

---

**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

<b>Policy Code:</b>	FEA
<b>Policy Title:</b>	Custodial Services
<b>Cross Reference:</b>	
<b>Legal Reference:</b>	<i>OHS Act, Education Act, S. 225</i>
<b>Adoption Date:</b>	December 18, 1996
<b>Amendment or Re-affirmation Date:</b>	<b>March 31, 2025</b>

---

**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT QUALITY CUSTODIAL SERVICES ARE ESSENTIAL IN ALL DIVISION OCCUPIED BUILDINGS. CUSTODIAL SERVICES SHALL BE PROVIDED THROUGH EMPLOYMENT OR INDEPENDENT CONTRACTS BASED UPON ESTABLISHED CRITERIA, GUIDELINES AND REGULATIONS, TO ENSURE THAT BUILDINGS AND GROUNDS, WITHIN THE CUSTODIANS' DUTIES, ARE KEPT CLEAN, COMFORTABLE AND SAFE.

**GUIDELINES**

1. The level of custodial services shall be determined by the Facilities Manager in consultation with the Principal and Associate Superintendent of Finance and Operations.
2. Determination of the level of services shall take the following into consideration at each building:
  - 2.1. student enrollment of schools (as the primary factor);
  - 2.2. number of staff;
  - 2.3. number of rooms;
  - 2.4. amount and type of circulation, storage, and washroom spaces;
  - 2.5. floor area; and
  - 2.6. perimeter green spaces, sidewalks and playgrounds.
3. Special consideration shall be given for:
  - 3.1. gymnasium space;
  - 3.2. public use of facility;
  - 3.3. multi-level areas; and
  - 3.4. age and condition of building.

**REGULATIONS**

1. The Facilities Manager has overall responsibility for custodial work in the Division.
2. The Custodian is directly responsible to the Principal in each school.
  - 2.1. The Facilities Manager will provide the Principal with a copy of the custodial contract, or job description in the case of a Horizon employee.
3. It is the responsibility of the Principal, through the custodian, to ensure the school buildings are secured at all times.
4. It is the responsibility of the Principal to ensure that school facilities are cleaned and maintained by custodians, in accordance with established criteria, guidelines and regulations.
5. The Principal shall notify the Facilities Manager of concerns regarding the custodial services being provided by the Custodian.
  - 5.1. The Facilities Manager will conduct an inspection/evaluation in consultation with the Principal and report findings and actions taken back to the Principal.
6. Custodians shall rectify emergency situations and immediately report such situations to the Principal and Facilities Manager.
7. Non-emergent situations requiring attention beyond the Custodians’ responsibilities are to be reported to the Principal and Facilities Manager using the work order system.
8. Custodians are responsible for daily record keeping as required by the Facilities Manager.
9. Custodians shall be required to have the necessary certifications, requirements as required by Legislation and by contract, e.g. WHMIS, criminal record checks that are acceptable to the division, ability to be bondable
10. The Facilities Manager will provide notice to the principal when custodial services are being renewed, reviewed or replaced, and the opportunity to review the services prior to hiring a Custodian or entering into a contract for services.