

Washoe County School District

High School Site Facility Coordinators Daily Duties

Start of Work-First Two Hours

Unarm alarms if needed. Open buildings.
Inspect mechanical plant (Boiler, HVAC, or webtalk) to insure it is operating properly if Maintenance Tech is out.
Spot-check night custodian's areas. Check Service Assessment Log (Redbook) for updates and information.
Raise the Flag.
Check building and grounds for Vandalism, Safety, and Cosmetic issues.
Document and report to the proper department. (I.E. Glass Breakage, Toilet/Drain Clogs).
Check Custodial Carts/Caddies to ensure that they are stocked properly from the night custodian or substitute custodian.
Set up for any day time activities.

15 Minute Break

Next Two Hours

Do repairs as required/needed if Maintenance Tech not available.
Set up for lunch.
Talk with Principal about activities, concerns.
Put any needs for substitute custodians on AESOP.
Coordinate and assist in room moves of teachers.
Check grounds and athletic field areas for attention needed.
Meet with Maintenance Tech and Groundskeepers to discuss problems, activities, and concerns.

Half Hour Lunch

Next Two Hours

Clean up after lunch, and ready Cafeteria and/or Gym for any afternoon activities.
Measure Oil Tanks and log levels if Maintenance Tech out and this applies.
Check in main office to see if there are any messages.
Deliver supplies to teachers and respond to teacher requests.
Receive, stock, and organize inventory when delivered.
Spot clean restrooms as needed.

15 Minute Break

Rest of Work Day

Check Custodial Equipment and Supplies for Night Custodian and Lead.
Document all Maintenance and Grounds repairs in Service Assessment Logs Daily or Daily Communication Log.
Do Work Orders or check on Work Order status if Work Order is past due date.

Submit Work Orders for violations identified in Health Department and Fire Department Inspections that require repair from Facilities Management.

Take an inventory to check what supplies you have in stock.

Once a Month or as needed submit your Custodial and Annex Order through BusinessPlus.

Once a Month mail in your Boiler Log to Facilities Management - Maintenance Center.

Once a Month mail in your Tank Measurement to Regulated Systems & Assessment Center – Facilities Management.

Once a Month mail in your Service Assessment Log to Facilities Management – Housekeeping Operations.

Once every three months (quarterly) mail in your Extinguisher, Alarm, Fire Sprinkler, eye wash and emergency shower logs to Regulated Systems & Assessment Center - Facilities Management.

Complete Substitute Custodian Evaluations and send in to Facilities Management – Housekeeping Operations.

Maintain SDS Sheets/Labels and safety awareness documents as needed.

Ensure Flag lowered at end of Day Shift.

Your work hour schedule should be designed to incorporate the last ½ hour of your shift and your Lead Custodian's first ½ hour to overlap, so that you can communicate your night custodian's assignments and special projects. In addition this will allow you to do jobs that require two people, such as Ballast replacement or moving heavy items.

Your Lead Custodian schedule and your night staff schedule should be constructed so that your night staff comes in no more than 15 minutes before the assigned Bell Schedule Departure for your Site. (I.E. Bell Schedule Departure 3:30pm – staff comes in no earlier than 3:15 pm.)