

2016

Custodial  
Summer  
Documents



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**To: POS/BSS**

**From: John Hensley, Zone Manager**

**Date: May 16, 2016**

**Subject: Summer Closure of Schools 2016**

In keeping with years past, the Custodial Services Supervisors have assembled an assortment of documents referred to as “Summer Docs”. These materials are resources meant to support all sites with summer cleaning, site closures and time keeping. Please take a few minutes to familiarize yourself with these processes.

Please inform your crews that our highest priority is the safety and security of district staff and property. During summer closure periods, the only authorized activities at closed sites are custodial, landscape, maintenance, Prop S/Z projects, warehouse/distribution, police services and required clerical functions. All staff members have a duty to turn in school keys to the principal or his/her designee. Even though authorized staff may be present on site it should not be viewed as an opportunity for unauthorized staff to enter sites. School police will monitor closed sites for unauthorized access and respond appropriately.

Energy saving measures identified within must be completed prior to beginning summer cleaning activities. Utilize the enclosed checklist to ensure compliance. Minimize energy consumption by consolidating work areas.

In order to reduce equipment failure rates in the fall, Food Services will not secure refrigeration and walk-ins. Please monitor temperature gauges for this equipment and report problems to Victor Parra (858-627-7304) or [vparra@sandi.net](mailto:vparra@sandi.net)). Refer to the Food Services, Equipment and Supply memo for additional information with regard to the kitchens.

Questions or concerns about a particular aspect of the school closure process should be directed to your site administrator, custodial services supervisor or me. You may also access all of the forms in this packet on the custodial services website at [www.sandi.net](http://www.sandi.net).

Bob, Cathy, Michelle, Phil, Ron, Ruben and I would like to thank you for your service to the communities served by San Diego Unified. Without your determination, meeting educational goals and community expectations would not be possible. You are appreciated!

### District Staff Phone Contacts

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	Phil Baertschi	858.637.6258
	Ruben Meave	858.627.7182
	Ron Dare	858.627.7148
	Bob Werner	858.637.6220
Landscape Services	Jim Gonsalves	858.627.7120
Zone Manager, Coastal Bay and Scripps Mesa Zones	John Hensley	858.627.7214
Zone Manager, Central City and Park View Zones	Jim Gonsalves	858.627.7120
Food Services	Gary Petill	858.627.7301
School Police Services	Rueben Littlejohn	619.291.7678
Supply Center	Pablo Gonzalez	858.496.8210
Rubbish/Recycling	Janet Whited	858.637.6268

## SITE PREPARATION CHECKLIST FOR 2016 SUMMER CLOSURE

The following list contains items to be accomplished by site personnel to achieve maximum energy savings and site security, and to accomplish effective cleaning during the summer of 2016. Most duties should be performed by custodial staff, under the direction of principals. Principals should verify that all measures have been implemented.

### By June 30:

- \_\_\_\_\_ All IMC equipment and material pickups will be staged. Pablo Gonzalez will be providing you with the information as to when the equipment will be picked up.
- \_\_\_\_\_ Window boards and hardware should be stored in custodial supply room. Locations of any other material for emergency repairs should be listed on the master clock in the office.
- \_\_\_\_\_ Update and verify phone numbers of custodial staff. List numbers on the master clock in the office and send the phone numbers to the Custodial Services office.
- \_\_\_\_\_ Gather and store all audiovisual and other valuable district property in a secure, alarmed area.
- \_\_\_\_\_ All school keys should be returned to the site. In accordance with District Procedure 5005, sites should not allow teachers to retain school keys during the summer. Staff members should be directed that there is to be no unauthorized entry to closed sites during the summer. Sites requiring special custodial services (i.e., child development centers, contracted extended day) will be notified regarding issuance of keys and special custodial arrangements.
- \_\_\_\_\_ Secure bell systems.
- \_\_\_\_\_ Aquariums, personal plants, pets, etc., should be taken home.

### BEFORE Any Cleaning Preparations Begin:

- \_\_\_\_\_ Shut down all heating, ventilating, and air-conditioning systems. Only occupied work spaces may use ventilating and/or air-conditioning. Energy Management System Specialist will run schedule per request. Where ventilation is sufficient, air-conditioning shall not be used. Clock-controlled systems have a manual switch to override automatic starting of air-conditioning units. If site building services supervisors are unsure about the control mechanism, contact an Energy Management System Specialist at [EMS@sandi.net](mailto:EMS@sandi.net) or 858.627.7530. No HVAC (heating, ventilating, and air-conditioning) circuit breakers should be turned off. Compressors in air-conditioning units must have power, or expensive repairs could be needed. Initially, air-conditioning and ventilating systems will be left "in service" to be used in occupied work spaces per BSS/POS schedule/request. If field inspections disclose abuses of systems (i.e., units operating when spaces are not being used), maintenance staff will make systems inoperative.
- \_\_\_\_\_ Shut off all water heaters (including cafeteria). Turn off control switches (electric) or manual appliance gas valves. Custodians may use one water heater for cleaning needs. Shut off gas appliances such as ranges, dishwashers, food warmers (cafeteria and consumer studies areas), hot tanks, furnaces, steam cleaners (shops), and kilns (art department) by turning off manual

appliance gas valves. Maintenance will shut down P.E. water heater/boilers. Turn in a TMA request or call in a work order. All other water heaters should be left on.

\_\_\_\_\_ Shut off individual unit heaters (gas) by turning off operating switch.

***DO NOT SHUT OFF MAIN BUILDING GAS VALVES.***

\_\_\_\_\_ Shut off water supply valves to all urinal flush tanks.

\_\_\_\_\_ Shut off all night lights. Remove on/off pins from time clock.

\_\_\_\_\_ Unplug all refrigeration equipment. Cafeteria personnel will disconnect cafeteria equipment. Custodial staffs should unplug all other refrigeration units (consumer studies, lounges, supply rooms, classrooms, vending machines, water coolers, etc.). Consumer studies staffs should identify refrigerators which must store perishable food products. Where possible, perishable foods should be labeled and stored in shared refrigeration or freezer space with cafeteria foods. Food Services will designate appropriate available space. Refrigerators are not to be used to store dry goods, film, or other nonperishable items. Refrigerators taken out of service should have doors blocked open to allow air to circulate.

\_\_\_\_\_ Shut off all air compressors.

\_\_\_\_\_ Shut off all auditorium and gymnasium dimmer boards.

\_\_\_\_\_ Shut off intercom and central sound systems.

\_\_\_\_\_ Shut off all unnecessary inside lighting at the switch, not circuit breaker. If practical, maintenance staff may disengage emergency power units. Do not shut off lighting circuit breakers unless they are the only control (as for some hallway lights).

\_\_\_\_\_ Do not disconnect master clocks or impulse ("slave") clock systems. Unplug all personal table clocks or clock radios.

\_\_\_\_\_ Unplug all hot plates, irons, coffee machines, toaster ovens, ice machines, business machines, televisions, VCR's, DVD's, copiers, etc. not in use.

\_\_\_\_\_ Shut off all circuit breakers controlling shop equipment.

\_\_\_\_\_ The shutdown of site computer equipment and computer labs should be at the direction of the site information technology person.

***Preparation for cleaning:***

\_\_\_\_\_ All necessary cleaning supplies should be on site for the beginning of summer cleaning period. Supplemental cleaning supplies should be purchased on the 2016/2016 budget.

\_\_\_\_\_ Custodial staffs will have four basic responsibilities at each site: (1) Scrub walls; (2) scrub furniture; (3) scrub and wax floor or shampoo carpets; (4) scrub restrooms. Principals, building services supervisors, and plant operations supervisors should agree what duties may be

performed by custodians (if time permits). Attached is a list of duties typically performed by custodians during the summer.

\_\_\_\_\_ Designated personnel should prepare detailed checklists for each space identifying tasks to be accomplished, as well as a projected finish date for each basic task. The list should include the basic duties to be accomplished by custodians as well as other duties that time may permit. As each function is completed, checklists should be marked accordingly so progress and current status can be monitored.

\_\_\_\_\_ Custodial staffs should coordinate cleaning duties so they will have minimum impact on office staffs which are on duty during the summer. Some adjustments to cleaning schedules may be necessary to accommodate special arrangements. Close communication with the custodial office is vital to ensure effective custodial operations.

\_\_\_\_\_ Check site for any maintenance concerns and turn in a TMA request as soon as possible. Do not wait until August to report them. Property damage should be reported through TMA or call the work order desk at Physical Plant Operations, (858) 627-7250, by the individual who discovers it, **on the day it is discovered**. Maintenance work order numbers and a description of the damage should be put on a *Property Damage and Loss Report*. Building services supervisors/plant operations supervisors or their designee should send property loss reports via area supervisors. A log sheet for property damage calls should be posted

\_\_\_\_\_ Standard working hours during summer for maintenance are 6:00 a.m. to 2:30 p.m. In order to support district needs, custodial staff should work 6:30 a.m. to 3:00 p.m. If a site requires working other than 6:30 a.m. to 3:00 p.m., Custodial Services must be contacted for distribution to appropriate work centers. **At least one staff member will need to remain until 3:00 p.m.**

\_\_\_\_\_ Building Services Supervisors/Plant Operations Supervisors or, in their absence, a site custodian should be on telephone standby every day from **9:00 to 9:15 a.m.**, and **2:00 to 2:15 p.m.** Phone standby is necessary for timekeeping operations and notification of emergency and security needs. **Employee break period is not to be used for the phone stand-by. No use of site radios will be allowed instead of the stand-by periods.**

\_\_\_\_\_ Secondary schools should remove locks and secure (hog-ring) student lockers. Gym lockers should be cleaned out.

\_\_\_\_\_ Custodians are not to use site equipment for personal use.

\_\_\_\_\_ Custodial Services Supervisors will conduct periodic inspections of each site's scheduled cleaning to verify that tasks are being accomplished as expected.

## **SUMMER CUSTODIAL DUTIES**

Summer custodial duties historically represented thorough cleaning of all interior and exterior areas. However, staffing limitations require prioritizing tasks. The four priority tasks that are to be accomplished by custodial staffs at every site are: scrubbing walls, furniture, floors, and restrooms. Administrative Procedure 5260 also describes custodial duties required in cafeteria kitchens.

Other duties may be accomplished after the four required tasks are completed. Priorities for other duties to be accomplished should be established by agreement between principals and plant operations supervisors/building services supervisors.

The following list indicates the typical duties historically accomplished during summer cleaning. The list is in a sequence which provides efficient, thorough cleaning. Principals and building services supervisors/plant operations supervisors should consider the following miscellaneous list when establishing priorities for the best use of any remaining time.

### **Each Space:**

1. High dust: ceiling, lights, venetian blinds, walls, rails, moldings, etc.
2. Replace all burned out lamps as necessary. Do not relamp entire rooms or areas.
3. Clean whiteboards, promethean boards (per attached information), if applicable
4. Clean mirrors, sinks, wastebaskets, pencil sharpeners, trash cans. Service towel and soap dispensers.
5. Scrub walls, jambs, woodwork, etc.
6. Scrub furniture inside and out, bookcases, tables, chairs, etc.
7. Rinse/dry furniture, stack next to door.
8. Scrub/rinse thoroughly/let dry/apply two coats of finish to tile flooring, or Pre-treat soiled areas and extract carpets.
9. Set furniture.

### **Restrooms:**

1. High dust.
2. Scrub walls, restroom partitions, jambs, woodwork, etc.
3. Scrub toilets, urinals, sinks, mirrors; secure flush tanks.
4. Scrub floors, rinse thoroughly, dry.
5. Service towel, toilet paper, soap dispensers.
6. Scrub and seal floors as appropriate.

In addition to the foregoing, BSS's and POS's at the middle school/ junior high school and high school level will schedule tasks pertaining to their individual sites (i.e., locker rooms, gymnasiums, outside lockers, etc.):

### **Miscellaneous:**

1. Wash inside windows
2. Wash outside windows, sills, doors, etc.
3. Clean venetian blinds
4. Police grounds.
5. Repair blinds.
6. Perform other miscellaneous duties necessary for opening school: book inventory supply delivery, key issue, AV equipment (clean, relamp, etc.)



## PROMETHEAN BOARDS

The Promethean Board pictured below (variously referred to as a “wheeled,” “portable,” or “short-throw projector” board,) is installed in classrooms with several factors in mind: available AC power, sound hookup, and Ethernet (data drop) locations. These factors are among the main determinants on final board placement.

Although these devices are on wheels, it is critical to note that any movement of these boards from their initial installed location (excluding the normal up-down action) may cause damage to one or more components of the full i21 classroom experience including, but not limited to; damaging the sound system wiring, board alignment problems, and disconnected or broken couplings. *Such damage is considered non-warranty and may result in a delay in repair.*

Although movement of the board is discouraged, it is realized that users may prefer to move the board slightly post-installation to accommodate personal “fit and feel” for instruction. Please keep the following in mind only if it is felt imperative to move the board:

- Movement **MUST ONLY** be performed via the small hand-holds on the back of the board, at the bottom of the support frame. **NEVER** attempt to move it by grabbing the sides of the board itself.
- Movement should be restricted to within tolerance of the attached cabling. Please keep an eye on **ALL** associated cables that are attached to the board while moving – do not move the board to the point where any cables become taught or strained.



## **WORK HOURS/BREAK TIMES**

The following work hours and break time schedule is provided to you as the recommended workday schedule for Summer 2016.

Custodial Services personnel will be expecting at least one person to be on site during these times, if the site is not closed. Beginning, ending, and break times may differ, but the phone watch times are in effect for all sites.

6:30 a.m.	Workday begins
<b>9:00 a.m.</b>	<b>Telephone standby – one employee only</b>
9:15 a.m.	Break – all employees
9:30 a.m.	Work resumes
11:00 a.m.	Lunch break
11:30 a.m.	Work resumes
1:30 p.m.	Rest break
1:45 p.m.	Work resumes
<b>2:00 p.m.</b>	<b>Telephone standby – one employee only</b>
2:15 p.m.	Work resumes
3:00 p.m.	Workday ends

**Please post your location on the supply room door so visitors will be able to find you should they require assistance. Update daily or regularly if your location changes significantly.**

Visits by the Custodial Services Supervisor, which reveal activities other than those coinciding with the above schedule, may result in appropriate action.

## **EMERGENCY LOANER ITEMS**

The following items are available temporarily from your Custodial Services Supervisor (CSS) in an emergency situation:

1. Floor machine
2. Upright vac
3. Personnel lift/scissors lift
4. Floor edger
5. Window washer (two story)
6. High velocity floor fans
7. Hi-Speed buffer
8. Auto scrubber
9. Hot water pressure sprayer and cold water pressure sprayers
10. Leaf blowers
11. Dehumidifiers (for flood emergencies only)
12. Carpet extractors
13. Desk mover
14. Wet/dry vacuum with squeegee attachment
15. Measuring wheel
16. Extractor wand
17. Upholstery spot cleaner

The following items are available from your CSS as needed:

1. Switchplate and outlet covers.
2. Venetian blind hardware, blind cord, and tape (No mini blinds.)
3. Set screws for adjustable table legs.
4. Tetherball cord and snap swivels.
5. Paint for marking blacktop, frames and rollers.
6. Boards and hardware for patching broken windows.
7. Shelf supports
8. Gas, diesel, 2 cycle oil
9. Emergency door locks
10. Lap links, vandal proof bit driver set
11. Light and dispenser keys
12. Waterless urinal supplies

## HOME PHONE NUMBER VERIFICATION

In order for Custodial Services to make contact with you in a more time efficient manner, and to ensure our data base is correct, it is imperative that you provide a valid contact phone number for you and for your custodial staff. Please provide phone numbers in the spaces provided below, even if there are no changes to previous submissions.

**FAX FORM TO 858-496-1737 NO LATER THAN JUNE 3, 2016.**

Site: \_\_\_\_\_ Loc: \_\_\_\_\_

BSS/POS Name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Custodial Staff Name, Home phone, Cell phone:

Name	Home #	Cell #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## **SPLIT SITE CUSTODIAN**

If your site shares a custodian with another site unique scheduling is required for the summer. During break periods most split-site custodians are assigned to each site for an equal number of eight hour days. Such scheduling depends on your site's summer needs and those of the site sharing your shared custodian.

Please coordinate with the other site's BSS/POS and consider vacation days to be taken in the allocation of days. Questions or concerns regarding assignment of split-site custodians should be discussed with your Custodial Service Supervisor (CSS). Once a consensus on their schedule is confirmed inform your CSS. If an agreement cannot be made, the CSS will decide the schedule.

If you do not have a split site custodian at your site, please disregard this form.

**\*PLEASE NOTE: Split site custodial assignments may change effective July 1, 2016**

**PLEASE RETURN BY JUNE 3, 2016. FAX TO 858-496-1737**

ALLOCATION:

**First Site:** \_\_\_\_\_

Dates: \_\_\_\_\_

Days: \_\_\_\_\_

**Second Site:** \_\_\_\_\_

Dates: \_\_\_\_\_

Days: \_\_\_\_\_



**NIGHT SHIFT DIFFERENTIAL – SUMMER 2016**

Beginning June 27, 2016 the summer work schedule hours of 6:30 a.m. - 3:00 p.m. will be in effect. Shift differential will be removed for all custodians, crew leaders and sr. crew leaders except those working at year round and adult sites. This change is for the summer months only. Shift will be restored on August 29, 2016.

If you feel that you have a need for a crew member to remain on shift for the summer, please complete the section below and return no later than **June 3, 2016**. Your request will be reviewed by your Custodial Services Supervisor for approval. If you are at a year round school site or an adult site, you do not need to return this form. Shift differential will not be removed.

Site: \_\_\_\_\_ Location Number: \_\_\_\_\_

Name of Employee(s): \_\_\_\_\_

Summer Work Hours: \_\_\_\_\_

Reason for Night Shift: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature (BSS/POS)

\_\_\_\_\_  
Date

**PLEASE FAX COMPLETED FORM TO 858.496-1737 NO LATER THAN JUNE 3, 2016 FOR CONSIDERATION TO KEEP SUMMER SHIFT DIFFERENTIAL.**

## SUMMER TIMEKEEPING

Please review the following information with all custodial staff:

### Summer Timekeeping

During the summer when the site administrative staff is not present, timekeeping will be maintained by Custodial Services. In accordance with Administrative Procedure No. 7436, vacations will be scheduled at school district convenience with prior approval. All leave requests during the summer must be submitted and approved by your Custodial Services Supervisor. Your school secretary/timekeeper should forward the list of names and pre-approved vacation dates for custodial employee vacations scheduled for June, July and August to your Custodial Services Supervisor.

The sign-in sheets for the entire fiscal year are attached. Employees are required to sign-in daily. Every absence must have a leave document submitted to Custodial Services within 10 days of the absence.

**The sign-in sheets are required documents and are due to Custodial Services on July 16, August 1, August 16 and September 1, 2016 from every site except those sites that have administrative staff working during the summer.** The sign-in sheets may be faxed to 858.496-1737. Site staff will resume timekeeping effective September 1, 2016 for site custodial staff except split site custodians. Split site custodian's timekeeping remains with Custodial Services. The sign-in sheets continue to be required all for split site custodians in addition to your site's sign-in policy.

### Leave Policies:

Sick Leave: Employees are allowed to use full salary sick leave for personal illness, injury, or exposure to contagious disease or temporary disability, as provided by law.

Half Pay Sick Leave: Half pay sick leave is to be used only after full salary sick leave benefits have been exhausted.

Personal Necessity: Employees are allowed to use up to 8 days of full salary sick leave for the use of personal necessity. Half pay sick leave cannot be used for this type of absence. If the employee does not have a full sick leave balance, this time should be docked and reported as unpaid time. At the unit member's request, this leave may, be charged to vacation.

Personal Business Absence: Members may use up to two (2) days per school year of accumulated sick leave for personal business. Normally, 48 hours advance notice shall be required and it may not be used the day prior to or after a holiday or school recess period.

Bereavement Leave: Absence without loss of salary for a period not to exceed five (5) days, may be granted to a unit member upon the death of a member of his/her or the spouse's/same gender domestic partner's \*immediate family.

\*Definition of immediate family: mother, father, grandmother, grandfather, grandchild, spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, domestic partner, or any relative living in the immediate household of the unit



member. Mother and father are defined to include stepmother and stepfather and court appointed legal guardians.

Vacation: Normally, unit members shall submit their written requests at least five (5) workdays prior to the date(s) they wish to use vacation. To enable the use of vacation, throughout the school year, particularly when students are in attendance, the district shall fund four (4) days of substitute vacation coverage for each Building Services unit member.

#### SAMS/Smart Find Express

All custodial employees are required to use SAMS/Smart FindExpress for absence reporting.

SAMS can be accessed via phone at (619) 297-0304 or on the web at <https://subweb.sandi.net>. Two pieces of identification are required to access the system: User I.D. (employee I.D) and Password (PIN). The system will ask for reason for the absence and give a list of reasons to choose from. It will also ask if a substitute is required. **Please Press 2- No substitute is required. Substitutes will continue to be assigned by the Custodial Services Substitute Desk.** It is important to complete your call by receiving a "job number" from SAMS. This is a confirmation that your information has been accepted.