



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5261

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CATEGORY: **Support Services, Custodial Services**

EFFECTIVE: **7-01-62**

SUBJECT: **Custodial, Maintenance, and Supply Services for Child Development Centers**

REVISED: **11-22-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing provision of custodial, maintenance, and supply services to child development centers.
2. **Related Procedures:**

General maintenance of buildings, grounds, and equipment	5200
Servicing and repair of office machines	5350
Stock supplies and materials	2410
Nonstock supplies, materials, and services	2415
Early childhood education/child development centers	4450

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-2000, E-2100, E-2500, E-2550, F-3975, G-2000, G-3000, I-1350.

C. GENERAL

1. **Originating Office.** Suggestions concerning this procedure should be directed to the Maintenance, Operations, Warehousing, and Distribution Department; Business Services Administration; Business Services Division; Administrative/Operational Support. Questions about maintenance and custodial matters should be directed to the Maintenance, Operations, Warehousing, and Distribution Department; questions about supplies and general administration should be directed to the Child Development and State Preschool Programs Office, Instructional Support Services, Institute for Learning.
2. **Child Development Center Sites**
 - a. **Type 1:** Not on district school sites but owned and operated by the district.
 - b. **Type 2:** Located on district school sites, utilizing:
 - (1) Regular school rooms or portables on loan for child development center use, maintained at district and program expense.
 - (2) Building facilities considered unusable for regular classrooms by schools, maintained at child development center expense.

3. **Responsibilities**

a. **Custodial services**

- (1) Child development center attendants (positioned and hourly) are provided at some centers; custodial services at these centers are provided by the attendants.
- (2) The program contracts with the Custodial Operations Program, Plant Operations Unit, Maintenance, Operations, Warehousing, and Distribution Department, and pays for routine daily cleaning and sanitation at the remaining centers. The building services supervisor shall consider these centers as part of his/her responsibility for routine maintenance (e.g., drinking fountain upkeep, replacing lamps and chair glides, restringing blinds).
- (3) If there is joint use of facilities such as toilets and cafeterias when school is in session, the facilities will be cleaned by school custodians as part of the school load. During summer months when school is not in session, a separate contract with the Custodial Operations Program is arranged and paid for by the program.

b. **Special maintenance and carpet cleaning.** The child development center program arranges and pays for all special maintenance and carpet cleaning.

c. **Maintenance of buildings, grounds, and equipment.** All maintenance is performed by district maintenance personnel and/or the child development center maintenance worker; child development center accounts are charged.

D. **IMPLEMENTATION**

1. **Maintenance of Buildings, Grounds, and Equipment** (for general regulations, procedures, and practices, see Procedure 5200).

a. **Routine and emergency maintenance.** Centers submit all requests through the Child Development and State Preschool Programs Office.

b. **Office and special equipment.** Procedure 5350 and other pertinent district procedures should be followed, charging appropriate child development center accounts for work done.

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2. **Supply Services.** All stock and nonstock requests must be forwarded to the Child Development and State Preschool Programs Office. Supplies ordered must be charged to appropriate child development center accounts.

E. FORMS AND AUXILIARY REFERENCES

1. Nonstock Requisition, Stock Item 22-R-3190
2. Stock Requisition, Stock Item 22-R-3270
3. Request for Service, Stock Item 22-R-3250
4. Time cards used for reporting time worked (available from the Payroll Unit, Fiscal Control Department, Finance Division).
5. Personnel/Payroll Handbook

F. REPORTS AND RECORDS

G. APPROVED BY



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For the Superintendent of Public Education