

CARETAKING

Background

The primary objective of the caretaking service in schools shall be to maintain the school buildings, ancillary school buildings and school grounds in a clean, comfortable and safe condition.

Procedures

1. Personnel engaged in the caretaking services shall be responsible for advising the Principal of any "building-related" problem which presents an unsatisfactory or hazardous condition or which, if uncorrected, may result in further deterioration to the school.
2. Personnel engaged in the caretaking service shall not normally be required to provide any service to staff housing. Prior approval will be required from the Superintendent of Facilities or designate for the use of caretaking staff or equipment to provide any service to staff housing.
3. Criteria for Staffing
 - 3.1 Each school shall engage the services of at least one (1) (full- or part-time) caretaker.
 - 3.2 The level of caretaking service requirements shall relate to the size of the school and shall be in accordance with a schedule which has been approved by the Superintendent of Facilities.
4. Supplies, Materials and Equipment

In order to optimize the cost savings of materials, supplies and equipment, the Division will work toward a program of standardization of applicable features in building design. This in turn, will permit quantity purchasing of caretaking materials, supplies and equipment, thus reducing unit cost.

- 4.1 The supply of caretaking materials is the responsibility of the school under Facilities Department budgets. Maintenance supervisors will act as technical advisors. Maintenance supervisors and principals will jointly monitor the work, the materials and the equipment.
- 4.2 The Facilities Department is responsible for the purchase of light bulbs, ballasts and air filters.
- 4.3 The Facilities Department will also obtain prices for hygienic paper supplies as well as some brands of waxes, floor strippers and cleaning solutions by tender process. A purchase order is required in order to obtain these products.

- 4.4 Purchase of large cleaning equipment i.e. floor scrubber, vacuums etc. is the responsibility of the Facilities Department. Requests for equipment shall be made by March 15 of the budget year. Purchase by "tender process" will be made by June 30; after budgets have received Board approval.
 - 4.5 Although purchases shall be made centrally by the Facilities Department, under very special circumstances, principals may make purchases locally, after gaining permission from the Superintendent of Facilities.
5. Out-of-Division Specialized Services
- 5.1 In order to achieve Division goals, situations may arise where it is necessary to rent caretaking equipment, or to engage specialized caretaking services.
 - 5.2 The Principal shall identify and recommend authorization from the area facilities supervisor prior to entering into any agreements in this respect. The Superintendent of Facilities will enter into specialized services where it is deemed necessary.

Reference: Sections 85, 87, 108, 109, 110, 343, 344, 345, 350 Education Act
Regulations 77, 79