



POLICY STATEMENT 450

SUBJECT: MAINTENANCE AND CLEANLINESS STANDARDS

AUTHORITY: Education Act, Section 28(2)(c); NB Reg. 97-150, Section 25(1)(f); Occupational Health and Safety Act **EFFECTIVE:** Nov. 12, 1998

RESPONSIBILITY: Facilities Manager, Principal **REVISED:** August 10, 2018

REFERENCE: Custodial Handbook **PAGE:** 1 of 1

Statement:

The Superintendency promotes high standards of cleanliness and maintenance so that instruction and learning take place in a safe, secure, pleasant and attractive environment.

- 450.1 The Facilities Manager, in consultation with the school administration, shall prepare a Custodial Handbook outlining cleanliness and maintenance standards for each building and property.
- 450.2 The Principal, through the supervision of assigned custodial staff, shall ensure that the school building and property are properly supervised, cleaned and maintained to meet the standards outlined in the Custodial Handbook.
- 450.3 The Facilities Manager shall establish a schedule for regular building and maintenance inspection. The Facilities Manager shall share the findings of these inspections with the Principal.
- 450.4 The Principal is responsible for the identification and reporting of maintenance items to the Facilities Department on a District Maintenance Requisition Form.
- 450.4 In the case of critical problems or emergency situations, the Principal shall notify the Facilities Manager.
- 450.6 The replacement of absent custodians shall be in accordance with [The Custodian Replacement Guidelines](#) (*Appendix A*) and The Guidelines for No Replacement (*Appendix B*).



CUSTODIAN REPLACEMENT GUIDELINES

Custodian Replacement Guidelines have been developed to assist with cost effective replacement of absent custodians, **out on sick leave**, while still maintaining a high standard of cleanliness and properly scheduled cleaning tasks to make our buildings a safe, clean, appealing environment in which to learn, work or visit.

SCHOOLS WITH MORE THAN 2.0 CUSTODIANS:

1. On the first day of absence no replacement custodian is to be employed (see Appendix B).
2. On the second and subsequent day(s) of absence, the school principal or designate shall call the Facilities Department and a replacement custodian will be assigned on a fifty (50%) replacement basis.
 - a. 8 hour shift – replace with 4 hours
 - b. 6 hour shift – replace with 3 hours
 - c. 4 hour shift – replace with 2 hours
3. On the fourth day of absence, the Manager or Assistant Manager of Facilities is to be contacted to review the situation.

SCHOOLS WITH 2.0 OR LESS THAN 2.0 CUSTODIANS:

1. On the first day and subsequent day(s) of absence, the principal or designate shall call the Facilities Department and a replacement custodian will be assigned on a seventy five percent (75%) basis.
 - a. 8 hour shift – replace with 6 hours
 - b. 6 hour shift – replace with 4.5 hours
 - c. 4 hour shift – replace with 3 hours
2. On the fourth day of absence, the Manager or Assistant Manager of Facilities is to be contacted to review the situation.

GUIDELINES FOR REPLACEMENT ON FIRST DAY:

Note: we will make every attempt to replace custodians on the first day when absence is for reasons listed below.

1. Emergency Leave.
2. Bereavement Leave.
3. Leave without pay.
4. Union business (third party).

In general – school closure days (for any reason), custodial positions will not be replaced. (Some exceptions may apply).

Guidelines for no replacement – TEAM EFFORT

When a custodian is out on sick leave replacement will be as per guidelines. During that person's absence, the custodial crew is expected to work as a TEAM to clean that person's area.

TEAM – Together Everyone Accomplishes More

1. Pick up garbage in all areas.
2. Quick sweep of classrooms and spot wipe any spills as required.
3. Clean washroom fixtures and wash floors.
4. Sweep hallways and stairs, wipe spills as required.
5. Secure all areas.

When custodians are required to do these extra tasks, due to replacement guidelines, some of the tasks in their area, such as; dusting, buffing and washing will not be done, but all garbage MUST be disposed of.

As always, our objective in this matter is the establishment of high standards of cleanliness and properly scheduled cleaning tasks to make our buildings a safe, clean, appealing environment in which to learn, work or visit.