Handbook

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Welcome to ETSU Custodial Services!

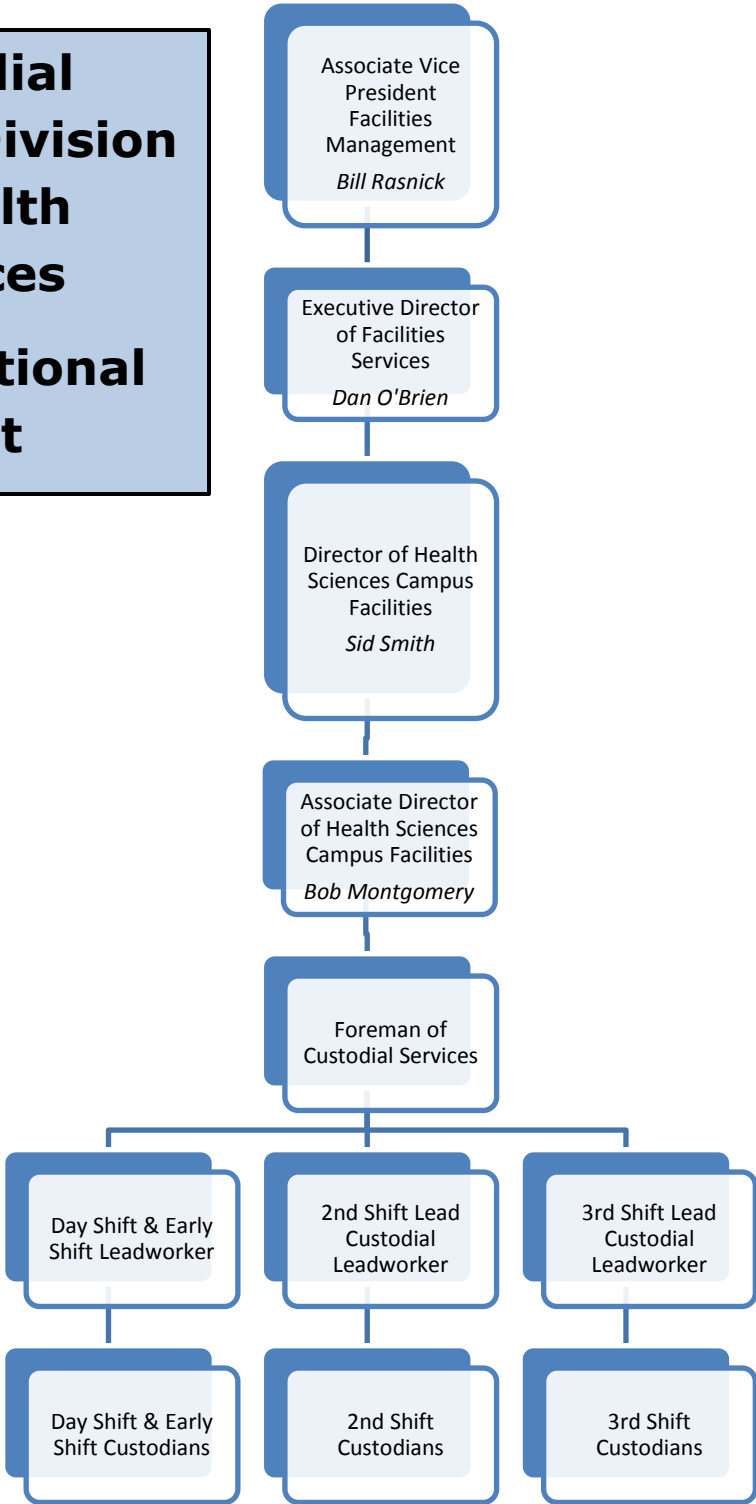
Welcome to ETSU Custodial Services. This handbook is provided to help you as you begin your career with Custodial Services. It contains useful information on shift times, evaluations, and annual leave. If you have any questions, don't hesitate to ask other Custodians, your Lead worker, Foreman, or Manager.

Bill Rasnick

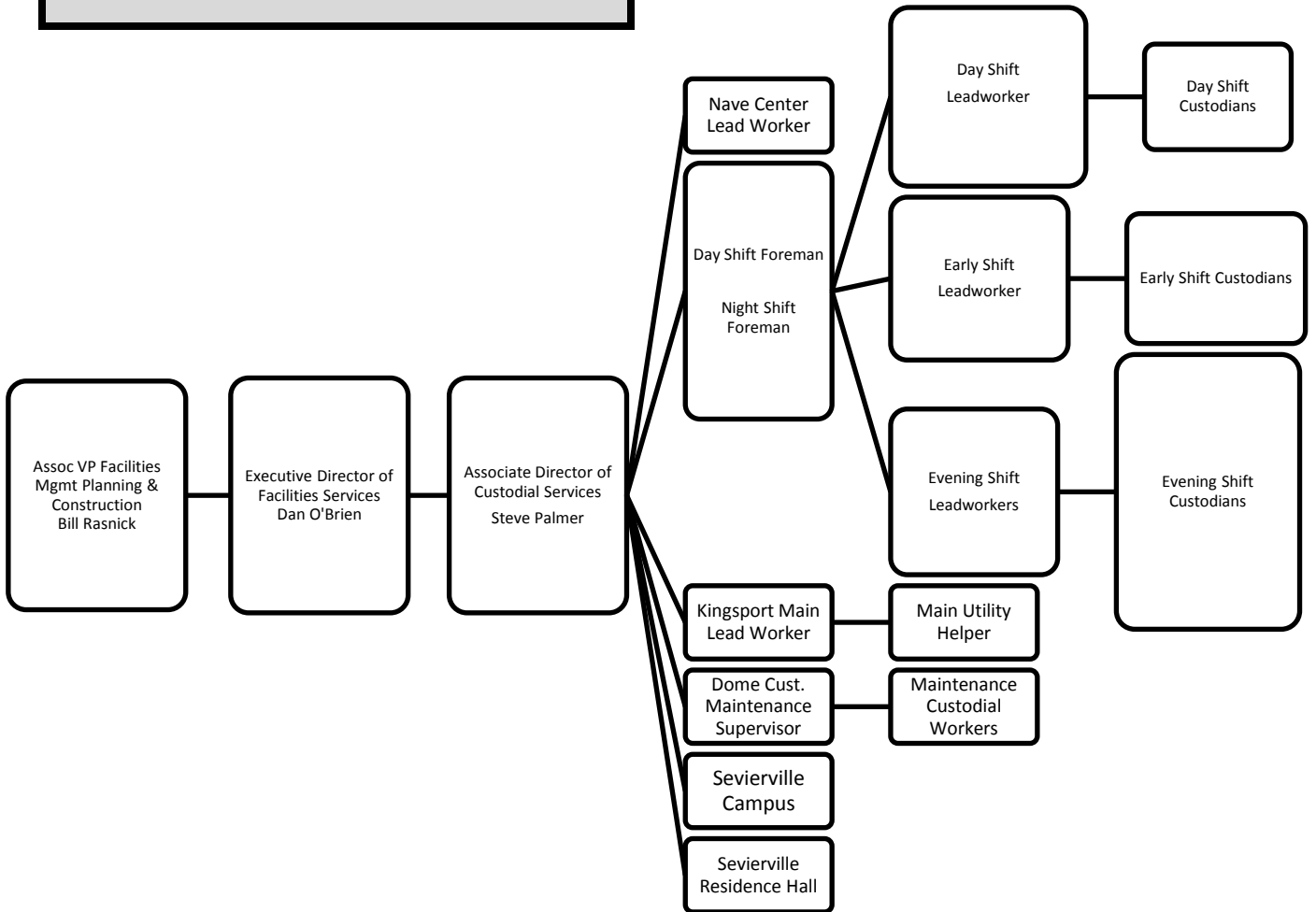
Associate Vice President – Facilities Management, Planning & Construction

Office Phone: 423-439-7900

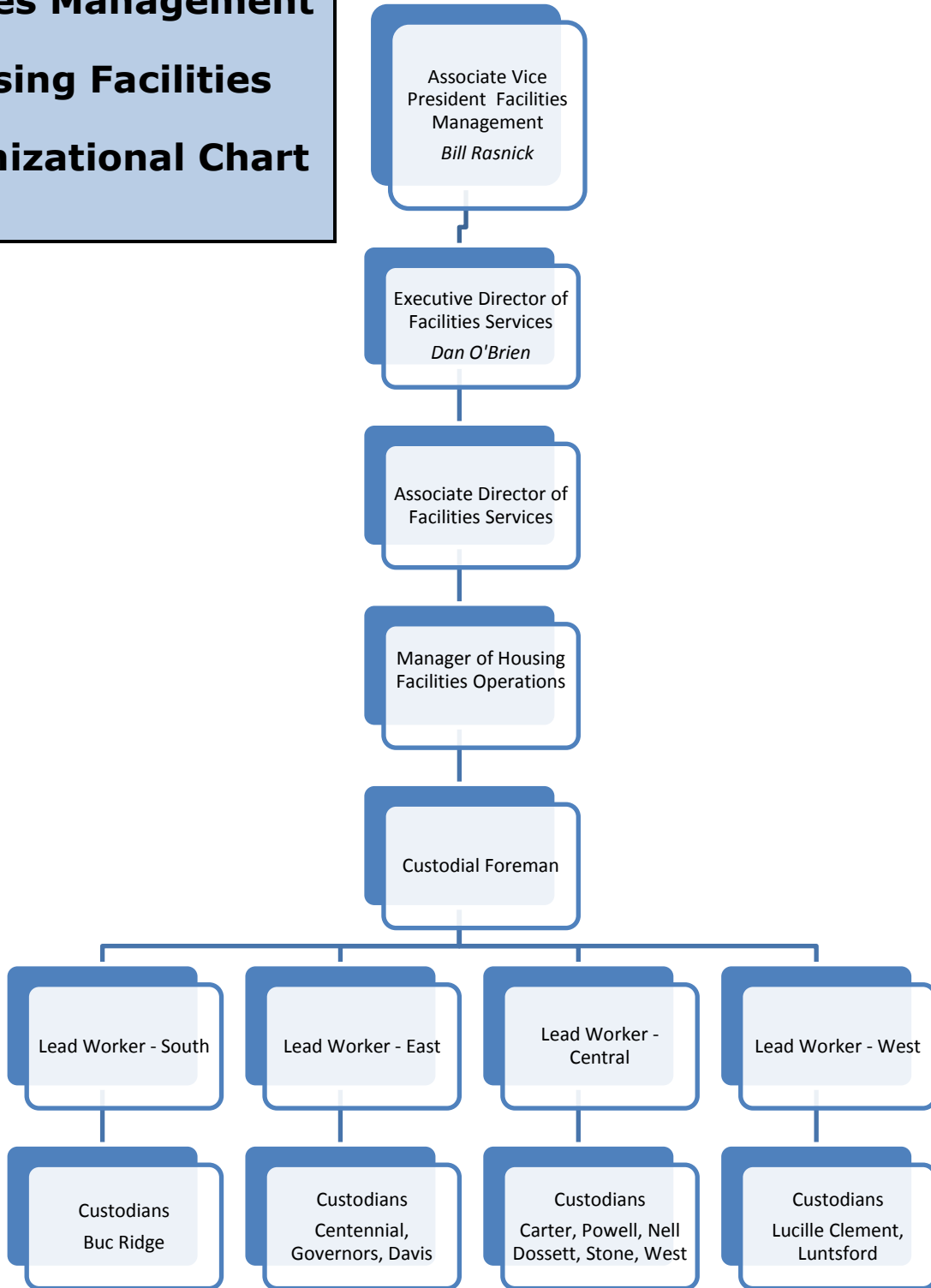
**Custodial
Services Division
of Health
Sciences
Organizational
Chart**



Custodial Services Main Campus Organizational Chart



**Facilities Management
Housing Facilities
Organizational Chart**



Chain of Command

To expedite a solution to any question or concern, please follow the Chain of Command listed below. If you have any comments, questions, or issues contact your immediate supervisor first. If they are unable to assist you, contact the person on the next level above them and so forth.

Main Campus

Associate Vice President, Facilities	Bill Rasnick	439-7900
Executive Director, Facilities Services	Dan O'Brien	439-7751
Associate Director, Custodial Services	Steve Palmer	439-7738

Supervisors

Mark Stout	439-7765	1 st Shift
Kenny Roark	676-0197	2 nd Shift

Foremen

April Ball	607-1966	U.H.	Robert Holt	410-1882	1 st Shift
Michael Hughes	410-4980	Early Shift	Nancy Williams	607-1965	2 nd Shift
Hank Williams	607-1964	2 nd Shift	Monte Takacs	610-2097	2 nd Shift
Rob Blankenbeckler	283-6909	2 nd Shift	Mark Blevins	610-2284	
Nate Tino	283-6945		(Dome)		

Health Sciences Campus

Director, Health Sciences Campus	Sid Smith	439-8782
Associate Director, Health Sciences Campus	Bob Montgomery	439-8783
Foreman of Custodial Services	Cindy Weaver	439-8783
2 nd Shift Lead worker	Ronnie Hill	439-8783
3 rd Shift Lead worker	Andrew Smith	439-8783

Housing Facilities

Manager, Housing Facilities Operations	Chris Taylor	431-8436
Foreman of Custodial Services	Wes Williams	895-1357
Lead Worker – East	Ken Nave	610-2144
Lead Worker – Central	Janice Spurgeon	610-2131
Lead Worker – West	Mary Taylor	610-2237

Shifts and Break Times

(Times are not to be altered unless approved by supervision.)

Main Campus

Early Shift

Start	4:45 AM
Break	7:00 AM to 7:15 AM
Lunch	9:00 AM to 10:00 AM
Break	11:30 AM to 11:45 AM
End	1:15 PM

Day Shift

Start	6:45 AM
Break	9:00 AM to 9:15 AM
Lunch	11:30 AM to 12:30 PM
Break	2:00 PM to 2:15 PM
End	3:15 PM

Evening Shift

Start	3:30 PM
Break	5:30 PM to 5:45 PM
Lunch	7:00 PM to 8:00 PM
Break	10:30 PM to 10:45 PM
End	12:00 AM

Third Shift

Start	10:00 PM
Break	12 Midnight
Lunch	1:30 to 2:00 AM
Break	4:30 AM
End	6:00 AM

Housing Facilities

First Shift

Start	7:00 AM
Break	9:00 to 9:15 AM
Lunch	11:30 to 12:30 PM
Break	2:00 to 2:15 PM
End	3:30 PM

Third Shift

Start	10:30 PM
Break	12:30 to 12:45 AM
Lunch	3:00 to 3:30 AM
Break	5:00 to 5:15 AM
End	6:30 AM

Special Shift (Saturday through Wednesday)

Start	4:00 PM
Break	5:30 to 5:45 PM
Lunch	8:00 to 9:00 PM
Break	10:30 to 10:45 PM
End	Midnight

Health Sciences Campus

Second Shift

Start	2:30 PM
Break	4:15 to 4:30 PM
Lunch	6:00 to 6:30 PM
Break	8:00 to 8:15 PM
End	10:30 PM

Third Shift

Start	10:00 PM
Break	12:00 to 12:15 AM
Lunch	2:00 to 2:30 AM
Break	4:30 to 4:45 AM
End	6:00 AM

Note: Should there be an off-shift assignment, the "rule of thumb" regarding breaks is first break occurs 2 hours after start of shift, lunch break (30 minutes) occurs 4 hours after start of shift, and second break occurs 6 hours after start of shift.

Break time schedules may be altered by shop supervisors or management personnel if there is a verifiable need, such as projects that must be completed before building occupants arrive. Fifteen minute breaks may be cancelled by shop supervisors or management personnel if work deadlines and time constraints will not permit their use. Lunch breaks will be scheduled by the supervisor based on workloads. Lunch breaks are not compensable. Work breaks and/or lunch breaks cannot be accumulated or used to compensate for early departure from duty.

Break times are to be taken at the worksite in the field, unless there are circumstances that require a person to return to the shop based on supervisor approval.

Overtime

When an employee incurs overtime, break times will be scheduled by supervisors or management personnel.

Key Procedure

Once each custodian picks up their keys, they are responsible for the security of the keys until they are returned at the end of their shift. Each Custodian will carry their custodial keys on their person during shift. In the event of an emergency that necessitates a custodian to leave, their keys will be returned to the Foreman or the Custodial Supervisor. In the event of a loss of keys, the loss must be reported immediately to their supervisor and the manager/director.

Annual Leave Policy

The following are guidelines to be used when requesting Annual Leave:

A calendar is maintained with the appropriate operational department (i.e., Main Campus Custodial, COM Facilities Office, and Housing Facilities Office) for the purpose of scheduling Annual Leave. Anyone wishing to request Annual Leave should first check that the days they desire are available. A written request must then be submitted at least two days in advance. If the request is approved, it is notated on the calendar and the employee is notified of the approval. If denied, an explanation for the denial will be provided.

All Annual Leave requests should be submitted in writing two days in advance for consideration of approval and are approved on a first come first served basis.

The employee is responsible for ensuring that they have enough accrued leave to cover their leave request, prior to submittal for approval.

Note: If leave request is denied and the employee is absent on the requested day, this will be considered an unexcused absence and will be documented as such. Unexcused absences may result in disciplinary actions per ETSU's Progressive Disciplinary policy.

Referenced Policy: ETSU PPP-17

Dress Code Policy

In order to maintain a safe and professional work environment, employees must adhere to the following dress code:

1. No sleeveless shirts. This includes tank tops and "spaghetti" straps.
2. No shirts that expose the stomach or belly button area.
3. Shorts may be worn but can come no higher than two inches above the knee.
4. No opened toed or open heeled shoes. This includes sandals, flip flops, etc.
5. No high heeled shoes.
6. No clothing which may present a safety hazard, such as loose clothing that may become entangled in powered equipment, (e.g. holes in pants, loose clothing, etc.)
7. Management retains the right to prohibit any clothing that is considered objectionable (e.g., t-shirts advertising other universities or other residential facilities).
8. Custodians are encouraged to wear clothing provided by the university, if provided.

Notification Procedures

If an emergency arises and an employee needs to leave work, they must notify their Lead worker who will notify the supervisor/foreman. If they are unable to contact their foreman, then they must contact their supervisor, another foreman or custodial services at:

- ✚ Main Campus - 439-7769
- ✚ Health Sciences - 439-8783
- ✚ Housing Facilities - 439-7900

Sick Leave Policy

If an employee is unable to report to work due to sickness, it is the employee's responsibility to notify, at least two hours prior to beginning of shift, their supervisor or Custodial Services at:

- ✚ Main Campus - 439-7769 (If not answer leave a message)
- ✚ Health Sciences – 439-8783
- ✚ Housing Facilities – 439-7900

The following guidelines pertain to Sick leave and Doctor's Statements:

1. Employees must contact Custodial Services at least two hours prior to beginning of shift if they are going to be absent.
2. Doctor's appointments must be presented in writing just as annual leave is. Appointments should be scheduled during non-working hours if at all possible.
3. If an employee presents a Doctor's Statement requesting to be absent from work, the employee may be required to present a Doctor's Statement releasing them to perform the essential functions of the position before they will be allowed to return to work .
4. If an employee is absent due to a major medical condition, a Doctor's release to perform the essential functions of the position will be required before returning to work through human resources.
5. If an employee calls in sick for three consecutive days or any day connected to scheduled days off (vacation, weekend, or holidays) a Doctor's Statement may be required before they can return to work.
6. If an employee leaves early due to illness and disciplinary action has previously been taken against the employee due to abuse of leave, a doctor's note will be required upon returning to work. Failure to do so will result in disciplinary actions per ETSU's Progressive Disciplinary policy.
7. Employees may be required at any time to present a Doctor's Statement to return to work.
8. Time off for medical appointments may be for the duration of the appointment, plus travel time, and not the entire shift unless otherwise stated on a doctor's statement. Workman's compensation appointments or FMLA will be handled on a case-by-case basis.

Attendance Policy

All employees are expected to be at work on time, every day.

1. If an employee is unable to report to work, the employee must notify their respective office as listed below, two (2) hours before the beginning of your shift, in the following manner:
 - i. Main Campus - 439-7769: The employee must use the telephone and speak with the associate director or director. If there is no answer, a voice message may be left, explaining the reason for the absence.
 - ii. Health Sciences – 438-8783: The employee must notify their lead worker, or if they are unavailable, a supervisor using the chain of command, until they receive a response or confirmation that their message has been received.
 - iii. Housing Facilities – 439-7900: The employee must notify their lead worker, or if they are unavailable, a supervisor using the chain of command.
2. If an employee is going to be late, the employee must notify their respective office or their foreman as soon as possible.
3. If an employee does not report for work or contact the Custodial Services Office or their foreman for three (3) days, said employee may be terminated.
4. The employee is responsible for ensuring that they have enough accrued leave to cover their leave request, prior to submittal for approval.
5. If an emergency arises and an employee needs to leave work, they must notify their foreman. If they are unable to contact their foreman, then they must contact their supervisor, another supervisor, or the Custodial Services Office.

It is the employee's responsibility to notify their respective office as soon as possible (at least 2 hours prior to the start of their shift) if they are unable to report to work.

Inspections

In order to ensure that proper cleanliness levels are being maintained, random inspections will be performed. Our departmental goal is 80 for all areas. Scores under 70 will require a written action plan for improvements

1. Each custodian's area will be inspected by the foreman responsible for that area and an Inspection Form will be completed.
2. The faoreman will then review the form with the Custodian responsible for the area inspected. The signature of the custodian will be required.
3. A copy of the Inspection Form will be forwarded from the foreman to the Associate Director of Custodial Services.
4. Foremen and the Associate Director of Custodial Services will perform random inspections of areas.
5. A copy of the inspection form is included in this handbook.
6. Building inspections will be used as part of the employee's yearly evaluation.

Employee Evaluations

During a new employee's initial six month probationary period they will be evaluated monthly by their foreman, supervisor, and Associate Director. After the initial probationary period, employees will be evaluated on a yearly basis. Employees with disciplinary issues or not performing well may have their probationary time extended or be placed back on probation and/or terminated. A blank evaluation form is included in this handbook.

Custodial Employee Transfers for Vacant Positions Policy

Vacancy postings will be handled through the following process:

1. Signup sheets will be posted in the locations as outlined in Section II.
2. Signup sheets will remain posted for five business days.
3. Selection for the internal posting is based on proof of good standing as follows:

- a. The applicant's most recent employee evaluation must have all categories at "meets expectations" or above.
- b. In addition, the Attendance category of the applicant's last two employee evaluations, if available, must be "meets expectations" or above.
- c. No Supervisory Counseling, per the Progressive Disciplinary Procedures, can be on file in the applicant's employee's personnel jacket for the past two years.
- d. Employees in good standing will be considered for all internal transfers. Management will conduct interviews with these applicants, focusing on customer service abilities, technical skills, prior training, and interpersonal relationships with coworkers and staff.
- e. *Management will review all those in good standing and select the candidate that most closely matches the needs of the location.*
- f. A criminal background check may be conducted on the candidate selected (i.e., Housing Facilities) as per ETSU Human Resources Policy PPP-77.

Internal Posting Locations are as follows:

1. Housing Custodial Posting Location - A signup sheet will be located on the bulletin board in the Housing Office in the Facilities Management (Wilbur Bond) Building.
2. General Custodial Posting Locations - A signup sheet will be posted in the following locations:
 - a. Main custodial office in the Facilities Management Building
 - b. Culp Center custodial closet on the third floor
 - c. Rogers Stout Hall Basement Room 100
 - d. Brown Hall main custodial closet
 - e. Nicks Hall main custodial closet
 - f. Lamb Hall main custodial closet
 - g. Mathes Hall main custodial closet
 - h. CPA main custodial closet
 - i. Memorial Center (Mini Dome) main custodial assembly area
 - j. Kingsport Center main custodial Closet
 - k. ValleyBrook main custodial closet
 - l. Nave Center custodial closet
3. Health Sciences Campus Posting Location: A signup sheet will be posted in the Main Facilities Office in VA Building 119, Room 216.

Once an internal transfer has been granted, the employee must remain in that position for a minimum of six months before being eligible to transfer again to another position on the same shift. The employee may transfer to a different shift or department only within the six month period.

Management will review all those in good standing and may select the candidate that most closely matches the needs of the location. Facilities

Management reserves the right to transfer employees as they deem necessary to effectively meet the needs of the University.

PPP-29: Nepotism Policy

PPP-77: Criminal Background Checks

Custodial Internal Transfers

When an assignment opening occurs in a particular custodial division, management reserves the right to re-assign a custodian in the best interest of the university. When all re-assignments that have occurred due to the initial assignment opening are completed, the remaining vacancy will be filled according to the policy #830.1, Custodial Employee Transfers for Vacant Positions.

This policy applies to all custodial employees in Facilities Management.

Facilities custodial operations is divided into three separate divisions, main campus, health sciences, and housing facilities. When an assignment opening (building location) is created by a custodial who leaves their position, the associate director/director of the respective division has the right to either re-assign a custodian or ask for volunteers to take it. The re-assigned or volunteer custodian will be selected from the same division, within the same shift, where the opening occurs. If management asks for volunteers, management has the right to select the candidate that most closely matches the needs of the building and its occupants. When all re-assignments have been completed to fill the initial assignment opening, the remaining vacancy will be filled according to the procedures set forth in policy #830.1, Custodial Employee Transfers for Vacant Positions. If a position is posted, employees must apply for the position if they are interested.

All custodial employees are responsible for reading, reviewing, and complying with this policy. All managers & directors are assigned the responsibility of insuring that the process listed in the *Procedures Section* is followed by all custodial employees.

References: Facilities Management Policy #830.1

Cell Phone, Phone, and Computer Use

Unless there is an emergency or work related telephone call, all cell phone use is restricted to break times and/or the lunch hour. The use of phones located in offices is strictly prohibited. The use of computers located in offices or computer labs is prohibited. There are computers available to

use for work related matters and any use must be scheduled with the Lead worker or Foreman. Please contact your lead worker for available computer locations.

No personal use of computers or laptops is permitted during scheduled working hours.

Confidential Information

While cleaning, custodians may find papers, memos, or messages. Do not read any of these and treat all information as confidential and do not share with others.

Assigned Areas

During work times, all custodial staff must stay in their assigned areas unless they have approval from their foreman, supervisor or the Custodial Service Associate Director. Any custodial staff found outside of their assigned areas during work time without approval may be subject to the Progressive Disciplinary Policy.

SAFE PRACTICES FOR CUSTODIAL WORKERS

In addition to this safety reference guide, all custodians are required to attend safety orientation training and annual safety refreshers thereafter.

REFERENCE GUIDE

In Providing custodial service there are two very important steps: One, make sure you provide safe and healthy conditions for faculty, staff, and students; Two, make sure you, the custodial worker, are adequately protected from injury or other health problems. All injuries or illnesses that are work related must be immediately reported to your supervisor for proper treatment.

This leader's guide will cover the following issues on custodial safety:

1. Avoidance of contact with blood borne pathogens.
2. What you should know when working with and handling chemicals and disinfectants.
3. Cleaning restrooms.
4. How to prevent back injuries from occurring on the job.
5. Steps to avoid slips and falls.
6. What you should know when working with power equipment.

Part. I- Protection from Blood Borne Pathogens, HIV, and other Hazardous Materials

1. One of the most common occurrences during a typical work day is a request for a custodial worker to clean up a spill. This could mean that you will be cleaning up a spill that contains blood borne pathogens such as the HIV virus or Hepatitis.
2. HIV and Hepatitis are deadly diseases and it is for this reason that strict precautions must be adhered to. That is why you must be equipped with the proper personal protective equipment.
3. A blood borne pathogens cleanup kit will be provided to you. You should follow the procedures demonstrated during your safety orientation.
4. Waterproof gloves such as latex, vinyl, or nitrile must be worn when cleaning up potentially infectious materials. Gloves and safety glasses are the most important lines of defense you have.
5. Remember, blood to blood contact can cause exposure to HIV, HEPATITIS, and other potential infectious materials (OPIM). Make sure you are protected at all times. An open sore, cut, or any kind of puncture can result in your exposure

to a bodily fluid. Also check your gloves thoroughly to make sure they are free of any rips or tears.

6. Paper towels, sponges or similar products can be used to soak up bodily fluids. And be sure to have a plastic disposable bag handy so the soiled paper towels can be disposed of safely.
7. After an area has been cleaned up thoroughly, scour it using a departmental approved disinfectant such as Virex or household bleach, used at a ratio of 1 part bleach to 10 parts water. Let the disinfecting settle in for at least ten minutes before wiping it clean.
8. After the area has been completely cleaned you can carefully remove your gloves. You must be careful not to contaminate your hands when removing the gloves. You should follow the procedure demonstrated to you in your safety orientation.
9. Waste from the potentially infectious material must be placed in the appropriate "red" biohazard bag including your gloves. "Red" biohazard bags never go into the normal trash. Notify and transfer biohazard bags to your supervisor.
10. The last step is to thoroughly wash your hands. You should use liquid soap, not a bar. Be careful to remove rings or jewelry to avoid any contamination caught between your fingers and your jewelry. Dry your hands with an electric dryer if possible, if not use paper towels and avoid turning the faucet off with your bare hands.
11. Another area where you need to exercise extreme caution is whenever you are required to pick up and dispose of a condoms or feminine napkins. Remember, viruses can be transferred through your skin if there are any open cuts or punctures.
12. Another common custodial job that is performed on a daily basis is emptying trash cans. Wearing gloves, work boots, and long sleeve shirts is normally proper protection, but not in every case. When changing garbage, make sure you never physically push the garbage down with your hands. There could be a needle which could puncture your skin even through gloves you are wearing.
13. Here are three points to remember when working in environments where there is a chance of exposure to blood borne pathogens:
 - a. Always wear protective clothing so that you minimize the chance of your skin contacting any bodily fluids.
 - b. After cleaning up a spill or coming into any direct contact with a bodily fluid, make sure to thoroughly wash and scrub any parts of your body that could have been contacted.
 - c. Follow your organization's plan for proper disposal of any blood borne pathogens. If you aren't sure about this procedure or any other one, check with your supervisor.

Part. II-Safety Guidelines for Handling, Mixing and Labeling of Chemicals

1. Always know where the Safety Data Sheets (SDS's) are located. Read them before starting to use any chemical that you aren't familiar with.
2. Read the labels on the chemicals you are about to use. They provide accurate information on dilution ratios and contain excellent safety reminders.
3. Follow the manufacturer's dilution ratios. Take particular care to make accurate measurements. Solutions that are made too weak won't get the job done, and if they're made too strong, you are wasting money by using too much of the concentrated solution.
4. You must wear eye protection and gloves when using chemicals. In the unlikely event that concentrated chemicals get on your skin or in your eyes, immediately wash it off.
5. Anytime you pour contents of a solution into an unlabeled bottle make sure to clearly label it. If you aren't sure about the contents of a solution because it has no label, do not use it and notify your supervisor.
6. Always work in a well-ventilated room.
7. Eating and drinking should never be done when you are working with chemicals, as to avoid accidental ingestion. Accidentally transferring chemicals to your mouth could result in severe poisoning.
8. Gloves are a great protection against chemical contamination; however you should always wash and dry your hands after mixing or handling chemicals.
9. Mixing bleach and ammonia can cause the creation of a deadly gas. They should never be combined.
10. You are not trained or responsible to clean up any hazardous materials that others may have caused. Contact your supervisor. Your supervisor will contact the Environmental Health and Safety Office for proper cleanup.

Part. III-Cleaning Restrooms

1. When cleaning restrooms, a properly stocked and well organized custodial cart is really important. You should have all of your disinfectants, cleaning products, and accessories ready to use.
2. Emptying trash is a good place to start. Remember to grab the trash bag by its sides and then empty it into the barrel. **DO NOT** reach into the trash bag and squash it down if it is overflowing. There could be hazardous substances such as sanitary napkins or needles. Your gloves will protect you most of the time, but you should still err on the side of caution.

3. Sinks should be thoroughly sprayed with a disinfectant approved by your organization. The disinfectant should be left in place for about 10 minutes. Go on to other chores while the disinfectant is in place. Once the 10 minutes has elapsed, wipe down your sinks.
4. Use the toilet brush in combination with the cleanser when cleaning the urinal. There is no reason for you to use your hands. The brush can clean into hard-to-clean spots. It's also much better hygienically to use the brush than your hands. The same cleaning technique should be applied to the toilet bowls. This is a convenient time to replace paper products.
5. Before you mop down the floor, make sure that it's clean of all debris. Also check and make sure that you've put out barrier signs so no one runs into the bathroom and slips on the wet floor.
6. When mopping, you should be wearing shoes with slip resistant soles. Mop in small circles and make sure not to strain your back when ringing out the mop.
7. Once you are done, load all your equipment back on to the custodial cart and you've finished properly cleaning up the bathroom.

Part. IV-Back Injury Prevention

Custodial back safety is something you are going to deal with every day. Here are several practical examples of how you safely deal with lifting or pushing. We'll start with the custodial cart.

1. The custodial cart can be one of the causes of back injury when it isn't properly loaded. For example, if there is too much weight on the top it can make it hard to push and become unsteady. When the cart is properly balanced it's a lot easier to push which reduces the chance of back strain.
2. When moving heavy objects use the team approach. Trying to pull, wrestle, or lift a heavy object is a sure prescription for a pulled muscle or severe back strain.
3. When lifting up a trash can, try and determine how much it weighs. If it's too heavy, get some help.
4. When lifting up a trash can by yourself, make sure you use proper body mechanics. Place one foot behind the other, bend your knees, keep your back straight, tuck in your chin, use palms of your hands not fingers, draw object close to you, arms and elbows tucked in, and extending both legs, lift with the thrust of your left foot.
5. When emptying trash cans that are filled with paper products don't try and mash the trash down with your foot or your hand. Sharp objects, including infected needles could be in the can and you could easily receive a puncture wound. Always make sure you are wearing proper personal protective equipment when emptying trash barrels.

6. Don't pull down overhead objects such as items on tall shelves. Get a step stool or ladder, and ask for help, if needed. Do not take the chance of straining your back.

Back problems are the number one cause for injury among custodial workers. Think safety before tackling the task at hand to avoid unnecessary injuries.

Part. V-Steps to Avoid Slips and Falls, Safety Tips for Working with Power Equipment, and other Important Safety Considerations.

Although not as common as back injuries, slips and falls nevertheless are another major cause of injury.

1. Wetting down steps or using water anywhere carries a certain risk. Exercise caution when using water or find an alternate way to clean up steps.
2. Don't leave out trip hazards such as hoses or electrical cords. Store them in a safe place after you're through using them.
3. When mopping an area, block the area off with barriers and signage, notifying those in the area of the wet and slippery surface.
4. Make sure to yield the right of way to others when pushing custodial carts through hallways. Watch out for obstacles when you are working in close quarters. Call out warning before going around corners.
5. When changing a fluorescent light fixture, wear protective glasses, as light fixtures may contain dust or other particles that may get into your eyes. Be sure that you've been trained in ladder safety before attempting to use one.
6. Don't operate floor machines until you have received adequate training.
7. When operating floor machines, remember to keep the cord away from the machine by draping it over your shoulder. Learn proper body mechanics so you don't incur a back injury. When you tangle the cord, unplug the machine before untangling the cord. Also, never wear loose clothing or jewelry that could become entangled in the equipment.
8. When working with power tools keep in mind a few simple rules.
 - A. Always ground three wire plugs to three wire receptacle. Report damaged plugs to lead worker.
 - B. Wear ear, eye, and respiratory protection, as recommended.
 - C. Watch out for pedestrians.
 - D. Read the manual and NEVER operate these tools without proper training.
9. Playgrounds, particularly their inspection and maintenance, must be attended to regularly. Keeping these areas safe is one of the most important duties of both custodial and park maintenance workers.

It also should be noted that you, the custodial worker are a key player in providing a safe environment. Like many workers, you're asked often to do a difficult job with little in the way of recognition. We would like to change this by recognizing you for what you are; a vital and strong link in providing safe and healthy facilities for kids, the general public and all of us who use public facilities.

Thank you for doing a great job!

Main Campus Custodial Inspection Sheet

Date _____

Building _____

Floor _____

Inspected By _____

Custodian _____

Score	Area	Score	Area
	1. Entranceways inside/outside 15'		2. Halls
	a. Dust, cobwebs, and debris visible		a. Dust, cobwebs, and debris visible
	b. Hand/fingerprints on glass or frame		b. Stains and spots of floors clearly visible
	c. Stains/spots on floors/mats clearly visible		c. Water fountains require cleaning
	Area Total		Area Total

	3. Restrooms		4. Stairs/Elevators
	a. Floor shows stains and urine present		a. Stains and spots clearly visible
	b. Sinks/mirrors signs of dirt and handprints		b. Elevator tracks/handrails need cleaning
	c. Dust, cobwebs, and debris.		c. Dust, cobwebs, and debris visible
	d. Toilets and/or urinals require sanitizing		Area Total
	e. Dispensers require refilling		
	f. Stalls/dividers require cleaning.		
	Area Total		

	5. Offices		6. Classrooms/Labs
	a. Trashcans/recycling bins require emptying		a. Trashcans/recycling bins require emptying
	b. Dust, cobwebs, and debris visible		b. Dust, cobwebs, and debris visible. Chalk/white boards require cleaning
	c. Windows/blinds require cleaning		c. Windows/blinds/sills require cleaning
	d. Stains and spots on floors clearly visible		d. Stains and spots on floors clearly visible
	Area Total		Area Total

	7. Lighting		8. Air Ducts
	a. Burnt out lights requiring replacement		a. Dust build up on grills or exposed duct
	8. Custodial Closet		
	a. Closet has a neat and clean appearance		
	b. All cleaning chemicals are clearly labeled		
	c. Equipment clean and cords neatly wrapped		
	Area Total		

	Building Total
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Each item is evaluated on a score of 1-5. 5-Excellent, 4-Above Average, 3-Average, 2-Below Average, and 1-Unacceptable. All scores are added together to find the building score. 90-100 Excellent, 80-89 Above Average, 60-79 Average, 40-59 Below Average, and 39 or below Unacceptable.

NOTES
