

**HANDBOOK**



**FOR**

**CUSTODIAL & MAINTENANCE**

**2024-2025**

**School Year**

# **Custodial/Maintenance Staff**

## **Facilities Director Supervisor of Buildings & Grounds**

Mike Ferriloa 208 290-7699

## **Custodial Lead**

Chris Bilski 208 771-3772

## **School Names & Phone Numbers**

### **Lakeland High School**

Audry Moede  
208 687-2136

### **Athol Elementary School**

Deanna Hall  
208 687-4133

### **Timberlake High School**

Denise Berbig  
208 687-2255

### **Betty Kiefer Elementary School**

William Siegel  
208 687-4235

### **Mountain View High School**

Logan Lane  
208 687-2300

### **Garwood Elementary School**

Doug DeMoss  
208 687-4406

### **Lakeland Middle School**

Crystal Reitz  
208 687-3111

### **John Brown Elementary School**

Vance Rice  
208 687-4308

### **Timberlake Middle School**

Edmund Donahue  
208 687-3200

### **Spirit Lake Elementary School**

Steve Dion  
208 687-4506

### **Twin Lakes Elementary School**

Tyler Jennings  
208 687-4610

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## Custodial

- ❖ [Custodian Handbook](#)

- ❖ [Custodial Training](#)

- ❖ Head Custodian PD days held on curriculum days.

- ❖ Night custodian PD day held in the week before school, also covers OSHA training.

- ❖ [Custodial Checklist](#)

- ❖ [Daily Maintenance](#)

  - 1240 Extractor

  - 3610 Battery Sweeper

  - R14 Rider Carpet Cleaner

  - T7 Rider Scrubber

  - T300 Scrubber

  - Viper Vacuum

- ❖ [Equipment Manuals](#)

- ❖ [Head Custodian Guest Custodian Duties](#)

- ❖ Principal Expectations

  - Thanksgiving, Christmas, Spring Break, Summer Building Requests

    - Work with your Head Custodian to decide on projects to be completed

- Please document in writing via an email to Mike and Chris

➤ Hiring of Head Custodian

- [Job Description](#)
- Invite Chris to participate in the interview process
- Coordinate with Chris to schedule the initial training prior to in building start day

➤ Hiring of Day/Night Custodian

- [Job Description](#)
- Invite Chris and Head Custodian to participate in the interview process
- Coordinate with Chris and Head Custodian to schedule the initial training prior to in building start day

➤ Athletic/Events Custodian

- [Job Description](#)
  - Reporting to the Head Custodian and Activities Director.
  - Training - done by Chris and the Activities Director.
- [Narrative- Facility Use](#)

➤ [Fire Safety Inspection Form](#)

- Principal, Head Custodian.
- Principal and Head Custodian must sign
- Send to Lisa, Lynn, Mike, and Chris once it has been completed

➤ **Monthly Safety Playground Inspections**

- Principal, Head Custodian.
- Principal and Head Custodian must sign
- Send to Lisa, Lynn, Mike, and Chris once it has been completed

➤ **Monthly Equipment Inspection**

❖ **Annually- Head Custodians**

- Bark every summer on playgrounds
- Scrub and buff/strip and wax all hard surfaces.
- Deep cleaning - This is under Summer Cleaning.
- Carpet Extraction- Thanksgiving, Christmas, Summer
- Pull weeds, applicable beauty bark,
- Watering grass
- Individual principal requests
- Paint - Custodians can also do over breaks.

❖ **Summer Cleaning Procedures**

❖ **Cleaning of buildings is top priority during summers.**

- Classroom
- Gym
- Hallway
- Lunchroom

- Restroom
- Stripping Floors
- ❖ [Chemical Labels](#)
- ❖ [Chemical Hygiene Plan](#)
- ❖ Cleaning Supply Inventory per School - Updated daily
  - Head Custodians
- ❖ Chris- Training schedule for all Head Custodians and Custodians
  - Non-student days, end of Summer
  - All custodial staff

## Maintenance

- ❖ [Disposal Recycling Form](#)
  - Must be signed by Principal, Superintendent and Facilities Director
- ❖ [LJSD Project Checklist](#)
- ❖ [30 Year Maintenance Matrix](#)
- ❖ [Drybox Storage Inventory 2023](#)
- ❖ [Facilities Upgrade and Replacement Schedule](#)
- ❖ [Fire Safety Handbook](#)
  - [Fire Safety Inspection Form](#)
- ❖ [Roof Matrix](#)

## ❖ Capital projects

- Interior- Flooring, Plumbing, Electrical, Modernizing, Mechanical
- Exterior-Sidewalks, Siding, Doors, Windows
- Safety Hardware- Cameras, film, card readers, emergency lighting

## ❖ Custodial/Maintenance Policies and Guidance

- [Idaho School Building Maintenance Guidance](#)
  - [8520 - Inspection of School Facilities](#)
  - [8530 - Property Damage](#)
  - [9000 - School Facilities Goals](#)
  - [9100 - Acquisition, Use, Disposal of School Property](#)
  - [9200 - Contractor License, Surety Bonds and Insurance](#)
  - [9300 - Operation and Maintenance of District Facilities](#)
  - [9400 - Safety](#)
  - [9500 - Security](#)
  - [9600 - Facilities Operations](#)
  - [9700 - District-wide Asbestos Program](#)
  - [9800 - Memorial Guidelines](#)
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