1.0 SCOPE:

1.1 This procedure describes the process in which the Maintenance and Custodial Departments handle summer clean-up of the 16 sites in the Milford Public School District.

2.0 RESPONSIBILITY:

2.1 Custodial Supervisor

3.0 APPROVAL AUTHORITY:

3.1 Custodial Supervisor

4.0 DEFINITIONS:

4.1 None

5.0 PROCEDURE:

5.1 Custodial Supervisor reviews school schedule to set-up summer clean up of the 14 school sites, the district office and the alternative education site.

5.1.1 Custodial Supervisor works with the school principals to coordinate any room movements, room assignments, etc.

5.1.2 If necessary the custodial staff will make any logistic movements for the school site.

5.1.3 If necessary, outside assistance may be used for logistic movements.

5.2 Custodial staff is required to complete the Summer Clean-Up Work Instruction CUS-W001 prior to beginning of school year.

5.2.1 If summer school is in session, or outside summer camp, custodial staff is required to clean up any parts of the facility that students have used.

5.3 If external and internal organizations have use of the buildings during the summer the Custodial staff has the responsibility of building clean up.

5.4 Custodial staff has available to them CUS-F001 Room Cleaning Checklist for directions.

5.5 Custodial Supervisor or the Head Custodian

6.0 ASSOCIATED DOCUMENTS:

6.1 CUS-W001 Summer School Clean-Up Work Instruction

6.2 CUS-F001 Room Cleaning Checklist

7.0 RECORD RETENTION TABLE:

<table>
<thead>
<tr>
<th>Identification</th>
<th>Storage</th>
<th>Retention</th>
<th>Disposition</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUS-F001</td>
<td>School Site</td>
<td>2 years</td>
<td>Discard as Desired</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Date: 08/25/2003, Rev. A  DOC#: CUS-P001  Page 1 of 2
8.0 REVISION HISTORY:

<table>
<thead>
<tr>
<th>Date</th>
<th>Rev</th>
<th>Description of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/25/2003</td>
<td>A</td>
<td>Initial Release</td>
</tr>
</tbody>
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*** End of procedure ***