

Policy for maintenance department activities during the school term and summer break.

During the school term the hours of the maintenance department are 6am-9pm. Dayshift is from 6:00am-3:00pm. Second shift is from 12:00 pm-9:00pm M-F unless otherwise scheduled for an event and/or weather related incidents.

Second shift maintenance personnel

- Begins shift by checking in with maintenance department supervisor for a special activities and/or special requests.
- Checks with dayshift personnel if they need assistance with anything.
- Gathers up laundry items changes out all used mop heads. Launders appropriate items.
- Every Tuesday and Thursday takes all recyclable materials to the local recycling center.
- Assist with grass mowing/snow removal as necessary.
- Sets up for sporting events in gym or at sport complex.
- At 3 pm coordinates with housekeeping personnel for a requests or needs.
- At approximately 3 pm starts to clean classroom as they become vacant.
- At 3:30 pm secures the proper doors according to the safety committee policy.
- At approximately 4 pm removes the two (2) crosswalk signs from Ridge St.
- At approximately 4 pm removes the two (2) crosswalk signs from Centre St. pending no special events.
- Closes and secures front entrance gate.
- Dust mops all classrooms on a daily basis.
- Rotates wet mopping of classrooms on a daily basis or as needed.
- Hallways are dust and wet mopped on a daily basis.
- Cleans and sanitizes the bathrooms in Science wing daily.
- Cleans and sanitizes the bathrooms on first floor of old main daily.
- Make rounds and secure the sport complex area on an as needed basis.
- Prior to end of shift makes sure all windows and doors are secured and lights are out.
- Leaves any special requests or maintenance issues on supervisor desk for next morning.
- Places all trash in dumpster off of dock area.
- At 9 pm signs out and turns remaining lights out and secures remaining doors prior to leaving.

During summer break maintenance hours for 2nd shift are 8:00 am-5:00 pm

- Arrives for start of shift and signs in.
- Coordinates with rest of department staff.
- Assigned to floor care in preparation of next school term.
- Team leader of work study students assigned to floor care crew for summer.
- Coordinates with housekeeping crew so floors can be done as they finish their tasks.
- Completes floor care around summer programs and summer activities in a timely matter.
- Goal is to complete all floor care in a 10-12week window from last day of school to first day of school of new school term.

- At 3pm when work study students sign out maintenance staff is responsible to finish up the area and prepare the equipment for the following day.
- Coordinates one individual out of their team to apply 6 coats of finish once they see the floor is prepared properly and ready for finish.
- Prior to end of shift they are responsible to secure all areas of campus that is necessary.
- Leave any maintenance requests for supervisor.
- Signs out end of shift and turns out lights and secures the exit behind them.
- Other duties assigned.