



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

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Steve Peart

Director Custodial/Energy Services

Dave Rostrom

Director Facility Services

Jana Cruz

Director Nutrition Services

**Custodial, Maintenance, and Energy Management:**

**Responsibilities and Work Order Procedure Guide**

**Elementary  
Custodians**     
 **Middle  
Custodians**     
 **High  
Custodians**     
 **Energy  
Management**     
 **Maintenance**

<b>I. Plumbing</b>						
1	Broken Pipes - primary system					✓
2	Broken pipes - fountains, toilets, etc.					✓
3	Minor leaks - Dripping faucets, etc.	✓	✓	✓		✓
a.	Clean out and repair minor leaks, sink & p-trap	✓	✓	✓		
4	Solder leaks					✓
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.	Power rooter					✓
12	Toilet seats					
a.	Minor repairs (hinges, etc.)	✓	✓	✓		
b.	Complete replacement	✓	✓	✓		
13	Water fountains					
a.	Repair - minor	✓	✓	✓		
b.	Repair - major					✓
c.	Replacement					✓
14	Fixture set (spud gasket)					
a.	Toilets & urinals to sewer					✓
b.	Toilets and urinals from fresh water					
15	Floor drains					
a.	Clean	✓	✓	✓		
b.	Power rooter					✓
16	Sprinkler systems					
a.	Operation	✓	✓	✓		
b.	Repair above ground sprinklers/solenoids	✓	✓	✓		
c.	Repair under ground piping, valves, etc.					✓
d.	Weekly clock & sprinkler log (report within 24 hrs. of mowing)	✓	✓	✓		
e.	Sprinkler replacement clocks, valve wiring					✓
f.	Sprinkler clock incentive checks				✓	
g.	Training of Head Custodians on equipment and Water Budgets				✓	✓
17	Boiler Water Treatment:					
a.	Weekly checks of closed loops	✓	✓	✓		
b.	Monthly check of steam system					✓
c.	Quarterly check of closed loops					✓
<b>II. Carpentry</b>						
1	Simple modification & repair of tables, desks, chairs, etc.	✓	✓	✓		
2	Doors					
a.	Hang new					✓
b.	Plane					✓
c.	Adjust hinges					✓
d.	Square					✓
e.	Re-hang					✓
f.	Keep hardware screw tight	✓	✓	✓		
g.	Door closer cover	✓	✓	✓		
h.	Door closer replacement, adjustment, or repair					✓
3	Locks					
a.	Repair/replace latches/lubricate & tighten screws	✓	✓	✓		✓
b.	Repair/replace cylinders, latches					✓
c.	Assemble/disassemble locks					✓
d.	Replacement & complete installation (Maintenance will key locks)					✓
e.	Make new keys					✓

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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	✓	✓	✓		✓

**III. Electrical**

1	Fluorescent ballasts lamp fixtures	✓	✓	✓		
		with approval				
2	Fluorescent ballasts H.I.D. (mercury vapor)					✓
3	Bulbs - change	✓	✓	✓		
4	Replace switches	✓	✓	✓		✓
		with approval				
5	Replace outlets	✓	✓	✓		✓
		with approval				
6	Lamp sockets replacement	✓	✓	✓		✓
		with approval				
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, Ventilating & Air Conditioning**

1	Boilers					
	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				✓	

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

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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 Utility Incentives with RMP and Questar				✓	

**V. Pools**

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				✓	

**VI. Nutrition 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	✓	✓	✓	✓	✓
3	Apply for incentives with Utility Vendors on new equipment				✓	

**VII. General Trades**

1	Broken windows					
a.	Replace glass					✓
b.	Glaze/putty					✓
2	Lockers					
a.	Repair		✓	✓		
b.	Major repairs or replacement					✓
3	Tile					
a.	Replace resilient tile					✓
b.	Replace quarry & ceramic tile					✓
c.	Replace terrazzo floor					✓
d.	Replace ceiling tile	✓	✓	✓		
4	Carpet repair					✓
5	Carpet installation (wall & floors)					✓
6	Roofing					
a.	General cleanup & inspection	✓	✓	✓		
b.	Repair					✓
7	Playground equipment					
a.	Repair					✓
b.	Certified inspections					✓
c.	Install					✓
d.	Inspect daily for safety	✓	✓	✓		
8	Auditorium seats					✓
9	Bleacher seats					✓

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<b>VIII. Grounds</b>						
1	Mowing					
	a. Hand mowing - except high schools			✓		✓
	b. Edging - except high schools			✓		✓
	c. Gang mowing - except high schools			✓		✓
2	Pruning	✓	✓	✓		
3	Planter areas					
	a. Weed control	✓	✓	✓		
	b. Fertilizing			✓		✓
	c. Bark					✓
	d. Shrub and flower planting	✓	✓	✓		
4	Turf fertilizing 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					✓
8	Fencing					
	a. Repair					✓
	b. Install					✓
	c. Inspect	✓	✓	✓		
<b>IX. Asphalt Repair</b>						
1	Small potholes					✓
2	Extensive repairs					✓
3	Inspection	✓	✓	✓		
<b>X. Painting</b>						
1	Painting					✓
2	Graffiti					✓
3	Parking lots playground striping					✓
4	Vinyl wall covering/patch & replace					✓
<b>XI. Audio/Visual</b>						
1	Data wire repair Footprints IT					
2	Copier repair					✓
3	T.V. repair					✓
4	VCR/DVD & CD repair					✓
5	Intercoms					✓
6	Scoreboards					
	a. Light bulbs			✓		
	b. Scoreboard repairs and maintenance					✓
7	Theatre lights & sound					✓
8	Point of sale					✓
9	Projector bulb replacement	✓	✓	✓		
	a. Projector clean filter	✓	✓	✓		
<b>XII. Training</b>						
1	StruxureWare training for Head Custodians				✓	✓
2	Coordinate training from outside Vendors				✓	✓
3	Preventative Maintenance training				✓	✓
4	Create opportunities for interdepartmental training				✓	✓
<b>XIII. Post Construction/Retrofit Inspection</b>						
1	Conduct inspections with Head Custodian				✓	
	a. Lighting and controls				✓	
	b. HVAC				✓	
	c. Training on new equipment				✓	
	d. Provide lists to New Construction and Maintenance on findings outside of parameters for warranty work				✓	

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<b>XIV.</b>	<b>Utility Bill Tracking, Auditing, and Energy Savings Reporting</b>					
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				✓	
<b>XV.</b>	<b>Utility Rebates</b>					
1	Apply for rebates from Utility Vendors				✓	
a.	Nutrition Services equipment				✓	
b.	Sprinkler Systems				✓	
c.	New Construction				✓	
d.	Summer Projects				✓	
e.	Electrical				✓	
f.	HVAC				✓	
g.	IT				✓	
<b>XVI.</b>	<b>Custodial, Nutrition Services, and Energy Responsibilities:</b>	Elementary Custodians	Middle Custodians	High Custodians	Energy Management	Nutrition Services
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 custodial 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	✓	✓	✓		✓