

Lufkin Independent School District

**2016-2017**

**Maintenance Services**

**Employee Handbook**



Lufkin, Texas

Revised 09.01.2016

## Table of Contents

MISSION STATEMENT.....	3
MAINTENANCE SERVICES .....	4
2015-2016 ORGANIZATIONAL CHART .....	5
ACCIDENTS .....	6
SCHOOL BOARD POLICY.....	7
EMPLOYEE CONDUCT .....	7
DRESS CODE .....	7
ID BADGE .....	8
ATTENDANCE AND PUNCTUALITY .....	8
TIMEKEEPING/OVERTIME .....	8
PAYROLL INFORMATION.....	9
DISCIPLINARY ACTION.....	9
OUTLINE FOR EMERGENCY WORK REQUESTS.....	11
INTEGRATED PEST MANAGEMENT IN SCHOOLS.....	13
VEHICLE FUEL PROCEDURE .....	14
LUFKIN I. S. D. FLEET CHECKLIST .....	15
HAZARDOUS WASTE PROCEDURE .....	16
KEY REQUEST PROCEDURE .....	17
KEY REQUEST/RECEIPT FORM.....	18
MAINTENANCE SERVICES PURCHASING PROCEDURES.....	20
BUILDING SECURITY .....	21
CUSTODIAL GUIDELINES .....	22
CUSTODIAL DUTIES.....	24
CHEMICAL USE CHECKLIST .....	26
EQUIPMENT MAINTENANCE CHECKLIST .....	27
GROUNDS WORKER DUTIES .....	28
WAREHOUSE WORKER DUTIES .....	30
RECEIPT OF HANDBOOK STATEMENT .....	31

# **MISSION STATEMENT**

Lufkin Independent School District

## **MAINTENANCE SERVICES DEPARTMENT**

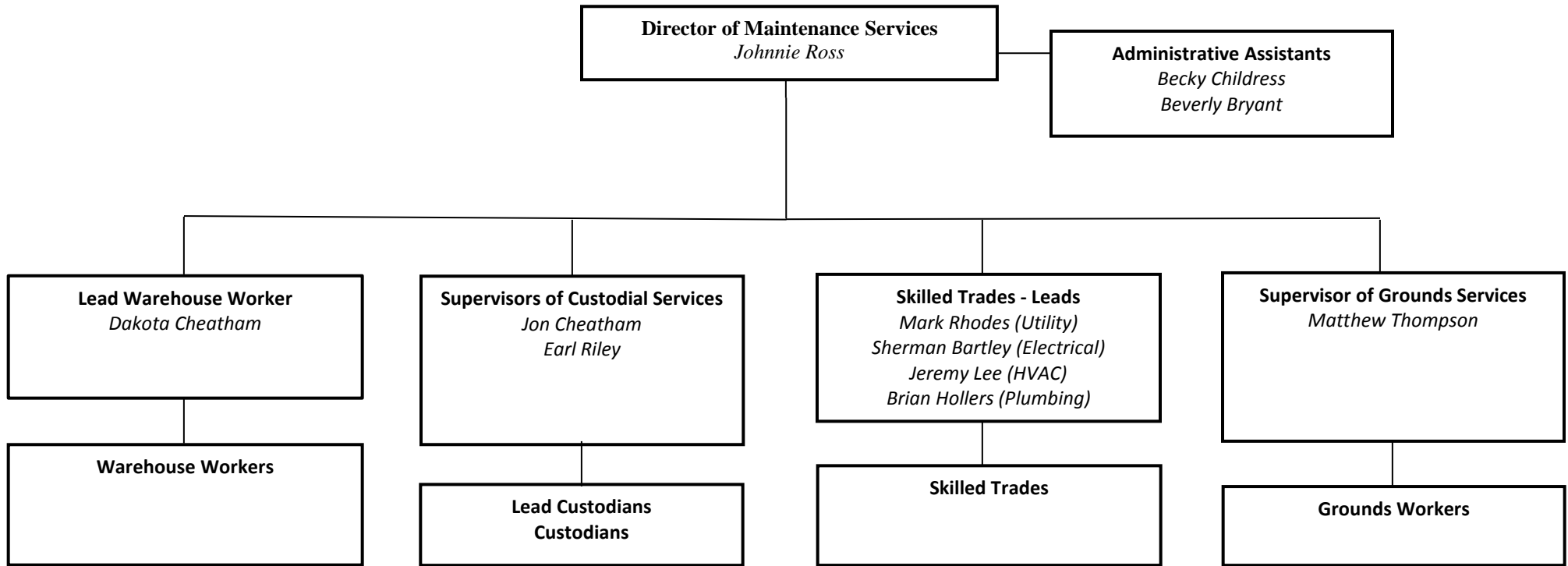
**Maintain a safe, clean, and healthy environment for all stakeholders to maximize student learning and employee effectiveness**

## **MAINTENANCE SERVICES**

Maintenance Services is responsible for the general upkeep and improvement of district property. This encompasses 19 separate sites, 132 buildings, 307.5 acres of land, and over 1,180,000 square feet of interior floor space. Skilled trades include plumbers, carpenters, utility workers, electricians, and HVAC technicians. Grounds employees are responsible for the upkeep of land and exterior property. This includes hard surface repair, fencing, landscaping, pest control, and property security. Custodial staff conduct the general housekeeping activities at the various facilities. The Energy Management Program ensures that facilities utilize energy at the highest level of efficiency while providing a comfortable learning environment for all students. Warehouse workers ensure the timely distribution of mail, food, and teacher supplies within the school district. Finally, facility rentals are coordinated through Maintenance Services.

# ORGANIZATIONAL CHART

## Lufkin ISD Maintenance Services



**Specialized Oversight**

- Energy Management –
- Facility Rentals –
- Asbestos – M. Rhodes
- Mold –
- Integrated Pest Management – M. Thompson
- Fire Alarms, Alarms, & Bells – S. Bartley
- Locksmith – M. Rhodes
- Backflow – B. Hollers
- Fire Inspections – S. Bartley

**Becky Childress**

- Maintenance Work
- Orders
- Facility Rentals

**Beverly Bryant**

- Warehouse
- Custodial
- Records Retention
- Utility Records

## ACCIDENTS

1. Each employee will immediately report all on-the-job accidents in which they may have been involved to their immediate supervisor. The supervisor will first determine if medical attention is needed and communicate that need to the nurse on duty and to the principal's office.
  - a. Injury should be reported within 24 hours of the injury.
  - b. Direct the employee to Central Office and meet with the Payroll Coordinator to complete the required employee Injury Incident Report and receive the rights and responsibilities information for injured workers. If the employee wishes to seek medical attention, the billing information needed to see a doctor will be given to them at that time.
2. The supervisor must investigate the accident, complete the accident report, and send it to the Payroll Coordinator and the Assistant Director of Maintenance Services no later than the following workday.

A thorough investigation of each accident is to be made by the supervisor and the Assistant Director of Maintenance Services. The investigation will lay the groundwork for prevention of similar accidents. Every time that an accident happens, it must be assumed that something has gone wrong. Was it due to the employee? Was the proper method being used? Were the proper tools or equipment being used? The investigation will explain the basic cause of the accident. An effective accident report, along with proper follow-up, analysis, and counseling, will usually eliminate future accidents. Reporting, investigating, and completing a report are required even if the employee is not hurt.

The Procedure for emergency medical treatment is:

In the case of an on-the-job accident or medical emergency, the supervisor on duty should request help from the nurse in the building. The nurse will determine the immediate action to be taken. If a nurse is not available, the supervisor will contact another administrator for direction and assistance. Should the supervisor at the work location be unable to contact the above personnel, they must use good judgment and take action to ensure the safety and physical welfare of the injured employee. The supervisor on duty will make a record of the accident and report the facts to the appropriate personnel at the earliest opportunity.

Guidelines for completing the Employee Injury Incident Reports and the Accident Investigation Report: The Personal Contact Form is to be used in documenting that

contact has been made between the injured employee and the supervisor during the time they have missed. A copy of the Personal Contact form needs to be sent to the Payroll Coordinator after the injured employee has returned to work. Weekly contact should be made when an injured employee is out for an extended amount of time.

## SCHOOL BOARD POLICY

Lufkin ISD School Board policy governs all aspects of the Districts operations, which is available online at [www.lufkinisd.org](http://www.lufkinisd.org). Each employee is required to review and be familiar with all information outlined in the school board policy that pertains to their specific district assignment.

## EMPLOYEE CONDUCT

All Maintenance Services employees are expected to conduct themselves in a professional manner while on the job and refrain from activity either on or off the job that would reflect unfavorably on either the employee or the district. Maintenance Services employees will be held to a high standard of excellence and professional behavior at all times. All employees must refer and adhere to the LISD school board policy and district employee handbook on expected behavior of employees. The Maintenance Services department will discipline personnel for failure to obey departmental and school district policies and guidelines.

**Note: Employees arrested or charged with crimes may be removed from duty pending the final resolution of their case.**

## DRESS CODE

Maintenance Services employees are expected to dress neatly and professionally and practice good hygiene and grooming at all times. Appearance, dress, and hygiene have an impact of perception from students, coworkers, the public, and all other district employees.

### **Spirit Day Guidelines**

Panther Spirit Day will be on Fridays during the school year and is designed to promote pride in Lufkin ISD in all areas of achievement. Spirit Day should not be interpreted as a casual dress day. Employees may wear jeans that are clean, neat, and in good condition (no holes or frayed). A district/campus specific t-shirt which exemplifies school spirit and/or Panther pride are the only t-shirts allowed.

## ID BADGE

All employees will be issued a District ID badge, and will be expected to wear the badge in a visible location when reporting for or on duty. Employees should be in complete compliance with the dress code when clocking in and reporting for duty.

## ATTENDANCE AND PUNCTUALITY

Maintenance Services employees are expected to maintain good attendance and punctuality throughout the school year. Each full-time Maintenance Services employee will be given 5 state personal and 2 local days each year. Personal days must be scheduled at least 5 days in advance of the absence, and approved by the Director. After 3 consecutive sick days, a doctor's release is required in order to return to work. The employee's supervisor must be notified as soon as possible if the employee is unable to work their scheduled day due to emergency, illness, death in family, etc. Lufkin ISD Board Policy mandates that personal days not be taken on the day of, before, or after any of the following: a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state-mandated assessments, or professional or staff development days. Discretionary use of state personal leave shall not exceed three consecutive workdays. Employees habitually failing to report to work on time will be subjected to disciplinary action. Tardiness and unscheduled absences adversely affects the efficiency aspect of the operations and every employee must be in compliance and adhere to the attendance and punctuality guideline.

## TIMEKEEPING/OVERTIME

Maintenance Services Employees will be issued an ID badge that will be used to activate the Time Clock Plus system. Any employee needing a new ID badge must complete the proper form to be approved by the Director of Maintenance Services. New badges are obtained from Human Resource Services after approval. Employees will be expected to accurately use the time clocks by utilizing a swiping method for issued ID badges to clock in or out. Employees experiencing clocking in/out issues with their ID badges may manually clock in by using their Social Security number. For all Maintenance Services personnel, any blatant misuse of the time clocks, such as padding time, clocking-in early, waiting to clock-out, or having someone else clock-in or -out for him/her will result in disciplinary action, up to termination. Repeatedly missing punches or forgetting to clock in or out will result in disciplinary action.

### Overtime

All department overtime must get prior approval before the overtime occurs. Overtime forms must be filled out accurately describing the justification for the overtime request.



## PAYROLL INFORMATION

Maintenance Services employees (non-contract) are paid bi-weekly. Payroll is due on Mondays of the pay week and all maintenance employees must see the Maintenance Services Administrative Assistant to verify and sign their timesheet by 9:00 a.m. Custodial employees will see their respective campus secretaries during the school year. During the summer, the Custodial Services Administrative Assistant will fax the timesheets to each campus. If the employee is unavailable to sign, timesheets will be submitted without a signature. The Administrative Assistant is not authorized to accept any leave or sick request on the day of timesheet verification.

**Insurance:** LISD offers insurance to Maintenance Services employees.

For any questions regarding insurance please contact the Payroll Office @ 630-4333.

**Worker's Compensation:** Any Maintenance Services employee who is injured on the job must report the accident immediately to the Maintenance Services Administrative Assistant to complete an injury report. All Worker's Compensation claims will be handled at the Lufkin ISD Payroll Office.

## DISCIPLINARY ACTION

Disciplinary action may be taken for conduct that does not adhere to district expectations. While the disciplinary process typically follows a progression, there are some infractions that may lead to immediate dismissal. The following form is used when taking disciplinary action.



Maintenance Services

Action Date: \_\_\_\_\_ Time: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Counseling:

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

Explanation of Infraction (Date, Time, Location, and Parties Involved): \_\_\_\_\_

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

Action Taken: 1st Warning \_\_\_ 2nd Warning\_\_\_ Dismissal\_\_\_ Other\_\_\_

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

Director Comments: \_\_\_\_\_

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

Employee Signature and Date: \_\_\_\_\_

Supervisor Signature and Date: \_\_\_\_\_

Director Signature and Date: \_\_\_\_\_

## OUTLINE FOR EMERGENCY WORK REQUESTS

An emergency is an unforeseen event or occurrence that may be an immediate threat to health, safety, or welfare of the occupants of a site or building that may pose immediate threat to the building structure, or that may impact the ability to hold school.

The following items qualify for emergency work order status and will be dispatched immediately.

### **Electrical Services:**

1. Total power failures
2. A partial power failure that occurs in conjunction with a loud noise around any main switches or at the main power pole
3. No lighting in all or part of campus (Single, isolated light fixtures do not qualify unless it is the only fixture in the room currently in use.)
4. Partial power failures affecting more than 1/3 of the site or campus
5. Sparking wires or visible smoke coming from any electrical device
6. Burning smell from lights or other electrical equipment (Please note if the burning smell is coming from an air conditioning vent.)
7. Any electrical problem specifically stated as a shock or safety hazard
8. Outside area lighting not functioning during an event or special program and problems last for more than one hour
9. Exterior electrical power lines lying on the ground or roof(s)
10. Broken off or downed telephone or power line poles

### **Plumbing Services:**

1. Any sewers backing up
2. Water service interruption for the entire school
3. Broken pipes, when you are unable to turn off the water, or involves the entire school
4. Gas leaks or odor detected
5. Commodes/urinals or sinks stopped up, if only one in the room
6. Fire sprinkler system leaks
7. Any gas fired unit whose flame has spread beyond the base of the unit

**HVAC Services:**

1. AC, Freon or water leaks
2. Refrigerator/freezer failures
3. No AC or heat in one of the classrooms
4. Noisy equipment disrupting classes
5. Smoking unit or smells of burning
6. Any gas fired boiler whose flame has spread beyond the base of the unit
7. Gas leaks are odor detected coming from a gas fired furnace or mechanical closet

**Grounds Services:**

1. Biting/stinging insects in the classroom
2. Skunk around or under building
3. Dead animal smells
4. Bats - DO NOT TOUCH
5. Rodents running in the classroom when students are present
6. Bees/wasps inside or outside in an area where students will come in contact
7. Broken irrigation system

**Painting Services:**

1. All graffiti Monday through Friday
2. Weekend graffiti – only if obscene words or gestures used

**Carpentry:**

1. Any exterior doors or windows that cannot be secured

## INTEGRATED PEST MANAGEMENT IN SCHOOLS

All laws that apply to school districts in regards to pest control must be followed.

No un-licensed personnel shall perform pest control in any capacity other than to turn in a work order for pest control to be performed.

A licensed IPM Coordinator may, at his/her discretion, assign certain and allowable pest control duties to a certified applicator.

All licenses and/or certifications will be maintained and continuing education will be allowed to maintain a current knowledge of practices, tools, chemicals and upgrades in technology.

### **Emergencies:**

- a) Any sighting of wasps, bees, swarms of any type
- b) Bats
- c) Snakes, snake skins
- d) Rodents

These are to be called in immediately, and response will be given the highest priority. Children, if present, are to be removed to a safe distance until any of the above has been removed.

## VEHICLE FUEL PROCEDURE

In order to fuel Maintenance Services vehicles at Transportation Services, the following information will be needed:

Vehicle ID Number

Odometer Reading and Social security number

The following steps will be followed when fueling a vehicle:

1. Enter truck number, press enter
2. Enter social security number, press enter
3. Enter mileage, press enter
4. Select fuel position, press enter
5. Insert handle into fuel tank and turn pump on

Gas cans, tractors, grounds equipment and fuel tanks for diesel have been assigned numbers. Please follow instruction in order to begin the fuel process.

If an employee resigns, quits, or transfers out of Maintenance Services, the employees' supervisor will be responsible for calling Transportation Services and have that employee removed from the fuel manager system.

## LUFKIN I. S. D. FLEET CHECKLIST

<b>Date</b>	
<b>Recommended frequency of inspection</b>	Biweekly
<b>Truck #</b>	
<b>Driver name</b>	
<b>Odometer reading</b>	

Item	Checked?	Comments
Lights, horn, signals, wipers		
Tire tread & sidewalls		
Bodywork, glass, mirrors		
First aid kit contents		
Fire extinguisher		
Clean & tidy? Interior Clean & Swept		
General mechanical condition (e.g., How good are the brakes? Oil leaks?)		
New Body Damage		
Gauges / Instruments		
Interior Lights		
Inspection / Insurance		
Defroster / Heater Fans		
Driver's Seat & Belt		
Noises / Smells		
Engine Performance		
Transmission Shifting		
Lift Gate (if applicable)		

## HAZARDOUS WASTE PROCEDURE

Hazardous materials are disposed of in the following manner:

1. All Maintenance Services dead batteries generated from routine work shall be taken to Transportation Services for disposal.
2. All Hazardous materials that are used in the daily work duties of Maintenance Services shall be set apart from others at Maintenance Services.
3. HVAC Technicians should send any reclaimed Freon to an approved vendor, where it will be disposed.
4. The antifreeze, oil filters, and waste oil that is generated by Maintenance Services will be picked up and recycled through Transportation Services.
5. The inventory of excess paint and associated products are recycled and utilized as a primer coat for other district paint projects.
6. Any asbestos floor tile removed will be disposed of by an approved vendor.



## KEY REQUEST PROCEDURE

1. If a key is needed, then a Key Request Form must be filled out with a description of the keys needed.
2. Once the form is filled out, then the Director or Assistant Director of Maintenance Services must sign giving approval for the key.
3. Once the form is received, Maintenance Services staff will enter a work order and turn it over to the Lead Carpenter.
4. Once the key has been made and delivered to the requestor, a receipt of the key will be kept on file by the Lead Carpenter.
5. Keys that are lost will be subject to a replacement fee of \$5.00 for Best keys, \$2.00 for Sargent or any household key, and \$1.00 for 3213 keys payable to Lufkin ISD and given to the Lead Carpenter.

## KEY REQUEST/RECEIPT FORM

Keys requested as per work order number \_\_\_\_\_

<i>Quantity</i>	<i>Key Number ID</i>	<i>Site</i>	<i>Bldg.</i>	<i>Room</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**To be completed by Maintenance Services**

After approval, key(s) will be delivered to the campus with this form.

_____	_____
Lead Carpenter	Date

To be completed by person receiving the keys and/or person to whom the keys will be issued.

I \_\_\_\_\_ have received the aforementioned keys from  
 Maintenance Services For: \_\_\_\_\_

(Person requesting keys & position with district)

This request was approved by \_\_\_\_\_

(Administrator name and recipient's initials)

I understand that I am responsible for the key(s). I will neither allow anyone to use the key(s) nor will I duplicate the key(s). I will return the key(s) when I have finished using them for the purpose needed.

\_\_\_\_\_  
Name Print

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employee JD Number

\_\_\_\_\_  
TX DL number if there is no employee number

\_\_\_\_\_  
Date Returned

\_\_\_\_\_  
Witnessed By

## MAINTENANCE SERVICES PURCHASING PROCEDURES

- Over \$100 Requests for purchases must be approved by the Director; purchase order number is then assigned for the order
- \$1,000-\$9,999 Request for purchase must be approved by the Director; must obtain three phone bids on school district quote sheet and signed by person gathering bid information. The requisition is entered and the comparative pricing is shown in the narrative section of the requisition. Once approved the purchase order is generated and sent to the vendor. After receipt of goods, the invoice is sent to Financial Services for payment.
- \$10,000- \$24,999 Requests for purchase must be approved by the Director. Request will be sent to the Purchasing Coordinator and Chief Financial Officer. A formal bid will go out for advertisement for a time period of once a week for two weeks. A purchase order number is assigned when the final bids are tabulated and a vendor is selected. The vendor is then notified to place the order. Any invoices received will be sent to Financial Services with approval for payment.
- \$25,000 or more Requests for purchase must be approved by the Director. Request will be sent to the Purchasing Coordinator and Chief Financial Officer, who will coordinate the request for a formal bid process. A formal bid will go out for advertisement for a time period of once a week for two weeks. Bids will be tabulated and a vendor will be recommended. Request to approve recommended vendor(s) will be submitted to the Board of Trustees. Purchase order number will be assigned after all procedures have been followed. Vendor is then contacted. Any invoices received will be sent to Financial Services with approval for payment.

## BUILDING SECURITY

Custodians are expected to protect (safeguard) school district buildings and their contents. Custodians are responsible for turning off the burglar alarm in the morning and turning it on in the evening.

Lead custodians and custodians are responsible for unlocking doors in the morning and locking doors in the evening.

Lead Custodians are responsible for controlling the custodial staff keys. Keys that are lost will be subject to a replacement fee of \$5.00 for Best keys, \$2.00 for Sargent keys or any household keys, and \$1.00 for 3213 keys payable to Lufkin ISD and given to the Lead Carpenter.

The custodial staff is not to take or remove items or personal property that may belong to others. Valuables found in and around the school are to be turned in to the immediate supervisor so that the supervisor can turn the item in to the Principal's office.

The custodial staff is not to open desk drawers or remove items from desktops.

The custodial staff is not to help themselves to leftover food items, unless offered by an administrator.

The custodial staff is not to remove district property from the school district without written authorization and must be reported to immediate supervisor.

## CUSTODIAL GUIDELINES

### **Work hours:**

Lead Custodians: 6:00 a.m. till 2:30 p.m.

Note: Lufkin High School and Lufkin Middle School Lead Custodians work from 1:00 p.m. till 9:30 p.m.

Custodians normally work: 6:00 a.m. till 2:30 p.m. or 1:00 p.m. till 9:30 p.m.

On student/staff holidays (days where both teachers and students are absent from school), all custodial staff will work from 6:00 a.m. till 2:30 p.m.

**Work:** Employees are expected to perform their routine duties and additional duties assigned by their immediate supervisor, Principal, and/or the Director of Maintenance Services. Employees are expected to work when they are on the job and not visit or socialize during working time.

**Lunch breaks:** The lead custodian determines the most logical time for each custodian to take their thirty minute lunch break. The schedule for the lunch break shall not conflict or reduce needed custodial support for educational activities. Do not clock out for your lunch break. Thirty minutes is automatically deducted on the time clock.

**Breaks:** The lead custodians will determine the most logical time to schedule break periods. The schedule for these breaks shall not reduce custodial support for educational activities. It is not a requirement for the entire staff to be on break at the same time.

**Communications:** As a rule, custodians do not converse with students or faculty except for: emergencies, answering questions, and informing them of immediate needs. The lead custodian or assistant lead custodian has the responsibility to communicate with custodial supervisors and the Principal, to respond and coordinate the custodial efforts for the support of the educational program.

**Visitors:** The custodial staff is not to have visitors in the school district buildings after school hours.

**Language:** The use of profanity while on duty is unacceptable.

**Transfers:** Transfers within the department or from one school to another are subject to the needs of the department and the judgment of the custodial supervisors. Actions resulting in transfer may be initiated by either the custodial supervisor or the Maintenance Services Director. Employees may request a transfer. The request is to be sent to the Custodial Supervisor for consideration. Not all transfer requests will be granted.

**Complaints:** All problems should be resolved at the **lowest level possible**.

**Identification Badges:** Employees are required to wear their school district identification badge while on duty. Identification badges must be returned to the lead custodian should a person in the department discontinue their employment with the school district.

**Smoking:** Smoking is prohibited on **all** school district property.

**Uniforms:** All Maintenance Services employees are expected to wear an approved uniform. Full-time employees are provided three departmental shirts, which must be worn on Monday, Tuesday, and Wednesday. A campus shirt may be worn on Thursday, while a spirit shirt may be worn on Friday to promote school pride. Campus shirts may also be worn. Pants must be khaki, black, navy or denim with no holes or frays. Closed toe shoes are required at all times. Clothing must be free from dirt and stains.

**Ordering of Supplies:** Custodial supply orders are delivered by the warehouse staff on Thursday of each week. Orders must be turned in to the Custodial Office no later than Tuesday of each week. Any order received after Tuesday will not be delivered until the following week. Orders may be faxed to 634-7948 or sent by school mail. However, if sending by school mail, please allow extra time for delivery as it may take a couple of days before it is received. Faxing is the preferred method.

## **CUSTODIAL DUTIES**

The duties and responsibilities of custodians may vary according to the size and nature of the school. In general, the duties of the custodian shall include but not be limited to:

- 1.** All housekeeping responsibilities such as:
  - a.** Sweeping
  - b.** Mopping
  - c.** Cleaning windows
  - d.** Scrubbing and stripping floors
  - e.** Dusting
  - f.** Disinfecting
  - g.** Waxing and buffing floors
  - h.** Vacuuming
  - i.** Shampooing Carpets
  - j.** Emptying Containers
  - k.** Trash Removal
  - l.** Moving furniture for purposes of cleaning
  - m.** And all other duties as assigned
- 2.** Being punctual in arriving at work and in performing tasks in such a manner as to enable him/her to leave work on schedule.
- 3.** Making the Lead Custodian or Custodial Supervisor aware of any unusual problems, such as improperly cleaned rooms.
- 4.** Making continuous observations of the buildings and grounds for safety factors and reporting unsafe conditions to the Lead Custodian or Supervisor.
- 5.** Demonstrating an interest in the school and in the welfare of all school personnel by displaying a positive and cooperative attitude.
- 6.** Being responsible to the supervisor for the performance of all duties assigned.
- 7.** Exercising proper conduct which will reflect favorable on the school district.
- 8.** Performing emergency or special assignments, which are essential to the proper functioning of the school and the safety and welfare of all school district stakeholders.
- 9.** Protecting the building, school property, and grounds from any known or potential damage or loss.



10. Continuing on the job training by engaging in in-service training.
11. Assisting other custodians when necessary.
12. Reporting to the Lead Custodian & Principal all unauthorized persons in or near the building.
13. Protecting students at all times by cautioning them about unsafe conditions or actions and making any unsafe conditions or actions known to the supervisor.
14. Assist in performing unassigned work when other custodial personnel are absent.
15. Making suggestions that will be helpful in the performance of custodial duties or that may be in the interest of the school.
16. Working in cafeteria as assigned.
17. Performing special assignments assigned by campus principals.
18. Some of these duties are assigned to employees on a rotating basis. This is done to encourage the staff to be more involved in the daily operations of the job and to give everyone the opportunity to learn new things.

Custodial employees have the responsibility to make sure that their work area is kept clean and safe. All custodial staff will have specific duties. These duties are listed on a schedule that lets custodians know what is done daily, weekly, monthly and yearly. There may be times when custodial hours may be changed to provide better custodial services to our campuses. For example, a custodian may need to come in on weekends, come in early for special projects, holidays, etc. There are also times when the Lead Custodians ask for volunteers to help with some duties. Duties such as:

1. Help to pick up supplies
2. Carry the two-way radio
3. Attend staff training meetings
4. Train a new employee

## CHEMICAL USE CHECKLIST

Safety Data Sheets (SDS) should be readily available to every worker on duty. Anytime one is not sure how to handle the chemical safely and properly, read the SDS. Here are some other things to remember when working with chemicals:

- Use caution when using ANY chemicals.
- Read the label & the SDS.
- Never smell chemicals.
- **NEVER MIX CHEMICALS TOGETHER.**
- Use protective equipment; check equipment for damage; make sure equipment fits properly.
- Know first aid procedures.
- Avoid wearing contact lenses.
- Know where the nearest sink or bathroom is in case chemicals get in the eyes or on the skin.
- When pouring used chemicals in the sink, pour slowly to avoid splashing.
- Never put your hands in chemicals.
- Always wash your hands after using chemicals.
- Make sure the area you are working in is well ventilated.

Additional Information:

**NEVER rely on the color or smell of a chemical to identify it.**

If you find a container that contains an unknown chemical and is not labeled, you should:

- Throw out the chemical & triple rinse the bottle.
- Re-label the bottle with chemical you are going to use.

If a chemical should splash into your eyes or on your skin, you should:

- Eyes – rinse with water from nose outward for 15 minutes
- Skin - wash with cool water
- Notify your supervisor immediately

## EQUIPMENT MAINTENANCE CHECKLIST

Be sure to always clean out the equipment after use especially equipment such as the wet-vac, high speed buffer, extractor, etc. Be sure to check vacuum cleaner bags. They need to be emptied or changed when full.

When equipment is not working properly, try the following:

- Check the hoses to see if they are clogged.
- Check the filters.
- Check the brushes to see if they have too much hair, dirt, or lint on them.
- Check the “reset” button, check the “on/off” switch, check the cord for damage
- Check to see that it is plugged in or try using another outlet.
- The extractor machine has “jets” on the bottom; Check the jets to see if they are clogged or if they need cleaning.

One should also contact their lead custodian so that he/she can check the equipment with. If the problem is the motor or electrical part of the equipment - DO **NOT** try to repair it.

**Contact the Lead Custodian so that it can be sent for repair.**

## GROUNDS WORKER DUTIES

The duties and responsibilities of grounds workers may vary according to the size and nature of the school. In general, the duties of the grounds worker shall include but not be limited to:

1. All grounds keeping responsibilities such as:
  - a. Mowing
  - b. Weed eating
  - c. Edging
  - d. Trimming of limbs/shrubs
  - e. Landscaping
  - f. Flower bed maintenance
  - g. Pavement repair
  - h. Pest management
  - i. Maintain athletic facilities
  - j. Irrigation/sprinkler systems
  - k. Maintain and repair all mowing equipment
  - l. All other duties as assigned
2. Being punctual in arriving at work and in performing tasks in such a manner as to enable him/her to leave work on schedule.
3. Making the Grounds Supervisor aware of any unusual problems, such as dead trees, pot holes, etc.
4. Making continuous observations of the buildings and grounds for safety factors and reporting unsafe conditions to the Grounds Supervisor.
5. Demonstrating an interest in the school and in the welfare of all school personnel by displaying a positive and cooperative attitude.
6. Being responsible to the Grounds Supervisor for the performance of all duties assigned.
7. Exercising proper conduct that will reflect favorable on the school district.
8. Performing emergency or special assignments, which are essential to the proper functioning of the school and the safety and welfare of all school district stakeholders
9. Protecting the building, school property and grounds from any known or potential damage or loss.
10. Continuing on the job training by engaging in in-service training.
11. Assisting other grounds workers when necessary.

12. Reporting to the Grounds Supervisor & Principal all unauthorized persons in or near the building.
13. Protecting students at all times by cautioning them about unsafe conditions or actions and making any unsafe conditions or actions known to the Supervisor.
14. Assist in performing unassigned work when other grounds workers are absent.
15. Making suggestions that will be helpful in the performance of grounds duties or that may be in the interest of the school.
16. Performing special assignments assigned by campus principals.
17. Some of these duties are assigned to employees on a rotating basis. This is done to encourage the staff to be more involved in the daily operations of the job and to give everyone the opportunity to learn new things.

Grounds workers have a responsibility to make sure that their work area is kept clean and safe. All grounds staff will have specific duties. There may be times when their hours may be changed to provide better grounds services to campuses. For example, one may need to come in on weekends, come in early for special projects, holidays, etc. There are also times when the Grounds Supervisors ask for volunteers to help with some duties. Duties such as:

1. Football games
2. Soccer games
3. Baseball games
4. Any other athletic event

## WAREHOUSE WORKER DUTIES

In general, the duties of the warehouse worker shall include but not be limited to:

All warehouse responsibilities such as:

- a. Receiving all packages in the Central Warehouse and delivering to appropriate campus or department
- b. Delivering custodial supplies to campuses
- c. Delivering food and supplies to campus cafeterias
- d. Monitoring freezer and cooler temperatures during school holidays and summers
- e. Oversee grease trap pumping at campuses
- f. Moving files to Melear for storage and keeping clean and organized. Responsible for seeing that old files are shredded in a timely manner. Keeping accurate records of shredded documents.
- g. Picking up mail from post office and delivering to respective campuses and offices
- h. Picking up and delivering interschool mail between campuses and offices
- i. Check and maintain forklift equipment and report all major repairs needed to the Lead Warehouse Worker
- j. All other duties as assigned.

Normal hours for the warehouse staff are from 6:00 a.m. to 2:30 p.m. Monday through Friday.

As a warehouse employee, you have a responsibility to make sure that the area you work in is kept clean and safe. All warehouse staff will have specific duties. There may be times when hours may be changed to provide better warehouse services to campuses. For example, one may need to come in on weekends, come in early for special projects, holidays, etc. There are also times when the Lead Warehouse Worker may ask for volunteers to help with some duties.

Duties such as:

1. Delivering of laptop carts
2. Delivering lunches for special events throughout the district
3. Delivering supplies for graduation and other special events

## RECEIPT OF HANDBOOK STATEMENT

I acknowledge receipt of the Maintenance Services Employee Handbook and understand that I, as an employee of the district, am responsible for becoming familiar and having a working knowledge of all the content contained within this handbook. I will abide by all policies, guidelines, and procedures of the Lufkin Independent School District.

Employee Printed Name:

---

Employee Signature:

---

Date: \_\_\_\_\_