
**Grounds Keeping for Middle and Elementary Schools
Procedure (CUS-P004)**
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Custodial Department maintains the grounds at the Elementary and Middle school sites.

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: -

Lawns and Playgrounds

- 5.1 Cut and trim all of the grass on the grounds at least once a week during the heavy growing season.
- 5.2 Remove all, but not limited to, trash, paper, stones and dry leaves.
- 5.2.1 Papers should be picked up daily.

Shrubbery and Trees

- 5.3 Trim shrubbery and trees at least once a year.

Snow Removal and Sanding

- 5.4 Clear all entrances and sidewalks of the school.
- 5.5 Clear the parking lot entrance where the city plow may pile up snow from street snow removal.
- 5.6 Monitor all sidewalks and entrances for ice or snow.
- 5.6.1 If slippery conditions develop, remove any snow and sand where there is ice to maintain a safe environment.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None

7.0 RECORD RETENTION TABLE:

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

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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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