
Summer Clean-Up Procedure (CUS-P001)
Milford Public School District

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.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Custodial Supervisor

3.0 APPROVAL AUTHORITY:

- 3.1 Custodial Supervisor

Approval Signature on File

Signature _____

Date _____

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:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
CUS-F001	School Site	2 years	Discard as Desired	N/A

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release

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