SUPPORT SERVICES

Cleanliness Evaluations

I. Purpose

The purpose of this regulation is to establish procedures for conducting random cleanliness evaluations of school facilities to comply with Standards of Quality and meet accreditation requirements.

II. Scope

This regulation is applicable to all schools and administrative facilities.

III. Procedures

A. Quality assurance specialists of the Office of Facilities Services, (OFS) shall conduct an evaluation of sanitation and maintenance conditions of each school facility on a random basis. Each facility shall be evaluated using two evaluation forms. One will be used to evaluate the building and the second will be used to evaluate the grounds and parking lots.

B. The custodial manager of the facility inspected shall accompany the quality assurance specialist during the evaluation process. The evaluation shall be discussed thoroughly with the custodial manager to ensure understanding of the evaluation report.

C. Copies of the evaluation shall be provided to the principal of the school and the custodial manager. Scores of the evaluation shall be recorded and maintained by the Administrative Coordinator for Custodial Services.

D. When a school’s Cleanliness Evaluation results in a “Needs Improvement” rating:

1. The affected school shall be provided with support from the Office of Facilities Services in custodial scheduling and training.

2. The administrative coordinator in charge of custodial services or designee shall formally meet with the principal and staff to discuss the deficiencies noted in the Cleanliness Evaluation and to develop a program for improvement.
3. A quality assurance specialist shall visit the school twice a week until major deficiencies have been corrected and appropriate cleanliness standards have been met. Additional counseling may be requested by the principal or custodial manager.

4. The school will be re-evaluated after 60 days for improvement. If the school does not meet PWCS standards at this time, the Administrative Coordinator for Custodial Services shall meet with the principal and the appropriate associate superintendent.

E. For a school that receives a “Needs Improvement” rating following the 60-day re-evaluation and is still not meeting PWCS standards for facility grounds, parking lots, and/or the building itself, the following corrective actions will occur:

1. The custodial function for the school shall be centralized for a period of not less than two years.

2. All monies and responsibilities allocated to the school for custodial services will be centralized, to include:
   a. Staffing
   b. Supplies
   c. Substitutes
   d. Overtime
   e. Safety Shoes
   f. Custodial Equipment Replacement
   g. Park Authority Funding (if applicable)

3. All financial and staffing decisions regarding custodial services shall be made centrally and the custodial operations shall be the responsibility of the central staff.

4. During the period of centralization, the school shall continue to receive cleanliness evaluations and the school principal shall be kept apprised of the results of the evaluations. The custodial staff shall continue to report to the principal for daily directive requirements of the school. The principal shall continue to participate in the custodial employees’ yearly personnel evaluations.

5. At the end of the two-year period, the custodial services operation shall once again become site-based, unless the school principal wishes to keep it centralized.
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.