

# Custodial, Maintenance, Energy Management, and Nutrition Services Task Guidelines

Effective Friday, May 12, 2017

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	Responsibilities and Work Order Procedure Guide	Elementary Custodians	Middle Custodians	High Custodians	Energy Management	Maintenance
Plum	nbing					
1	Broken Pipes - primary system					✓
2	Broken pipes - fountains, toilets, etc.					✓
3	Minor leaks - Dripping faucets, etc.	✓	✓	✓		<b>\</b>
	a. Clean out and repair minor leaks, sink & p-trap	✓	✓	✓		
4	Solder leaks					<b>✓</b>
5	Replacement installation - sinks, toilets, etc.					✓
6	Steam trap floats: inspect, clean, replace					✓
7	Valve repair - except flush valves					✓
8	Flush valves					✓
	a. Repair - minor	✓	✓	✓		✓
	b. Replace					✓
9	Faucet & lavatory replacement					✓
10	Replace washers and repack any fixture					✓
11	Stoppages					
	a. Hand snake	<b>✓</b>	✓	✓		
	b. Power rooter		İ			✓
12	Toilet seats					
	a. Minor repairs (hinges, etc.)	✓	✓	✓		
	b. Complete replacement	<b>✓</b>	✓	✓		
13	Water fountains					
	a. Repair - minor	<b>✓</b>	<b>√</b>	✓		
	b. Repair - major					<b>✓</b>
	c. Replacement					<b>√</b>
14	Fixture set (spud gasket)					
	a. Toilets & urinals to sewer					1
	b. Toilets and urinals from fresh water					
15	Floor drains					
	a. Clean	<b>✓</b>	<b>√</b>	✓		
	b. Power rooter					<b>√</b>
16	Sprinkler systems					
<u> </u>	a. Operation	<b>✓</b>	✓	✓		
	b. Repair above ground sprinklers/solenoids	1	<b>√</b>	✓		
	c. Repair under ground piping, valves, etc.					✓
	d. Weekly clock & sprinkler log (report within 24 hrs. of mowing)	<b>✓</b>	<b>√</b>	✓		
	e. Sprinkler replacement clocks, valve wiring					✓
	f. Sprinkler clock incentive checks				<b>√</b>	
	g. Training of Head Custodians on equipment and Water Budgets				1	✓
17	Boiler Water Treatment:					
	a. Weekly checks of closed loops	✓	✓	✓		
	b. Monthly check of steam system					<b>✓</b>
	c. Quarterly check of closed loops					✓
Carn	entry					
1	Simple modification & repair of tables, desks, chairs, etc.	<b>√</b>	<b>✓</b>	<b>✓</b>		
2	Doors	<del>                                     </del>	<del></del>	<u> </u>		
<u> </u>	a. Hang new		<b>†</b>		1	<b>√</b>
	b. Plane					· /
	c. Adjust hinges					✓
	d. Square					<b>√</b>
	e. Re-hang					1
	f. Keep hardware screw tight	<b>✓</b>	<b>✓</b>	<b>√</b>		
	g. Door closer cover	<b>✓</b>	<b>√</b>	<b>√</b>	1	
	h. Door closer replacement, adjustment, or repair				1	✓
3	Locks					
	Repair/replace latches/lubricate & tighten screws	<b>√</b>	<b>√</b>	✓		✓
	b. Repair/replace cylinders, latches				1	✓
	c. Assemble/disassemble locks				1	✓
	d. Replacement & complete installation (Maintenance will key locks)					✓
<b>—</b>	e. Make new keys					✓

	Responsiblities and Work Order Procedure Guide	Elementary Custodians	Middle Custodians	High Custodians	Energy Management	Maintenance
4	Panic bars					
	a. Adjust/lubricate	✓	✓	✓		
	b. Repair	✓	✓	✓		✓
	c. Replace	✓	✓	✓		✓
5	Adjust drawers, replace knobs & pull on desks	✓	✓	✓		
6	Drywall and paneling					
	a. Repair					✓
	b. Replace					✓
7	Portable skirting & rails					✓
8	Hanging shelves in custodial closets	✓	<b>√</b>	<b>√</b>		<u>√</u>

Elec	trical					
1	Fluorescent ballasts lamp fixtures	✓	✓	✓		
		W	ith approv	/al		
2	Fluorescent ballasts H.I.D. (mercury vapor)					✓
3	Bulbs - change	✓	✓	✓		
4	Replace switches	✓	✓	✓		✓
	•	W	ith approv	/al		
5	Replace outlets	✓	✓	✓		✓
		W	ith approv	/al		
6	Lamp sockets replacement	✓	<b>√</b>	✓		✓
		W	ith approv	/al		
7	Electrical switch gear					✓
8	Wire pulling					✓
9	Conduit running					✓
10	Electrical motor repair & rewinding					✓
11	Reset circuit breakers					
	a. Under 50 amp	✓	✓	✓		
	b. Over 50 amp					✓
12	Set phasing					✓
13	Emergency lighting & generators					
	a. Generator operational check/weekly	✓	✓	✓		
	b. Preventive maintenance on generators					✓
	c. Check battery back-up on emerg./exit lights	✓	✓	✓		
14	Fire alarm system					✓
15	Quarterly test on fire sprinklers					✓
16	Fire sprinkler maintenance					✓
17	Closed circuit security cameras					✓
18	Outside lighting					
	a. Replace/clean lights not requiring lift equipment	✓	✓	✓		
	b. Lights requiring lift equipment					✓
	c. Light fixture maintenance					✓
	d. Scheduling (subject to capability)	✓	✓	✓	✓	
19	Coordinate incentives with Rocky Mtn Power				✓	

IV. Heating, \	/entilating & Air Conditioning					
1 Boi	lers					
a.	Daily operation	✓	✓	✓		
b.	Adjust valves					✓
C.	Repair control linkage					✓
d.	Repair leaks					✓
e.	Blow down (steam)	✓	✓	✓		
f.	Repair burners, fire eyes					✓
g.	Disassemble for inspection					✓
_	Clean in preparation for inspection	✓	✓	✓		
h.	Re-tube, major repairs					✓
i.	Check safety valves	✓	✓	✓		
j.	Monitor water treatment & add chemical	✓	✓	✓		
k.	Apply for incentives after new installs and replacements				✓	

	Responsibilities and Work Order Procedure Guide	Elementary Custodians	Middle Custodians	High Custodians	Energy Management	Maintenance
2	Filters					
	a. Replace -		✓	✓		✓
	b. Clean -		✓	✓		<b>√</b>
3	c. Provide training for new Head Custodians  Motors					<b>V</b>
3	a. Grease		<b>✓</b>	1		<b>√</b>
	b. Adjust belts		<b>√</b>	<b>√</b>		<b>√</b>
	c. Replace belts		✓	✓		✓
	d. Replace & align pulley		✓	✓		<b>\</b>
4	Sawdust Collector					
	a. Main filters					✓
	b. Repairs					✓
	c. Hepa filter d. Check / clean hoppers		<b>✓</b>	<b>✓</b>		
	d. Check / clean hoppers e. Replace motors		•	•		<b>√</b>
5	Thermostat adjustments	1	<b>✓</b>	<b>✓</b>	<b>√</b>	<b>→</b>
Ť	a. Set point adjustments				<b>√</b>	✓
6	Temperature control devices					
	a. Calibrate					✓
	b. Repair					✓
	c. Replace					✓
7	Scheduling				,	
	<ul><li>a. Regular school hours</li><li>b. After-hours schedule requests</li></ul>				<b>✓</b>	
	,				<b>✓</b>	
	Holiday's and school closures     Train Head Custodians on overrides and scheduling				<b>→</b>	
8	Calibrate gauges				•	<b>√</b>
9	Air compressors					
	a. Daily pm - check oil, drain water	✓	✓	✓		
	b. Change filters		✓	✓		✓
	c. Grease		✓	✓		<b>✓</b>
	d. Change oil		✓	✓		<b>✓</b>
	e. Repair leaks					<b>√</b>
10	f. Certification					✓
10	Pumps		<b>✓</b>	<b>✓</b>		✓
	a. Check alignment b. Align		· ·	•		· /
	c. Lubricate		<b>✓</b>	1		· /
	d. Repair/replace					<b>√</b>
11	Unit ventilators					
	a. Routine maintenance		✓	✓		<b>\</b>
	b. Repair					✓
12	Exhaust fans					
-	a. Replace motors			<b></b>		<b>√</b>
40	b. Belts & lube		<b>✓</b>	✓		✓
13	Cooling towers  a. Drain and winterize		<b>✓</b>	<b>√</b>		
	<ul><li>a. Drain and winterize</li><li>b. Repair</li></ul>		<del>-                                    </del>	<b>–</b>		<b>✓</b>
	c. Clean basin or filtration system		1	1		,
	d. Water treatment					✓
	e. Prepare for cooling season		✓	✓		
	f. Train secondary Head Custodians on seasonal start ups and shut					<b>√</b>
	downs					•
14	Chillers		ļ,			
	a. Daily operation	✓	<b>√</b>	<b>√</b>		<b>√</b>
	b. Prepare for cooling season		✓	✓		<b>✓</b>
15	c. All other adjustments		<del>                                     </del>			✓
15	Multi-zone units a. Change filters		<b>✓</b>	1		<b>√</b>
	b. All other adjustments and repairs		<del></del>	•		<b>→</b>
16	Evap coolers start-up, winterize, repair	✓	<b>✓</b>	✓		✓
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VII.

Cusi	todial, Maintenance, and Energy Management:					
	Responsiblities and Work Order Procedure Guide	Elementary Custodians	Middle Custodians	High Custodians	Energy Management	Maintenance
17	Recommissioning					
	a. Prioritize schools for recommissioning				✓	
	b. Pre-inspection with Engineering Firm				✓	
	c. Detailed inspection and testing of all equipment				✓	
	d. Detailed inspection and testing of all controls				✓	
	e. Document all equipment and manage repairs				✓	
	f. Programming enhancements				✓	✓
	g. Install new Hardware and Server					✓
	h. Complete work orders for needed mechanical repairs					✓
	i. Post-inspection with Engineering Firm				✓	
	j. Complete all paperwork for Utiltiy Incentives with RMP and Questar				✓	
Pool	İs					
1	Back flush		✓			
2	Water quality control		✓			
3	Repairs					✓
4	Algae control		✓			
5	Cleaning		✓			
6	Underwater light replacement					
	a. Bulbs		✓			
	b. Fixtures					✓
7	UV lights- clean structures		✓			
	a. Repairs					✓
8	Research incentives for chemicals, water usage, and evaporation				✓	
Nutr	ition Services					
1	Kitchen equipment					
	a. Clean hood filters	✓	✓	✓		
	b. Check & adjust burners					✓
	c. Clean grease traps	✓	✓	✓		
	d. Daily clean Grease Interceptor Tower	✓	✓	✓		
	e. Repair					✓
2	Refrigeration units					
	a. Clean condenser coil & fan		✓	✓		✓
	b. Check & replace refrigerant					✓
	c. Repair					✓
	d. Coordinate summer shutdowns of units	✓	✓	✓	<b>√</b>	✓
3	Apply for incentives with Utility Vendors on new equipment				✓	
	eral Trades				ı	
1	Broken windows					
	a. Replace glass					<b>√</b>
_	b. Glaze/putty	+				✓
2	Lockers					
<u> </u>	a. Repair	+	<b>✓</b>	<b>✓</b>		<b>✓</b>
2	b. Major repairs or replacement					
3	Tile a. Replace resilient tile	+			<u> </u>	<b>√</b>
<b>-</b>		+			<u> </u>	
1	b. Replace quarry & ceramic tile c. Replace terrazzo floor	+				<del></del>
1	d. Replace ceiling tile	<del> </del>	1	1		
4	Carpet repair	+ -	<del>-                                    </del>	<del>                                     </del>		<b>-</b>
5	Carpet installation (wall & floors)	+				· /
6	Roofing					
Ť	a. General cleanup & inspection	<b>✓</b>	✓	<b>✓</b>		
	b. Repair	1				<b>√</b>
7	Playground equipment					
	a. Repair					✓
	b. Certified inspections					✓
	c. Install					✓
	d. Inspect daily for safety	✓	✓	✓		
8	Auditorium seats					<b>✓</b>
9	Bleacher seats					✓

Mowing	VIII	Responsiblities and Work Order Procedure Guide  Grounds	Elementary Custodians	Middle Custodians	High Custodians	Energy Management	Maintenance
A	<b>*</b>						
b. Edging - except high schools		ů			1		<b>✓</b>
C. Gang mowing - except high schools		b. Edging - except high schools			✓		✓
September areas					✓		✓
a. Weed control b. Fertilizing c. Bark d. Shrub and flower planning 4 Turf fertilizing and turf weed control 5 Folicing, litter removal, pea gravel sweeping, playground bark sweeping 7 Folicing, litter removal, pea gravel sweeping, playground bark sweeping 7 Snow removal a. All sidowalks including perimeter on public streets b. Plow driveways, parking lots b. Plow driveways, parking lots 6 Fencing a. Repair b. Install c. Inspect  IX. Asphalt Repair 1 Small portholes 2 Extensive repairs 3 Inspection  X. Painting 1 Painting 1 Painting 1 Painting 1 Painting 1 Painting 1 Painting 1 Painting 1 Painting 1 Painting 1 Painting 1 Painting 1 Painting 1 Painting 1 Painting 1 Painting 1 Painting 1 Painting 2 Copier repair 3 Dat wire repair Footprints IT 2 Copier repair 3 T. V. repair 4 Viryl wall covering/patch & replace  XI. Audio/Visual 1 Data wire repair Footprints IT 2 Copier repair 3 T. V. repair 4 V. Repair 4 V. Repair 5 Intercoms 6 Scoreboards 8 Light bulbs 9 Projector bulb replacement 2 Product of the repair for the additional paintenance 3 Provide lists & sound 4 Provide lists to New Construction and Maintenance on findings 4 Provide lists to New Construction and Maintenance on findings 4 Provide lists to New Construction and Maintenance on findings 4 Provide lists to New Construction and Maintenance on findings		2 Pruning	✓	✓	✓		
b. Fertilizing c. Bark d. Shrub and flower planting d. Shrub and flower planting d. Shrub and flower planting d. Shrub and flower planting d. Shrub and flower planting d. Triffertilizing and turf weed control 5 Policing, litter removal, pea gravel sweeping, playground bark sweeping 6 Irrigation & watering 7 Snow removal a. All sidewalks including perimeter on public streets b. Plow driveways, parking lots b. Prove driveways, parking lots d. Pencing a. Repair b. Install c. Inspect  I. Small potholes J. C. Inspect J. C. Inspect  I. Small potholes J. Extensive repairs J. Parkinting J. Parking lots playground striping J. Parking lots players J. Parking lots playground striping J. Parking lots playground striping J. Parking lots playground striping J. Parking lots playground striping J. Parking lots playground striping J. Parking lots playground striping J. Parking lots playground striping J. Parking lots playground striping J. Parking lots playground striping J. Parking lots playground striping J. Parking lots playground striping J. Parking lots playground striping J. Parking lots playground striping J. Parking lots playground striping J. Parking lots playground striping J. Parking lots playground strip							
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b. HVAC c. Training on new equipment Provide lists to New Construction and Maintenance on findings							
c. Training on new equipment Provide lists to New Construction and Maintenance on findings		b. HVAC				✓	
Provide lists to New Construction and Maintenance on findings		c. Training on new equipment				✓	
		Provide lists to New Construction and Maintenance on findings				1	
		outside of parameters for warranty work					

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Responsibilities and Work Order Procedure Guide	ementary ustodians	Middle ıstodians	High ıstodians	Energy nagement	intenance
dial, Maintenance, and Energy Management:					

Utilit	y Bill Tracking, Auditing, and Energy Savings Reporting		
1	Collect Utility invoices (electricity, natural gas, sewer, water, refuse, and related services)	✓	
2	Enter in Utility Management software monthly	✓	
3	Audit and analyze for billing errors	✓	
4	Investigate extreme energy usage	✓	
5	Prepare and review monthly energy savings	✓	
6	Share reporting with administration and board	✓	
7	Upload data to Energy Star portfolio manager	✓	
8	Apply for Energy Star certification	✓	
9	Create school energy dashboards for patrons	✓	
10	Power Factor analysis and correction	✓	

XV.	<b>Utility Reba</b>	tes			
	1 Apply	for rebates from Utility Vendors		✓	
	a.	Nutrition Services equipment		<b>✓</b>	
	b.	Sprinkler Systems		<b>✓</b>	
	C.	New Construction		<b>✓</b>	
	d.	Summer Projects		<b>✓</b>	
	e.	Electrical		<b>✓</b>	
	f.	HVAC		✓	
	g.	IT		✓	

Cust	todial, Nutrition Services, and Energy Responsibilities:	Elementary	Middle Custodians	High Custodians	Energy Managemen	Nutrition
1	Clean kitchen hoods and filters each summer	✓	✓	✓		✓
2	Inspect kitchen hoods and filters each Winter Clean, if needed	✓	✓	✓		✓
3	Supply all custodial supplies to the kitchen	✓	✓	✓		✓
	Including mops, buckets, and brooms	✓	✓	✓		✓
4	Able to use the washer and dryer in the kitchen	✓	✓	✓		✓
5	Assist with deliveries as time permits	✓	✓	✓		✓
6	Scrub kitchen floors weekly with cutodial floor equipment	✓	✓	✓		
7	Daily mop kitchen floors					✓
8	Clean the walls in the kitchen					✓
9	Daily sweep & scrub cafeteria floors	✓	✓	✓		
10	Daily empty cafeteria trash	✓	✓	✓		
11	Daily empty kitchen trash	✓	✓	✓		
12	Clean kitchen restroom					✓
13	Clean air vents in kitchen	✓	✓	✓		
14	Breakdown & recycle boxes from kitchen	✓	✓	✓		
15	Refill soap, towel, and toilet tissue in kitchen restroom	✓	✓	✓		
16	Light pilot lights on kitchen equipment	✓	✓	✓		✓
17	Clean grease trap under dishwasher and sink					✓
18	Clean out ice machine					✓
19	Clean out refrigerators and freezers end of school year					✓
20	Turn off refrigerators and freezers end of school year	✓	✓	✓	✓	✓
21	Turn off exhaust fans end of school year	✓	✓	✓		✓
22	Start up refrigerators and freezers beginning of school year	✓	✓	✓	✓	✓
23	Start up exhaust fans beginning of school year	✓	✓	✓		✓