I. Purpose

The purpose of this regulation is to establish responsibilities and operating procedures for the management of custodial services by the Office of Facilities Services, in conjunction with school administrators using site-based management.

II. Scope

This regulation is applicable to all personnel requesting custodial support services from the Office of Facilities Services.

III. Objective

To provide custodial services supporting the instructional programs.

A. Custodial Building Services

Technical services for custodial building maintenance are provided for all instructional and administrative facilities.

1. School and administrative facilities shall be staffed with qualified custodial personnel meeting all Prince William County School Board employment requirements.

2. Custodial managers are assigned to each facility and charged with the responsibilities of custodial building maintenance, sanitation conditions, and custodial personnel management.

3. Substitute custodial candidates are interviewed, selected, trained, and placed in the qualified substitute employment pool by the Office of Facilities Services. When a custodial vacancy occurs at a school, principals are to interview and select replacements from the qualified substitute employment pool or from the list of candidates who apply through the vacancy announcement posted to the Prince William County Public Schools (PWCS) website. All necessary paperwork and issuance of identification badges will be done by the Office of Risk Management and Security Services and the Department of Human Resources.
4. All custodial personnel are required to complete technical training in custodial cleaning techniques, sanitation procedures, hazardous communication, and asbestos awareness. Training will be provided by the Office of Facilities Services. Managers require additional training beyond the basic custodial training.

5. The Office of Facilities Services shall conduct interviews for managers and provide the building principal with qualified applicants. The building principal will make the selection of the custodial manager.

6. Substitute custodial personnel shall be provided to schools when regularly assigned custodians are absent due to vacancies or illnesses. Schools shall be responsible for payment for the first four (4) days.

   The Office of Facilities Services shall be responsible for continued coverage of sick leave for the duration of absences beyond four (4) consecutive days, at no cost to the school.

   Funding by the Office of Facilities Services to support substitute custodial personnel on extended sick leave is subject to monthly expenditure limits. As financial constraints dictate, Facilities Services may not be able to meet the requirements for all substitute custodial personnel on extended sick leave.

   Substitute custodial services shall be provided to schools when regular custodians are on leave other than sick leave. The school shall be responsible for all costs for this service.

B. Building Maintenance

1. The Office of Facilities Services shall be responsible for the cleaning and re-sealing of all gymnasium floors annually. Major work shall be scheduled during times when least disruptive to the school.

2. The Office of Facilities Services shall be responsible for maintaining driveways and parking lots biannually for schools where sweeping equipment is not available. There shall be no charge to schools for scheduled work. Should the school principal desire additional cleaning services, the school shall be responsible for the cost of personnel and equipment. Each school shall continue to be responsible for policing driveways and parking lots for trash and debris.

3. The Office of Facilities Services shall be responsible for specialized environmental sanitation cleaning where required by staff. There will be no direct cost to the school.
4. Vandalism maintenance where specialized equipment and chemicals are required to correct damage shall be provided at no cost to schools, including personnel costs.

5. The Office of Facilities Services shall be responsible for all cleaning requirements prior to opening new schools. This service may be in-house or contract, and will include the following:
   a. Initial custodial supplies
   b. Initial equipment issue
   c. Initial grounds equipment issue
   d. Initial hand tool issue

6. Specialized services such as high overhead cleaning and exterior graffiti removal shall be provided upon request by the principal. There will be no cost to schools for this service.

7. The Office of Facilities Services shall be responsible for sealing specialized flooring (e.g., terrazzo, fritz tile, concrete). This will be scheduled as required in conjunction with building principals. Schools shall be responsible for the cost of any materials or sealers required.

8. Schools that are scheduled for centralized summer school shall be provided with additional custodial personnel at no cost to the school for annual building restorations.

C. Custodial Cleaning Equipment

1. Each new school facility shall be equipped with the appropriate amount of custodial equipment that will allow custodial personnel to complete their assigned tasks in a professional manner.

2. The cost for the replacement of and/or addition to the original equipment issue shall be the responsibility of the school.

3. The Office of Facilities Services shall be responsible for all repairs (due to normal wear and tear) and preventive maintenance of all custodial cleaning equipment purchased from the list of approved equipment, at no cost to the school.

4. The Office of Facilities Services shall be responsible for maintaining a specification catalog for custodial equipment and shall maintain active
contracts for equipment purchase. The Office of Facilities Services shall coordinate purchases Divisionwide with principals.

5. The Office of Facilities Services shall be responsible for evaluating custodial equipment for usability and replacement. This will be coordinated with the school principal.

6. The Office of Facilities Services shall be responsible for maintaining an inventory of cleaning equipment for loan or replacement.

D. Custodial Cleaning Supplies

1. The Office of Facilities Services shall maintain a professionally-oriented testing program for all custodial cleaning supplies meeting the environmental safety for staff and students.

2. The Office of Facilities Services shall be responsible for maintaining an up-to-date catalog of specifications for cleaning products and maintain active bids for purchase.

3. The Quality Assurance specialists shall assist custodial managers in submitting monthly supply requisitions for needed supplies, as requested.

4. Supply Services shall be responsible for warehouse inventory, issuing, and delivery of custodial cleaning supplies.

5. Schools are allocated funding for all custodial cleaning supplies and equipment to maintain an effective sanitation maintenance program.

E. Quality Control Services

The Office of Facilities Services shall provide a professional quality control program supporting the sanitation program for the School Division. Quality assurance specialists shall:

1. Assist principals and custodial managers in developing a professional sanitation cleaning program for each school building.

2. Assist principals and custodial managers in obtaining custodial cleaning supplies on a monthly basis, as requested.

3. Evaluate the performance of all substitute custodial personnel in conjunction with the Substitute Specialist and custodial manager.
4. Assist principals in the selection of custodial managers, if requested by the school principal.

5. Assist school principals and custodial managers in the annual summer sanitation restoration plan of each school facility.

6. Manage all technical services of each area such as gym floor restoration, terrazzo sealing, and vandalism restoration.

7. Assist principals and custodial managers with in-house training of newly employed custodial personnel.

8. Assist with the development of a grounds maintenance program for each school facility.

9. Assist in testing and evaluation of all custodial cleaning supplies and cleaning chemicals.

F. Refuse Service

Refuse collection is provided for all school facilities and administrative offices by private contractor. Service is provided on a daily basis, except during summer months. Service is provided on a bi-weekly basis during summer months.

G. Refuse Recycling

The School Division shall participate in the recycling program, supporting the environmental programs to ensure a safe and healthful environment for present and future generations.

The Associate Superintendent for Support Services, or designee, is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS