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***Duties of Custodians***

Monthly	Maintain adequate inventory of supplies	Administration
Monthly	Prepare <b>purchase orders</b> for required maintenance, cleaning and paper supplies; Receive supply orders and store in proper places	Administration
daily	Paperwork Maintain preventative maintenance logs and records as required Maintain inventory of school based equipment and maintain service log for same	Administration
As required	Prepare work orders for maintenance work.	Administration
As required	Maintain proper labeling (M.S.D.S. labels) on all chemicals used for cleaning and boiler water treatments; Maintain file of Material Safety Data Sheets (M.S.D.S) for all chemicals used; comply with all other requirements of WS&H and WHMIS legislation	Administration
As required	Report any work or major repairs required to maintain the building, equipment or furnishings, which he/she is unable to do, to the appropriate personnel	Administration
Daily	Comply with the requirements of other pertinent legislation (eg. Fire Code)	Administration
as required/scheduled	After hour activities	Building security
monthly	Fire drills	Building security
monthly	Inspect fire extinguishers, other fire safety equipment and fire alarm system; complete inspection report	Building security
Monthly	<b>Check</b> exit lights and emergency lights	Building security

daily	Set and monitor security alarm system	Building security
Daily	Unlock doors at opening of day	Building security
Daily	<b>Secure</b> all doors and windows at the end of the day.	Building security
As required	Report vandalism, break-ins, thefts or out of the ordinary incidents to appropriate personnel immediately	Building security
daily	Classroom cleanup – emergencies	Cleaning
Daily	<b>Clean</b> and disinfect all washrooms, washroom facilities and fixtures, showers, shower fixtures, change rooms, water fountains	Cleaning
as required	Clean light fixtures	Cleaning
Daily	<b>Dust</b> all surfaces requiring dusting (eg. Chalkboards, chalkrails, desks, furniture, shelves, bootracks, filing cabinets.	Cleaning
daily	Glass cleaning – doors, trophy cabinets	Cleaning
daily	<b>Maintain</b> custodial areas, storage areas, furnace rooms, electrical/mechanical rooms, unused areas (keep clean and organized and free of refuse)	Cleaning
seasonal	<b>Major cleaning</b> Wash walls Clean and dust light fixtures Wash all desks, chairs, and other furniture Clean and disinfect all student lockers Wash doors and windows, including frames Strip, seal and wax floors Scrub, wash and burnish floors Shampoo carpets	Cleaning
cycle	Polish and buff floors	Cleaning
daily	Stock washrooms and kitchen facilities (soap, paper products, etc.)	Cleaning
Daily	<b>Sweep/ Mop</b> all classrooms, gymnasium, corridors, entrances, stairways	Cleaning
Daily	<b>Remove garbage</b> : empty all garbage containers daily; clean and disinfect	Cleaning

	garbage containers as required; sort for recycling and dispose of garbage daily following safe handling procedures.	
Daily	<b>Vacuum</b> all carpeted areas	Cleaning
Daily cycle	<b>Wash</b> desks, chairs and other furniture	Cleaning
Daily Cycle	<b>Wash</b> all <b>floor</b> areas when required (entrances, hallways, etc.)	Cleaning
as required	<b>Wash</b> walls	Cleaning
Daily	<b>Wash</b> doors and <b>windows</b> (inside/outside), as required	Cleaning
As required	Clean all lab sinks and lab tables	Cleaning
as required	Call backs	Emergency
as required	Rodent control – clean up, disinfect, set traps (mice, moles)	Emergency
as required	Transport students as required (eg hospital)	Emergency
daily seasonal	<b>Grounds Maintenance</b> Cut and trim grass as assigned Maintain flower beds Plant and trim trees Supervise removal of snow from parking lots, bus loading zones and driveways	Ground maintenance
daily seasonal	<b>Remove</b> ice and snow from sidewalks, steps, entrances and exits; <b>apply</b> ice melt; <b>maintain</b> log of ice and snow removal	Ground maintenance
As required	Remove debris (broken glass, garbage, etc.) from school grounds	Ground Maintenance
Weekly	<b>Check</b> and <b>maintain</b> all playground equipment and playground surfaces, and <b>complete</b> inspection report	Grounds maintenance
daily	Check boiler	Maintenance
seasonal weekly	<b>Inspect and maintain mechanical systems</b> Repair/replace pumps, motors, air circulating fans/motors, heating radiators, other mechanical equipment Replace/clean all filters Inspect roof top units	Maintenance

	General maintenance (grease motors, check belts and hoses, etc.)	
weekly	Test <b>boiler water</b> and add chemicals as required; maintain log	Maintenance
seasonal / as required	Crawlspace maintenance – reheat valves checked and cleaned – check for plumbing and heating leaks, faulty traps and valves, other deficiencies	Maintenance
as required	Light Carpentry duties – repair shelving, install blackboards, repair/replace floor tile	Maintenance
as required	Locker maintenance and repair	Maintenance
as required	Maintain small equipment – lawn mower etc	Maintenance
monthly	Maintenance plan	Maintenance
as required	<b><i>Inspect and maintain plumbing systems</i></b> Repair/ replace leaking faucets and taps, broken toilet bowls and wash basins, water fountains. Ensure that water and internal sewer lines are properly maintained.	Maintenance
daily	Monitor expansion tanks	Maintenance
daily	Preventative maintenance – boilers, air handling systems, pumps, washrooms	Maintenance
weekly	Water treatment program	Maintenance
Daily	Maintain custodial equipment (cleaning and proper storage, report problems, arrange or request repairs as required)	Maintenance
As required	Report all unsafe conditions to appropriate personnel; monitor completion of necessary repairs (eg. Broken glass or equipment)	Maintenance
As Required	Inspect building electrical systems – replace switch plates, change bulbs, tubes and covers; report other maintenance requirements to appropriate personnel (i.e. plugs, light fixtures, fuses, circuit breakers)	Maintenance
Seasonal	Check all roofs for foreign items, roof damage, loose flashings, etc.,	Maintenance

	make minor repairs; keep roof and roof drains free from debris; and report significant deficiencies to appropriate personnel	
Daily	Monitor temperature and ventilation conditions	Maintenance
Daily	Check operation of all interior and exterior doors and adjust as required (closers, hinges, locksets, panic hardware etc.)	Maintenance
Seasonal	Ensure parking lot plugs are in good working condition	Maintenance
daily	Monitor clocks – bell system, day light savings, air handling time clocks	Maintenance / other
daily	Raise national <b>flag</b> of Canada at start of school day and lower at end of school day [PSA 41(1)(b)]	Other
monthly	Submit meter readings (gas, hydro), as required; monitor consumption patterns and report unusual results	Other
as required	<b>Move</b> furniture or equipment within the building	Other
daily	Perform <b>other related duties</b> as assigned by the school administrator or the Maintenance Supervisor or as specified by Division policy	Other
Daily	Deliver and collect school mail; assist with unloading of materials and supplies delivered to the school	Other
as required	Refuse transport	Other
as required	Repair sports apparatus	Other
as required	Setup equipment – chairs, stage, etc	Other

