



Caretaker Handbook

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Introduction

Caretakers are an integral part of the support staff in the school and are responsible for the physical environment of the school and school property. Maintaining school cleanliness is the primary function of caretakers and these duties are listed in detail in this document. Secondly but also important, are general building inspection and minor repair tasks.

Below is a map showing the Maintenance Coordinators areas and the communities where we have schools.

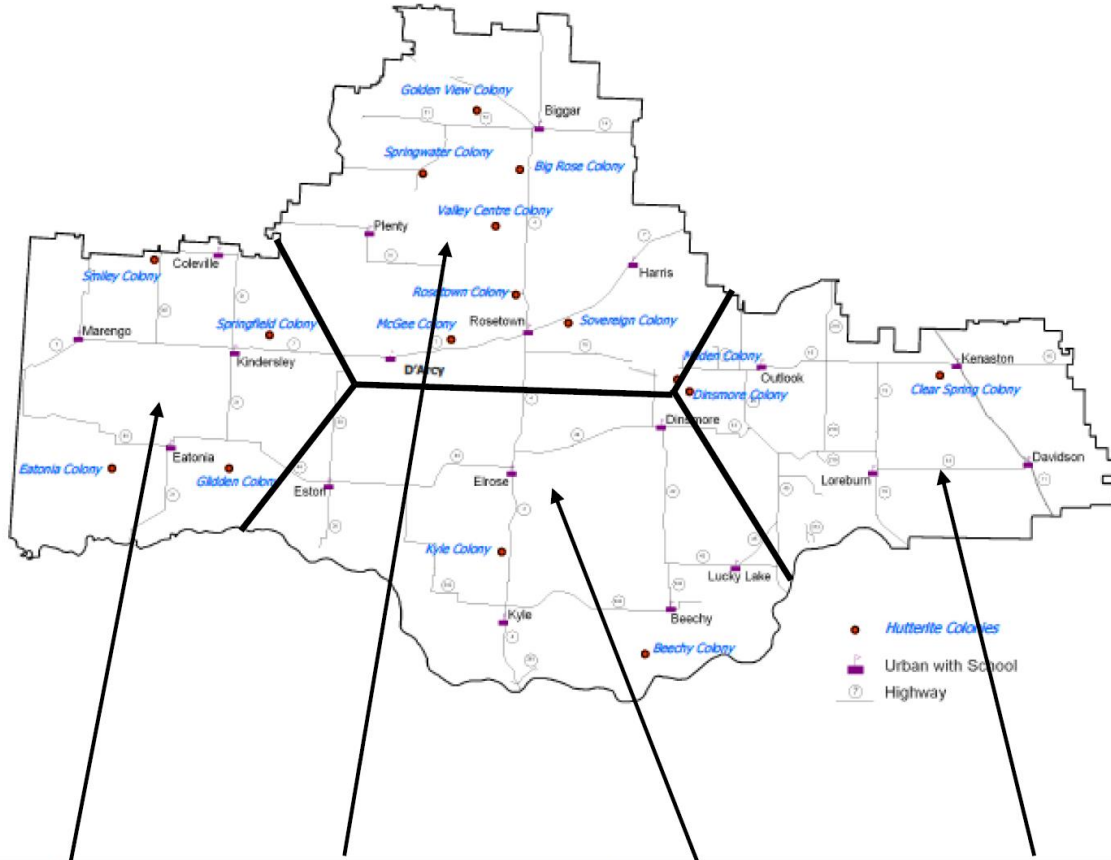


MAINTENANCE COORDINATOR BOUNDARIES

Harold Litzenberger
Journeyman Electrician

James Hofer
Journeyman Electrician

Brett Herbert
Journeyman Plumber



Colin Dragseth Roger Harder	Darren Thomson Darren Anderson	Clayton Rouse Reid Thomson	John Spilchak Gary Stalwick
Eaton School Elizabeth School Kindersley Composite School Kindersley IndEP School Rossville School Westberry School Westcliffe Composite School	Biggar Central School 2000 Biggar IndEP School D'Arcy School Harris-Tessier Central School North West Central School Rosetown Central High School Rosetown IndEP School Walter Aseltine School Sun West School Division Office	Beechy School Dinsmore Composite School Elrose Composite School Eston Composite School Kyle Composite School Lucky Lake School	Davidson School Kenaston School Loreburn Central School Outlook Elementary School Outlook High School Outlook IndEP School Sun West Distance Learning Centre

Management Structure

During the School year caretakers operate under the direction of the Principal or designated Vice-principal. During School breaks and holidays the caretakers will report to the Facilities Supervisor. The Principal or Vice-Principal, in collaboration with the caretaker, will decide the cleaning priorities based upon the tasks outlined in this handbook and for the benefit of the school. As support staff and members of the Facilities Department, the caretaker has access to maintenance support and budget. The maintenance and budget aspects of their job will be through the direction of the Facilities Supervisor or the Facilities Manager.

School-based Administrator Direction

There will always be more duties than can be accomplished in an eight hour day so the school-based administrator will help the caretaker decide which tasks should have priority. Each school will have unique issues and activities that the caretaker will need to accommodate. The in-school administrators will have sole responsibility for scheduling replacement caretakers in the event the regular caretakers are sick or away for any reason.

Caretaker Duties

The Caretaker, in collaboration with the school administrator, shall develop a school specific checklist using tasks outlined below and other tasks particular to their school. This checklist should be posted in the caretaker's office.

Daily Tasks

- Unlock School
- Raise the flag
- Mechanical rooms checked (boiler temperature, water pressure, leaks, odd noises)
- Keep entrances and exits clear of snow, call contractors for major parking lot removals as required
- Dry mop hallways and stairways (early morning and after lunch)
- Paper dispensers checked and filled as required
- Washrooms fixtures (toilets, sinks, showers) disinfected
- Drinking fountains disinfected
- Staffroom dry mopped or vacuumed
- Library vacuumed or dry mopped (as appropriate)
- Collect litter from around school
- Dry mop gymnasium
- Minor maintenance tasks

End of Day Tasks

- Take in the flag
- Dry mop, sweep or, if appropriate vacuum classrooms and office area
- Garbage containers emptied and relined as required
- Wash washroom floors
- Boot racks should be cleaned as required
- Wash entrance floors
- Lock school

Weekly Tasks

- Mow and edge trim grass
- Water grass
- Inspect the roof and remove any play equipment or litter

- Chalkboards, whiteboards and brush ledges cleaned
- Dust shelves, desks, ledges, and fixtures as necessary
- Check paper and cleaning supply inventory and order as required
- Wash gym floor
- Washroom walls washed
- Inspect playground equipment (report maintenance issues to Maintenance Coordinator)

Training

Any caretaker may be tasked with training new caretakers or substitute caretakers if asked by the principal, Facilities Supervisor or Facilities Manager.

Minor Maintenance and Inspections

These are the types of repairs an average homeowner should be able to do. The Maintenance Coordinators will help you learn what to look for and how to make minor repairs

Including but not limited to, the following examples:

- Boilers, pumps, mechanical rooms inspected (daily)
- Drain water from air compressor tanks (weekly)
- Top oil levels on air compressor motors as needed
- Replace light bulbs
- Replace broken or cracked drive belts on furnaces or air compressors
- Oil squeaking hinges
- Replace broken electrical cord ends
- Glue small areas of flooring
- Repair locker hinges and clasps
- Tighten loose screws on hand rails, benches and any door hardware
- Minor desk repairs
- Install signs and hang pictures
- Replace broken or stained ceiling tiles
- Check the operation of emergency lighting and report any difficulty (monthly)
- Re-set electrical breakers and report any persistent problems
- Small painting jobs including minor drywall repairs
- Replace leaking water tap cartridges
- Assist the Maintenance Coordinator with duties that may require a "second pair of hands "if requested
- Changes toilet tank lever or flapper

Seasonal Tasks

These tasks may need to be arranged in conjunction with the Maintenance Coordinator if equipment needs to be booked (i.e. carpet cleaners).

- Mow grass
- Roto-till jumping pits
- Roto-till playground sand

March, April

- check the operation of sump pumps and report any difficulty
- Trim shrubs
- Prune trees

July, August (or during school breaks as required)

- Wash walls, doors, lockers, windows
- Wash desks
- Shampoo carpets
- Deep scrub, neutralize, and wax floors
- Wax or urethane gymnasium as appropriate
- Clean light fixtures

August, December, April

- Change furnace filters

Mid-September

- Blow out underground sprinklers

October

- Remove leaves and obstructions from eaves troughs

Security

Caretaking is a position of trust and responsibility. Caretakers have master keys to the building and are most often the first people at the school each day and the last person to leave. This places a duty on the caretaker to maintain the security of the building as well as the privacy of the people within. Read and understand Administrative Procedures 543 Security, Break-in, Theft and Vandalism to understand their role.

Privacy

It is the responsibility of the caretakers to review Administrative Procedures 510 Freedom of Information and Protection of Privacy and follow the guidelines, (See listing of Policies, Procedures and Forms).

Fall Arrest Procedure

Caretakers often have occasion to work on the roof of the school. This may be to recover toys or student belongings or it may be to access HVAC equipment for service (filter changes). On these occasions Fall Arrest procedures must be followed. Administrative Procedures 542 Maintenance, Inspections, and Safety.

Lone Worker Procedure

Caretakers are almost always the first people to arrive at school and may also be the last people to leave school. These are times when you may be considered a **Lone Worker** (Please refer to Administrative Procedures 434 Lone Workers). Minor risks become more serious if you work alone and so a Lone Worker procedure has been developed by the Saskatchewan School Board Association (SSBA).

Professional Development

Caretakers who would like Professional Development should refer to Administrative Procedures 417 Professional Growth and Development for details.

Caretaking Supplies

- Reference Administrative Procedures 515 Purchasing
- Monthly you will check the school inventory of caretaking supplies and create a shortage list that is transmitted to the Facilities Supervisor.
- The Facilities Supervisor will create the purchase order based upon the list and send to the appropriate vendor(s)
- The Facilities Supervisor will track expenditures by each school and may alert caretakers to unusual or excessive usage.
- The Facilities department tries to limit the number of vendors and subsequently the number of chemicals used at schools. This is an effort to simplify WHMIS control and the inherent risk of chemicals.

Service Request Procedure (FAME website)

The Facilities department uses the **Ameresco Asset Management (FAME)** system to optimize the activities of the Maintenance personnel. When a school requires repairs or changes to the building or grounds that are beyond the scope, or authority, of the caretaker (see Minor Maintenance and Inspections section in this handbook) a **“Service Request”** is entered into the Internet based system. At every school Caretakers and Principals are registered **“users”** which permits the creation of the **“Service Request”**.

To enter requests with the Facilities Department the caretaker must log into the FAME website located at www.assetplanner.com. A link to FAME is also available if you scroll to the bottom of the main Sun West website (www.sunwestsd.ca). It may be time saving to create a shortcut on your computer.

To “log in” you must enter your full email address in the user ID space (e.g. firstname.lastname@sunwestsd.ca). If it is your first visit you must enter “password” in the password space. The website will then ask you to change your password before proceeding further. Our suggestion is to use your email password to make it easier to remember.

Choose the option **“New Service Request”** and a form will appear. Enter as much information as is necessary for the Maintenance Coordinator to get a good understanding of your issue. Several of the “boxes” will have “drop down” menus to simplify or speed the process. Then click the “Submit” button on the lower left corner of the screen.

If you want a list of open requests you can click on **“Search for Request”**. A Dialog box will appear with entry spaces. When you enter information in these boxes the more specific you are, the narrower the search. If you do not enter any information then you will be shown every Service Request for every site that you are registered to see.

If you click on **“My Requests”** you will be shown all of the requests that you personally created.

The Facility department personnel can then communicate with the requestor with notes attached to the service request indicating the status of the work (i.e. parts required or schedule permitting, etc.).

The Facilities Supervisor is the system administrator and creates user accounts. If you need assistance with any of the activities around the request software described above please contact the Facilities Supervisor.

Reporting Injuries

The physical requirements of caretaking can be physically demanding. Following safety guidelines and using common sense when completing the work is important. If you have injured yourself at work

a report must be made to Workers Compensation. Even when the injury is minor and there is no lost time a report must be submitted so that if an injury reoccurs or becomes aggravated you can refer to the initial incident.

References (referred to in this handbook)

Refer to www.sunwestsd.ca	Communicable Disease Control Procedure Handbook
AP 180	Local Authority Freedom of Information and Protection of Privacy
Form 400-1	Employer Review of Administrative Procedures
Form 417-5	Support Staff Professional Development Approval (Estimate/Actual)
AP 515	Purchasing
AP 542	Maintenance Inspection and Safety
Form 542-1	Annual Playground Inspection Sheet
Form 542-2	Playground Inspection Checklist Routine (Caretaker)
AP 543	Security, Break Ins, Theft and Vandalism

Please refer to the Sun West School Division Website for a complete listing of procedures, forms and handbooks.