
Custodial Supervisor Inspection of Site Procedure (CUS-P002)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Custodial Department inspects the work quality of the site custodian at the Milford Public Schools

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 The custodial supervisor is aware of a need for a quality inspection from, but not limited to, principal request, and personnel taking notice.
- 5.2 The Lavatory and Classroom Checklist is used to rank each item to be inspected.
 - 5.2.1 Ranks are above average, satisfactory, needs improvement and unsatisfactory.
- 5.3 Use lavatory checklist (CUS-F002) for the lavatories.
- 5.4 Use classroom checklist (CUS-F003) for classroom inspection.
- 5.5 Checklist is reviewed with the custodian.
 - 5.5.1 Checklists are not kept on file.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Lavatory Checklist CUS-F002
- 6.2 Classroom Checklist CUS-F003

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None				

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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