

**CUSTODIAL/MAINTENANCE SERVICES
ADMINISTRATIVE REGULATION**

The custodial/maintenance services for the Biddeford School Department have three main objectives:

- A. To ensure the safety of students, staff and the general public from fire and other hazards;
- B. To safeguard the health of students, staff and the public by maintaining scrupulous cleanliness of floors, furniture and lavatories; and
- C. To maintain the safety and appearance of all facilities by keeping them in good repair at all times.

The Custodial Service Director is responsible for supervising all custodial/maintenance staff and ensuring that work is satisfactorily completed. Inspections shall be made daily by the custodian in charge of each building and at least once a week by the Custodial Service Director.

Teachers and other school staff are responsible for reporting needed cleaning or special requests for custodial/maintenance services to the building principal, who shall report such needs to the custodian in charge of the building. Staff members are not to make requests directly to custodial/maintenance staff.

Custodians shall be assigned extra duty as necessary when facilities are used for special, after-hours or community purposes.

Adopted: December 16, 1992

Revised: April 27, 1999