# Custodial Training Manual

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TRAINING

INSTRUCTIONS TO TRAINERS FOR TRAINING CHECKLIST

Each new employee should complete training and sign off all items on training checklist within the first 90 days of employment.

Each employee should complete training and sign off all items on the checklist each year. For full time employees, this training should be completed by September 30th and kept in a binder in the head custodian office.

Information for each item is contained in the employee training workbook. After the trainer and employee are satisfied that the employee has a good knowledge of the concepts, the employee will sign off the sheet.

Caution: Trainers and employees—do not be tempted to skip or rush through training. Proper training pays big dividends and inadequate training causes costly mistakes.

TRAINING CHECKLIST (CLICK HERE)

SAFETY TRAINING COURSES BY SAFESCHOOLS.COM

This year’s safety training has been greatly simplified. Much of the training that we’re required to complete this year is available online for all Idaho Falls staff. Follow these simple steps below to complete your safety training requirements:

How to log on to the online training program:

1. Using your web browser, go to the web page http://d91.id.safeschools.com. (No “www” is necessary.) EASIER WAY: You can go to the district website and go under employees and then click on training videos and then safety training which will take you directly to the website where you can login.

2. To access your assigned training, enter your username, which follows the following format: <first four letters of last name><first four letters of first name>

   EXAMPLE: John Smith

   Username: smitjohn

3. Select any course by simply clicking on the name of the course. The courses have audio so turn up your speakers if you wish to hear the narration. Complete all the training scenarios and the assessment to receive completion credit for the course. You will have the option to print out a Certification of Completion once you complete the course.

   If you have any questions or problems with the site, please contact: Larraine Butler @ 525-7585 ext. 2.
# Responsibilities

<table>
<thead>
<tr>
<th>Custodian Responsibility</th>
<th>When Due</th>
<th>How to handle when complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical and Safety checklist</td>
<td>Start a new checklist every month</td>
<td>Head Custodian is responsible to do items on checklist and have Principal sign monthly—keep in file on site for one year.</td>
</tr>
<tr>
<td>Energy checklist</td>
<td>Weekly checklist</td>
<td>Principal signs weekly, then keep at building in binder in HC office for Energy Manager to review</td>
</tr>
<tr>
<td>Check Off sheets of area to be cleaned</td>
<td>Weekly checklist</td>
<td>Head Custodian as well as all part time people should have a check off sheet for their area. This ensures all work is getting done and can be used to oversee their cleaning responsibilities.</td>
</tr>
<tr>
<td>Ballast disposal</td>
<td>As needed</td>
<td>Call E S &amp;H engineer to schedule disposal of 8 ft lamps and PCB ballasts.</td>
</tr>
<tr>
<td>Training / Full-time</td>
<td>Yearly / As needed (some training will be one time and some will be yearly)</td>
<td>Keep in file at building in Head Custodian office. A checklist is available and should be kept in the training manual, will include some online training, videos, procedures &amp; chemical review.</td>
</tr>
<tr>
<td>Training / Part-time</td>
<td>Yearly / As needed (some training will be one time and some will be yearly)</td>
<td>Each new part-time person will need trained as they are hired and would receive training as needed for their area. Keep in Head Custodian’s office in file. A checklist is available and should be kept in their training packet. Part-time employees should receive their training within 90 days.</td>
</tr>
<tr>
<td>Areas color coded for subs</td>
<td>Yearly - keep updated if areas change</td>
<td>Maintain a copy and post in Head Custodian’s office (this is important to have this available for substitute custodian)</td>
</tr>
<tr>
<td>Copy of Cleaning Check Off sheets with times worked for subs</td>
<td>Yearly - keep updated if areas change</td>
<td>Maintain a copy and post in Head Custodian’s office (this is important to have this available for substitute custodian)</td>
</tr>
<tr>
<td>Emergency Fixture Annual 90-minute test</td>
<td>Yearly - Spring Break</td>
<td>Work Control Specialist will send you work order and checklist. The checklist details how to perform the annual testing of Emergency Fixtures</td>
</tr>
<tr>
<td>After School Activities</td>
<td>As needed</td>
<td>Head Custodian will work with Principal to Schedule custodial Support for all after school activities.</td>
</tr>
</tbody>
</table>
The responsibility matrix below indicates who has primary responsibility for custodial administrative activities. Principals have primary responsibility for hiring full- and part-time staff, directing day-to-day activities, conducting performance appraisals, conducting discipline, creating custodial staffing and supply budgets, ordering supplies, and reconciling P-Card transactions, time sheets and comp time.

The Operations department has primary responsibility to hire and coordinate subs, organize functional training, monitor schools for proper custodial functions (e.g., inventory control, proper chemical storage and waste management, effective cleaning, etc), coordinate team cleaning, and develop/oversee ordering standards. The Operations department assists the schools in hiring of custodial staff by helping to identify needs, and screening applicants if requested.

Head Custodians are responsible for serving on committees such as Procedures and Training, MSDS and Chemical Management, Supply Ordering, etc. Each committee chairperson reports to the Director of Operations through the Custodial Support Specialist.

Summer activities and core functions such as training continue to be the responsibility of the Operations department but the budget ($$$) is with the school for these activities.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Schools</th>
<th>Operations</th>
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<tbody>
<tr>
<td>Coordinate Sub pool</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>Monitor schools (inventories, chemical mgmt, environment &amp; cleanliness) and provide routing feedback</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>Coordinate and reconcile warehouse orders</td>
<td>P</td>
<td>A</td>
</tr>
<tr>
<td>Coordinate functional training</td>
<td>$$ $$</td>
<td>P</td>
</tr>
<tr>
<td>Coordinate Team Cleaning</td>
<td>$$ $$</td>
<td>P</td>
</tr>
<tr>
<td>Hire subs</td>
<td>A</td>
<td>P</td>
</tr>
<tr>
<td>Coordinate subcommittees (Supplies, Chemical Management, Procedures, MSDS, etc)</td>
<td>A</td>
<td>P</td>
</tr>
<tr>
<td>Hire part-time and full-time staff</td>
<td>P</td>
<td>A</td>
</tr>
<tr>
<td>Direct school custodial staff</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Perform school custodial staff annual appraisals</td>
<td>P</td>
<td>A</td>
</tr>
<tr>
<td>Conduct disciplinary actions</td>
<td>P</td>
<td>A</td>
</tr>
<tr>
<td>Staff and Supplies budget</td>
<td>P</td>
<td>O</td>
</tr>
<tr>
<td>Order supplies</td>
<td>P</td>
<td>O</td>
</tr>
<tr>
<td>Reconcile P-Cards and timesheets</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>Reconcile comp time</td>
<td></td>
<td>P</td>
</tr>
</tbody>
</table>

P – Primary Responsibility; A – Assistance Provided; $$ $$ - Budgeted Responsibility; O – Provide Oversight
JOB DESCRIPTION REVIEW

Trainer: Have employee review job description and cover any additional assignments and answer all questions.

Employee: Review job description. Review any additional assignments covered by your trainer. Make sure to ask any questions you may have. These training sessions will be your best opportunity to ask questions.

CHECK OFF SHEETS

Trainer: Review Check Off sheets with employee. Explain that Check Off sheets are used as a list of assignments to be done and the frequency to do them. They are also to keep track so that employees do not have to rely on memory. Management uses them to make sure assignments are being completed, as documentation for hygiene issues, and to make time management decisions.

Teach employees that it is important to complete all assignments as indicated on the Check Off sheets and check them off only after they have been completed.

Employee: Review Check Off sheets. It is important to make note of assignments completed that are not part of the Check Off sheet. If these become a regular assignment, they should be added to your sheet by the Head Custodian. Check Off sheets are to be completed at the end of your shift each day. Each month your area will be inspected and notations made on your check off sheet. These notations should be reviewed with the employee.
CLEANING

BUILDING CLEANING CHECK OFF

*Make sure they are updated as needed to reflect current cleaning schedules and area assignments.*

RHYTHM OF CLEANING

The rhythm of cleaning refers to a specific method of cleaning. It consists of dividing your assigned work area into four sectional areas and assigning each section a number – 1 through 4. All scheduled work that is not a daily assignment, except special projects, fits into this cleaning schedule.

Section 1 is to be cleaned during the first week of the month, section 2 during the second week of the month, section 3 during the third week, and section 4 during the fourth week. This method will streamline your assignments and spread them out so you are not trying to do them all at one time.

This method is to be used along with your Job Description and Check-Off sheet for all of your assigned areas.

RHYTHM OF CLEANING OPTIONS

Checklist for Rooms 1 through 12 Classroom – dusting and cleaning

<table>
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<th>Assignments</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
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<tr>
<td>Window Ledges</td>
<td>Mon all rooms</td>
<td>Mon all assign #1-7, rm -3</td>
</tr>
<tr>
<td>Heater Tops</td>
<td>Mon all rooms</td>
<td>Tues all assign #1-7, rm 4-6</td>
</tr>
<tr>
<td>File Cabinets</td>
<td>Tues all rooms</td>
<td>Wed all assign #1-7, rm 7-9</td>
</tr>
<tr>
<td>Counter Tops</td>
<td>Wed all rooms</td>
<td>Thurs all assign #1-7, rm 10-12</td>
</tr>
<tr>
<td>Clean Boards</td>
<td>Thurs all rooms</td>
<td></td>
</tr>
<tr>
<td>Replace Liners</td>
<td>Fri all rooms</td>
<td></td>
</tr>
<tr>
<td>Chalk Trays</td>
<td>Fri all rooms</td>
<td></td>
</tr>
<tr>
<td>High Ledges &amp; Blinds</td>
<td>Every 2 months-workdays</td>
<td></td>
</tr>
<tr>
<td>Checklist vs Work assignment done</td>
<td></td>
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CARPET CARE

- Vacuum frequently and thoroughly. Most of the wear of carpeting is caused by dirt. Oily soils attract more dirt and frequent vacuuming will reduce soil buildup that dulls the appearance. Use a good quality vacuum with a good beating or brushing action to loosen soil and raise the pile to facilitate cleaning. Change vacuum bags and filters regularly.
- Get at stains quickly, 99% of all stains can be removed by one cleaning agent or another if they are cleaned in the first few days. The longer a stain chemically reacts with the carpet the harder it will be to remove.
- **Be sure that you use the proper procedures and chemicals for your type of carpet.** Use appropriate spotters starting with the mildest. Do not use harsh spotting agents unless absolutely necessary and always neutralize high alkaline or high acid cleaners after use.
- Pre test the carpet in an inconspicuous area of the carpet before spotting or extracting. Follow the instructions carefully. Apply a few drops to each color in the carpet then press a clean, white towel lightly over it for approximately 30 seconds. Check the towel and carpet for color transfer, color change or any other damage. Try another spot remover if you notice any change. All carpets are different. Some carpets are very sensitive to acid type cleaners and will lose their color quickly. Other carpet dyes are sensitive to harsh alkalis.
- Never dig or brush spots. The proper procedure is to scrape the spot towards the middle and then tamp the spot into the white towel or cloth using a brush or other tamping device.
- In cases where you need to apply more than one spot removal agent in a sequence, continue applying the first spotter as long as there is any improvement, then move on to the next one. Make sure to rinse the affected area with water and blot dry to remove the cleaning solution completely as any residue may attract soil and cause damage to carpet.
- Do not overuse detergents, shampoos or spotters. Too much detergent will result in residual left in carpet that even thorough vacuuming may not remove.
- Do not over wet carpet. Over wetting can cause brownout, carpet shrinkage, adhesion problems and all other kinds of problems.
- Never coat a dirty or spotty carpet. After extracting a dirty carpet, if you are not satisfied with the results, do not apply a coat of protector as this will result in gluing in the dirt, making it harder to remove it the next time. Either extract the carpet again or leave the carpet until the next cleaning cycle before you coat.
CLEANUP OF BODY FLUIDS

If any employee has questions on blood borne pathogens or feels they need additional training on cleanup of body fluids beyond what is provided annually, please contact your immediate supervisor Environmental Safety and Health Engineer.

1. General Information

1.1. When working around and/or cleaning up body fluids disposable gloves shall be worn.

1.2. Use paper toweling whenever possible for cleanup of body fluids

1.3. Always wash your hands and arms with soap after handling and/or cleaning up body fluids.

2. Cleaning of Body Fluids off Hard and Soft Surfaces

2.1. Spills can be cleaned up by pouring an absorbing agent on the spill, sweeping up with plastic spatula and discarding in double plastic bags.

2.2. Clean all contaminated equipment with appropriate disinfectant. Hard and soft surfaces may require different disinfectants to ensure the surface is not damaged. Read the label to determine if you are using the appropriate product.

2.3. If possible, use disposable paper products to clean contaminated surfaces and equipment. If necessary, a cloth, mop, or carpet extractor, etc. may be used. Follow established disposal or laundering instructions.

3. Waste Disposal/Laundering

3.1. Place any waste material inside double plastic bags and dispose with regular waste.

If cloth materials become contaminated with body fluids and the items will be laundered instead of disposed, launder them with soap and ¼ cup bleach per gallon of water. If the items will not be laundered immediately, place them in a clearly marked container.
SAFETY

DISTRICT #91 CUSTODIAL SAFETY RULES

1. Wear safety glasses and rubber gloves when handling chemicals, bowl acids, drain cleaners. Read label directions carefully; label all chemicals and follow directions.
2. Wear hard hats when applicable; do not wear loose clothing around equipment; wear rubber sole shoes in slippery areas; always put “WET FLOOR” signs out when mopping.
3. Use ladders instead of chairs or tables.
4. Lift with your legs, not your back; get help when moving heavy objects.
5. Check your equipment for safety. Use the proper tools for the assigned task; keep hands and feet away from moving parts; keep equipment in its proper place. Keep oily rags in covered containers.
6. Keep all custodial and boiler room doors closed and locked.
7. Use razor blades only in blade holder; do not sharpen putty knives or other tools with a blunt end.
8. Keep all buildings free from ice and snow a minimum of 30 feet from each building.

CUSTODIAL EQUIPMENT MAINTENANCE AND SAFETY TRAINING

Equipment can cost hundreds of dollars, in some instances thousands of dollars, and for that reason is not something that can or will be replaced on a routine basis. The most common reason for equipment failure is user abuse and the lack of care and maintenance. If your equipment is being used properly and maintained before and after each use, you can expect to use your equipment for years without problems.

Your equipment is the tool of your profession. You need to care for and protect what makes your living. Listed below are some guidelines on caring and maintaining your equipment.

UPRIGHT VACUUMS

Vacuuming comprises the largest part of maintaining classrooms in our cleaning schedule. Vacuuming will not only enhance the appearance and extend the life of our carpets, but will contribute to a good learning environment.

Operating instructions:

1. With the vacuum unplugged from the power source, turn vacuum on its side and check brush assembly for buildup of lint, hair or materials, remove as needed. Check belt, replace as needed.
2. Inspect electrical cord for cracks or damage, also check plug for grounding prong, if missing or damaged inform your supervisor. Check dust collecting bag to insure it has been emptied.
3. Make sure that large pieces of debris and metal objects have been removed from carpet prior to vacuuming.
4. Turn on vacuum and proceed with vacuuming. After completion of your assignment, unplug the cord and wind it up loosely. DO NOT wind the cord up by wrapping it around your hand and elbow. DO NOT wind tightly around cord hooks. Empty dust collector bag daily.
Safety Instructions

1. Never use a vacuum on wet or damp surfaces.
2. Replace worn or frayed power cords immediately.
3. Never allow someone to use vacuum without proper training.
4. When vacuum is running, keep fingers, eyes, hair, clothing, etc., away from the intake suction ports or revolving brushes.
5. Never leave vacuum running if unattended.
6. Make sure plug is properly grounded.
7. Always unplug vacuum from outlet prior to servicing or attaching accessories.
8. Never yank a cord from the wall outlet. Always go to the wall to remove the plug from the wall.

BACK PACK VACUUM

Today’s back pack vacuums save time, are compact, streamlined and lightweight. Back packs allow the custodian to clean around and under furniture, along corners and edges and over large surface areas quickly and with less effort. They are also designed to be comfortable, safe and do not contribute to fatigue if used properly.

Operating Instructions:

1. Check the filter at the beginning of each shift.
2. Loosen the shoulder and waist strap. In an open area, lift the vacuum by one shoulder strap and slide free your arm into the other strap.
3. Fasten the waist belt snugly and make sure that the weight is resting comfortably on your hips.
4. Place the extension cord between the waist belt’s strap and padding area to signal you if you run out of cord while vacuuming.
5. Attach wand. Turn “On/Off” switch to the on position.
6. Begin vacuuming with the wand parallel to your body.
7. Draw the top of the wand toward your waist and twist at the waist walking backward or forward (a side to side motion) Motion is similar to mopping and keeps the upper body and arms from tiring.

Safety Instructions:

1. Never use a micro lined filter bag without the cloth filter bag.
2. Check the condition of the electrical cord before use.
3. Unplug the vacuum when working on the motor or other parts.
4. Do not use the vacuum outdoors or on wet surfaces.
5. Do not pull on the cord to unplug or run over the cord with the wand.
6. Unplug the vacuum when not in use.
7. Never plug in any equipment with wet hands.

AUTOMATIC SCRUBBER

Auto Scrubbers are a fast and economical way to scrub large area floors, such as, hallways, cafeterias, and gymnasiums. This machine removes the top layers of dirt that accumulates on the floor surfaces during the day. In one simple step, the floor may be cleaned, rinsed and prepared for burnishing, polishing, or immediate use.
Operating instructions:

1. Sweep and dust mop the floor to remove dirt and debris before scrubbing. Accumulation of dust and debris on the floor will reduce cleaning performance.
2. You may need to pre-clean some types of spills or stains before scrubbing.
3. Plan your work so that you make long, straight paths with the fewest amount of turns possible, overlapping each cleaning path about 2 inches to prevent streaking and dirty areas.
4. Move machine to area to be cleaned.
5. Place “WET FLOOR” signs in area.
6. Turn on master switch.
7. Turn on brush and vacuum motor switches.
8. Place brush and squeegee assembly in operating position on floor.
9. Fully open solution valve for about 10-20 seconds to prime the solution lines and then adjust the flow to desired level.
10. Watch the level of liquid in recovery tank. When the vacuum air flow stops, you must turn off the vacuum motor and empty the recovery tank.
11. Take the machine to an approved disposal drain and turn off all switches.
12. Carefully lower and direct the drain hose into the drain. When the recovery tank is empty, rinse with water to get all of the dirt out of the tank then replace and tighten the drain plug. Place the drain hose back into the machine and secure the plug end into the clamp. Do not obstruct the lift mechanism or brush motors.

Safety Instructions:

1. Always make sure the main switch and the vacuum motor switch are off before any inspections.
2. Do not use hot water, over 125 degrees, in the tank.
3. Never restrict the wet float shut off or vacuum motor; flooding and damage may occur.
4. Be careful not to have hands or body parts between the machine and walls or other objects. Stay a safe distance away and slow when coming near solid objects or making sharp turns.
5. Use of the battery charger:
   a. Open the battery compartment lid. Do not close during charging operation. Hydrogen gas is formed when the batteries approach the full charge stage. This gas is explosive. Avoid any open flame or electric sparks near the batteries. This includes connecting or disconnecting the charger with the timer ‘on.’ To avoid accumulation of gas, be sure that the batteries receive good air circulation.
   b. Connect the charger plug into the machine firmly.
   c. Plug the battery charger into a normal electrical outlet and turn the timer to ‘on.’ Note: The battery charger should be set on a flat, hard surface to insure that cooling air can circulate through the bottom louvers.
6. Battery Care:
   a. Never let the electrolyte level fall below the tops of the plates. This will damage batteries immediately and void the warranty.
b. Add only distilled water to the cell of the water to adjust the liquid level. Do not use well water. Before charging, add only enough water to ensure the top of the plates are covered. After charging, add only enough water to bring the level to the bottom of the fill tube.

c. Do not over fill battery liquid level, this will cause electrolyte (acid) spill which can cause machine damage and personal injury. Clean up and dispose of spills immediately.

d. Keep batteries and connections clean. When necessary clean with baking soda solution and rinse with water and apply battery terminal protector gel or treated patches.

7. Solution and recovery tanks:
   a. At the end of the day, empty all liquids from both the solution and recovery tank and rinse with clean water to prevent chemical residue buildup. Allow to air dry to prevent odors.
   b. Remove any residue from screen and float ball to ensure proper operation.
   c. Check clear lid for air tight seal—leave open to allow tank to air dry.
   d. Check the drain hose for damage.

8. Pad Drivers or brushes
   a. Remove pads driver (brush) from machine after use.
   b. Rinse with clean water to prevent chemical residue buildup.
   c. Allow to air dry on a shelf or rack.

9. Squeegee Assembly
   a. Remove squeegee from machine.
   b. Rinse with clean water to prevent chemical residue buildup.
   c. Inspect the assembly, linkage and vacuum hose for wear, damage or obstruction. Repair or replace as needed.
   d. Remove debris from squeegee hose and entry to recovery tank.
   e. Allow to air dry on a shelf or rack.

CARPET EXTRACTOR

Carpeting is one of the most common types of floor covering in schools. Typical abrasive soil particles found between the tufts of carpet — dirt, sand, dust, etc. — cut, scratch and grind against carpet fibers. When combined with grease settling from the air, spills and normal traffic, they cause premature carpet wear and a dull and faded appearance if not properly maintained. The purpose of extracting is to remove soil build up and extend the life of your carpet.

Operating Instructions:

1. Always vacuum carpet with a vacuum cleaner first before extraction.
2. Inspect the machine before use. Make sure that all of the couplings and fittings connect properly. Look at all hoses to ensure there are no cracks. Look at the power cords for any fraying or splitting.
3. Plug the power cord into a grounded outlet. Make sure the cord has a good fit and stays in the plug. Keep the cord out of the way of traffic areas.
4. Fill the solution tank of the extractor with warm water. Add the non foaming carpet extractor solution to the warm water, according to the directions on the cleaner packet. All cleaners will be slightly different, so make sure that your solution is mixed properly.
5. Press the pump and vacuum switch to the "on" position. The machine will start up. Lower the brush. Starting in the farthest corner of the room from the door slowly pull the extractor across the surface in straight lines. Make sure the vacuum shoe is flat on the ground at all times.
6. Continue moving in straight lines, cleaning the floor in rows until the entire carpet has been cleaned.
7. Turn the machine off once the carpet has been finished. Empty the recovery tank and rinse thoroughly with clean water.
8. Position the clear dome offset on the recovery tank to allow for air drying and prevent odor buildup.
9. Store in a dry area with the brush assembly up. Remove the spray tips from the sprayer bar and put them in a glass or plastic container with a hard water remover or 25% vinegar and water to remove any chemical residue.

**Safety Instructions:**

1. Allow the carpet to dry overnight before replacing furniture.
2. Do not apply water more than twice in one area to prevent excess wetting. This can damage carpet.
3. Check the brush to ensure that it doesn’t become overloaded by hair, strings or any obstruction that will cause the motor to draw too much current and trip the breaker.
4. If this happens, unplug the machine, check for debris, and remove it. Push down on the circuit breaker to reset it and resume operation.

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**FLOOR MACHINE (SCRUBBER)**

The purpose of the floor machine is to maintain hard surface floors surfaces in a number of ways. It is most often used to scrub or strip tile floors in our schools but it is also used to bonnet carpet, polish floors, abrade hard wood surfaces and scrub concrete.

**Operating Instructions:**

1. To attach brush, tilt machine back so that the bottom of the machine is exposed. Position the brushes’ three slots over the three lugs of the drive plate.
2. Adjust handle height to the correct height for operator.
3. To start machine, hold the handle with both hands and depress start lever.
4. This machine is designed to move side to side. To move or guide to the right, raise the handle slightly. The higher the handle is raised, the faster the machine will move to the right. To move to the left, lower the handle.
5. The electrical cord should be held over your shoulder to keep the cord out of the way of the machine.
6. When storing your machine, always remove the pad and brush (driver).

**Safety Instructions:**

1. Never try to attach the brush when the motor is already engaged.
2. Never turn on the machine when the handle is in the locked upright position.
3. Do not leave the machine plugged in while it is unattended.
4. Never plug into a wall socket with wet hands.
5. Never plug into a wall socket when the balance of the cord is wrapped around the handle and switch lever.
6. Never let an inexperienced person operate the machine without proper training.
7. Never use an extension cord that is of a lesser gauge wire than that of the machines power cord.
8. Never put weights on the floor machine to increase the scrubbing affect.
9. Never run the floor machine without a scrub pad or scrubbing brush.
10. Never rest the machine in an upright position with the pad in place.
11. Always unplug the machine before putting the drive block or scrubbing brush on, or when working on the machine.

**PROPANE HIGH SPEED BURNISHER**

The purpose of the propane burnisher is to restore and enhance the gloss of the finish on floor, keeping up the overall appearance of high traffic areas, such as hallways, multipurpose room, and cafeterias. The propane burnish is very high production piece of equipment that can cover large square footage areas in a minimum amount of time.

**Operating Instructions:**

1. Use only liquid Petroleum Gas (LPG).
2. Check oil level in engine daily. Grease main bearing as needed.
3. Make sure air filter is in place.
4. Adjust choke/start lever.
5. Turn on fuel valve.
6. Plug electric start cord into 110 volt power source.
7. Push in starter button until engine starts.
8. When finished, turn of gas at fuel cylinder, this will clear the lines of gas and will shut the engine down. When engine stops, place starter switch to the OFF position.

**Safety Instructions:**

1. Do not place flammable objects, such as fuel, matches, etc., close to engine while it is running.
2. Do not smoke or allow flames or sparks where the engine is refueled or where fuel is stored.
3. Check for leaks regularly. If a leak is detected, shut unit off and have leak repaired.
4. Never run the engine in a closed area. Ventilate area as much as possible.
5. Never adjust or change polishing pad while engine is running.
6. Never run the burnisher in one spot without moving because it can damage tile floor. Always tilt the burnisher backward to get the pad off of the floor when not moving.
7. The engine parts become very hot after being used for a short period of time. Do not touch the muffler and other hot areas on the engine.
8. Avoid hitting any raised areas or protrusions on the floor because this may result in damage to the pad or machine.
9. Turn the gas off and run the engine until it stops. This will clear the lines of LPG.

**ELECTRIC HIGH SPEED BURNISHER**

The purpose of the high speed burnisher is to restore the gloss of the finish on the floor. This burnishing process fills in light scratches and imperfections in the finish as well as hardens the top coat of finish making it more durable and long lasting.

**Operating Instructions:**

1. Adjust the handle to a comfortable working height.
2. Make sure a buffing or finishing pad is installed before operating the machine.
3. To start the machine, place both hands firmly on the handle grips with fingers around both triggers. Squeeze the triggers toward the hand grip. To stop machine, simply release triggers.
4. When in operation, the machine should be guided gradually and smoothly without sudden or rough movements. Do not run over power cord.
5. Do not use this machine for purposes other than buffing.
6. The weight of the machine remains on the rear wheels during operation. Do not attempt to guide the machine from left to right as is done with a normal scrub machine. Move the machine forward at an even continuous rate.
7. Do not hold the machine running in one spot too long or damages may result from heat. When not in use, loosely wind the power cord around the cord storage hook on the handle shaft and the handle grip.

Safety Instructions:
1. Never start the machine without adjusting the handle and following starting instructions.
2. Be very cautious of the fact that when the machine starts, handle must be secure in the operator’s hands to avoid losing control of the machine.
3. Never operate the machine in a wet area and check that the machine is properly grounded.
4. Never by pass the safety lock switch.
5. Always disconnect the floor machine from the electrical outlet before servicing the machine or changing the pads. Replace damaged or exposed cord.

FOLDING CAFETERIA TABLES

The type of tables this covers is the type that folds in the middle, most being ten to fourteen feet in length with attached benches. In the center where the table folds is where the locking latch is located. These tables can be very heavy and caution should be exercised when folding them.

Operating Instructions:
1. Follow the manufacturers’ instructions on the table for safe and proper use.
2. When possible, use two people to raise and lower tables.
3. Always use safety latches as instructed by manufacture label.
4. Release safety lock down before raising or lowering table.

Safety Instructions:
1. Use two people when lifting heavier tables.
2. Make sure safety lock is off when lowering and raising tables and locked when at rest.
3. When moving tables from one location to another, always push from the end, not from the sides.
4. Inspect tables daily for loose nuts and bolts, bent bracing, wheels not working properly or any other problems.
5. While releasing the safety latch, when raising or lowering tables, be careful not to catch your arm in the bracing.

UNIVERSAL PRECAUTIONS

Rationale
Because individual cannot always be reliably identified as soon as they are infected and/or infectious, blood/body fluid precautions will be consistently used for all individuals in the school setting.
Universal Precautions:

All school district employees will routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with indicated body fluids of any person is anticipated. Universal precautions apply to blood, body fluids containing visible blood, semen, vaginal secretions, tissues, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid. Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, saliva, urine and vomit unless they contain visible blood.

1. Gloves will be worn only when in contact with, or anticipating contact with blood, body fluid containing visible blood, semen, mucous membranes, or non-intact skin of all individuals, for handling items or surfaces soiled with blood or body fluid containing visible blood.

Gloves will be changed after contact with each person.

Disposable gloves must not be cleaned and reused.

Gloves (disposable, non-sterile) will be available in the nurse’s offices, physical education departments, shops, maintenance, and kitchen areas. Gloves for use in case of an emergency in a classroom will be made available to the teachers.

2. Hands and other skin surfaces must be washed immediately and thoroughly if contaminated with blood with other body fluids.

Hands must be washed immediately after the gloves are removed.

3. Extraordinary care must be taken to avoid accidental wounds with materials that may be contaminated with blood. The risk of exposure may be minimized by wearing gloves to avoid being cut by contaminated sharp objects when cleaning the site.

4. Needles and lancets must be places in puncture-resistant containers after being used. Used needles are not to be recapped.

BLOODBORNE PATHOGENS

There are three bloodborne pathogens that may pose a risk to you. Hepatitis B and hepatitis C are viruses that affect the liver, which HIV targets the immune system and can lead to AIDS.

HBV

The hepatitis B virus, or HBV, can cause inflammation of the liver.

- About half the people infected with it show no symptoms
- The others may experience jaundice, fatigue, abdominal pain, loss of appetite and occasional nausea or vomiting
- Approximately 10 percent of people with HBV develop chronic infections, which can lead to chronic liver disease, cancer or death
Hepatitis B is the most easily transmitted bloodborne pathogen, and the only way to confirm and HBV infection is by blood test. Fortunately, there is an effective vaccine.

**HCV**

The hepatitis C virus, or HCV, causes liver infection and manifests symptoms similar to hepatitis B. There are some important differences between HBV and HCV, however:

- Three-quarters of those infected with HCV show no symptoms
- Eighty-five percent are chronically infected
- It is the leading reason for liver transplants

There is currently no vaccine for hepatitis C, although recently approved antiviral drugs have been effective in treating some who have contracted the disease.

**HIV**

Human Immunodeficiency Virus, or HIV, attacks the body’s immune system, eventually destroying its ability to fight infection.

- Many people who are infected lead normal lives and appear to be healthy for years
- Although HIV can lead to AIDS, the number of cases is declining due to improved treatments
- There is no preventive vaccine for HIV or cure for AIDS

**TRANSMISSION: WORKPLACE SAFETY**

HBV, HCV and HIV are transmitted the same way – on the job – through exposure to contaminated blood and other body fluids containing blood. You can be exposed if:

- Contaminated blood or other body fluids containing visible blood contact or any break in your skin, such as cuts, nicks abrasions, dermatitis or acne sores
- These contaminated fluids come in contact with the mucous membranes of your nose, eyes or mouth
- You’re are cut with a sharp object that’s contaminated with these fluids
- You touch a contaminated surface and then touch your mucous membranes or broken skin.

HBV can survive at room temperature for a week or more

**WORK PRACTICE CONTROLS**

Reducing the risk of exposure is often a matter of good judgment and personal hygiene. The single most effective technique for preventing
the spread of bloodborne pathogens is washing your hands. It reduces the possibility of infecting yourself, or transferring the virus to environmental surfaces where others could be exposed. To properly wash your hands:

- Scrub them up past your wrists with a non-abrasive soap and water
- Rinse completely
- Dry with a clean, disposable towel
  - If mucous membranes are involved, flush the area with water. If you are injured:

If someone else is injured and blood is present:

- Always put on gloves to avoid contact with blood
- After providing assistance, remove gloves and discard in appropriate container
- Wash your hands immediately

If you get blood or other potentially infectious materials on your skin, or if you’re cleaning a surface that may be infected, there are certain things to avoid until you’ve thoroughly cleaned up:

- Never eat, drink or smoke
- Don’t apply cosmetics or lip balms
- Don’t handle contact lens

Minimize blood spatters and droplets

- Stop bleeding by applying pressure with a sterile gauze pad or compress
- Keep the injury well bandaged
- Clean up after yourself and report the incident
PERSONAL PROTECTIVE EQUIPMENT

As a custodian, your job may sometimes require you to handle substances potentially contaminated with bloodborne pathogens, blood or body fluids containing visible blood. Or you may have to handle substances that may be contaminated with other pathogens, such as urine, feces, vomit, mucus from the nose or sputum. Standard precautions require you to wear personal protective equipment, or PPE, to avoid contact with any of these potentially infectious substances. Always wear PPE that is appropriate for the task:

- Gloves
- Aprons
- Face shields, protective eyewear, masks
- Resuscitation bags and other ventilation devices

GENERAL RULES FOR PPE

PPE can only protect you if it is used correctly. After selecting the appropriate protective gear:

- Make sure it fits correctly
- Always check for damage before using
- If it is damaged during use, remove it immediately and dispose of it according to your school’s Exposure Control Plan

GLOVES

You must wear gloves if there’s any chance you might come in contact with blood or other potentially infectious material. They should fit snugly over your fingers, and be pulled up over your wrists as far as possible. Before you put them one, however, be sure to cover any cuts or abrasions.

There are two types of gloves:

- Heavy-duty utility gloves for housekeeping duties
- Single-use, disposal gloves for other tasks
GLOVE REMOVAL

To avoid risk of infection, remove single-use gloves carefully as follows:

- Hold it in your gloved hand, and repeat the process
- Pull the second glove down around the first
- Don’t let the outside of the used gloves touch your bare skin
- Discard both gloves promptly; never reuse disposable gloves
- Immediately wash your hands with soap and running water

- Grasp the first glove, and peel it off from wrist to fingertips

RESUSCITATION DEVICES

Mechanical resuscitation devices and pocket masks are used in cases of medical emergency. Using these devices:

- Protects you by providing a physical barrier between you and the victim’s body fluids
- Requires proper training

HOUSEKEEPING

It’s a good idea to review your regular housekeeping practices. Specific procedures and schedules are outlined in your Exposure Control Plan, but here are some general guidelines:

- Clean and treat any equipment or working surfaces with an appropriate disinfectant as soon as possible after potential contamination
- Never use your hands to pick up broken glass; always use a broom and dustpan
- Don’t use your hands or feet to push down the trash into the bag or can. Sharp materials, such as contaminated glass or cans, might puncture your skin through your shoes or gloves
- Seal potentially infectious waste in approved, clearly labeled “biohazard” containers
- Assume school laundry could be contaminated. Handle it as little as possible, and always wear gloves. Transport wet laundry in leak-proof containers
- Regularly inspect and disinfect reusable receptacles that may become contaminated
Most work-related injuries involve the back, which is a delicate and complicated system of muscles, nerves and a spine. Your spine is made up of 24 vertebrae which are stacked on top of each other. Between each vertebra is a spinal disc that separates and cushions each bone. The bones and disks protect your spinal cord, which is the main link between your brain and the rest of your body.

To avoid injuring your back, always lift objects correctly. First stand close to a load, keeping your body in front of it. Keep your feet flat and your knees slightly bent. Get a good grip on the load. Then, pull your stomach muscles in while you lift with your legs, not your back. Lift straight up and don’t twist at the waist. When carrying the load, move your feet in the direction you want to go and again, don’t twist at the waist.

Even sitting in one position for long periods can harm you by increasing muscular tension and constricting your spine. It can also cause eyestrain.

Ergonomics is the science of adjusting or arranging equipment so it eliminates awkward positions, which can stress your body. For example, the top of your computer screen should be eye level, and 18 to 25 inches away from your eyes to prevent eye and neck strain. When using a keyboard and mouse, your hands and forearms must be parallel to the floor with your elbows bent at about 90 degrees.

Whether you sit at a desk or stand on your feet for hours at a time, take short breaks throughout your shift to help you relax and force you to change positions. This increases your circulation, relieves tension and improves your mental attitude. Also, stretch out your muscles before work each day by performing simple and quick exercises.

If you ever experience numbness, tingling or pain in your extremities, neck or back, tell the appropriate person immediately.
FIRE SAFETY

Good housekeeping is one of the best ways to prevent fires at work. Some things to remember:

- Keep paper products, supplies, flammable liquids and hazardous substances in labeled containers and store them in designated areas
- Clean up chemical or solvent spills immediately, using the appropriate materials
- Keep your area free of clutter and debris
- Never allow boxes to stack up in front of emergency exits, fire extinguishers or water sprinklers
- Be careful with sources of heat such as portable coffee makers and hot plates

If a fire does occur, decide what extinguisher to use based on the material that’s burning. For example:

- Class A fires involve paper, wood, clothes, rubber or plastic and require extinguishers marked as appropriate for Class A fires
- Class B fires involve flammable liquids and gases such as gasoline, paint thinner, kitchen grease and propane, and need an extinguisher marked “Class B”
- Class C fires involve electrical wiring or equipment, so look for the “Class C” marking on an extinguisher
- Many fire extinguishers are marked as appropriate for Class A, B and C fires
- Class D fires involve exotic metals such as magnesium, sodium, titanium and other compounds. Special extinguishing agents are required to fight these fires.

Know where fire extinguishers are located and make sure they’re easy to reach. Generally, you should let firefighters handle any blaze. But, if you know the following, you can try to put the fire out yourself:

- The source of the fire
- If it’s in the early stages
- If there’s a fail-safe escape route available
- How to use a fire extinguisher

To use an extinguisher, stand about six feet from the blaze and remember PASS:
Pull and twist the extinguisher locking pin
Aim the nozzle at the base of the fire
Squeeze the lever

Also, be familiar with your facility Emergency Action Plan. It outlines who should do what, when and where during a fire. The plan also outlines where the exit routes are, where to go when you exit the building, and to who you report when safe. Follow the plan whenever you hear a fire alarm sound because one day, it may not be “just a drill.”

ELECTRICAL SAFETY

Electrical energy looks for the shortest path to the ground and will pass through a human body to reach it. Pay attention to your facility power delivery system so you can avoid electrical shock. Look for electrical hazards and report them immediately.

Some of the most common problems you may find include:

- Overloaded circuits or extension cords
- Frayed power cords
- Missing grounding plugs
- Extension cords that run under carpeting or are tacked to the walls
- Missing ground-fault circuit interrupters (GFCIs)
- Two-outlet receptacles with more than two plugs

SLIPS, TRIPS AND FALLS

Slips, trips and falls often result in serious injuries every day, but they can be avoided very easily:

- Whenever you see a spill or cause a spill, make sure it gets cleaned up right away
- Keep walkways and stairwells clutter-free
- Close all file drawers when not in use
- Cut loose carpet threads to avoid tripping
- Tack or tape down carpet that doesn’t lie flat
- Make sure rugs have skid-resistant backing
- Reroute loose cords running across walkways or tape them flat against walls or floors
Hold on to stairway handrails when you use the stairs and walk, don’t run. If the lighting in an area is low or not working, report it immediately. Never use chairs, tables or boxes as a makeshift ladder. Get a real ladder and make sure it’s in good shape before you climb it.

Report hazardous situations immediately so they can be corrected. It takes cooperation, attention to detail and a ‘safety-first’ attitude to keep a work environment safe.

SAFETY QUIZ [CLICK HERE]

ACCIDENT REPORT FORM [CLICK HERE]
COMMUNICATION

GENERAL GUIDELINES

District 91 administrators and supervisors have the authority to allow or to not allow reporters in a “school setting” (including but not limited to school grounds, classroom activities, special assemblies, playground activities, buses, field trips and sporting events). Decisions on whether to grant access are conditional.

- A reporter should always obtain permission from the Communications Specialist or an administrator before going to a school.
- The Communications Specialist will always call the source before sending a reporter to a school setting.
- If the Communications Specialist is unavailable, reporters should contact the school or the district office to obtain permission from an administrator.

INTERVIEWING STAFF

District 91 staff members can decide they want to be interviewed, but a reporter should still inform the principal or department supervisor if the interview is to take place in a school setting.

EMERGENCY SITUATIONS

Safety is our number one priority in all emergency situations. The guidelines above are vital during emergency situations. The media should contact the Communications Specialist or the Superintendent to obtain information during an emergency. If the situation warrants, information will be disseminated through a designated site a safe distance from the affected school setting. All of the above guidelines apply to an emergency situation.

MEDIA

If you are asked for an interview from a member of the media, make sure that permission has been granted by the Principal, an administrator or the Communications Specialist. You should have been notified that someone is coming prior to their arrival. If you are not sure that the interview has been approved, reply that “I would love to discuss this with you after you have discussed it with (Principal’s name).”
SCHOOL CLOSURE

CLASSIFIED EMPLOYEES SCHOOL CLOSURE POLICY

On days when schools are officially closed due to inclement weather or mechanical failure, the office in each school will remain open to ensure the safety of the students and answer phone calls. Maintenance staff, CUSTODIANS, warehouse personnel, central office personnel, and building secretaries will be expected to report for work if it is safe for them to do so. Other classified employees are not expected to report to work on closure days unless they are directed to do so by their supervisor. Employees not expected to work and those who are expected to work but are unable to come to work on closure days will not be paid unless they choose to use available sick leave or vacation leave. Scheduled leave will be charged as requested during closure days.

KEYS

KEY POLICY FOR CUSTODIAL STAFF

All district custodial personnel will have the keys that they use checked out to them, and be responsible to make sure they do not get lost, duplicated or loaned.

There will not be any keys left on the job site. Sub custodians will check out keys from General Services for various assignments.

The key sign off sheet needs to be reviewed with the employee and signed off.

KEY REQUEST FORM (CLICK HERE)

COMMAND CENTER

It is every custodian’s responsibility to see that the water valve is turned off after each use.

The command center tips that are used for dilution control, can only be changed by a Night Shift Leader or Head Custodian. Follow all other safety procedures that pertain to chemical usage.

No one should tamper with command centers or bottles in any way or mix chemicals by hand or change dilution ratio. Report any incorrect settings to your Head Custodian.
April 11, 2006

Board Policy 404.0 – Energy Conservation directs “the administration, supported by the school staff, to implement cost effective operating procedures to reduce energy consumption in school facilities. The Board further directs the administration and the staff to continually assess the consumption of energy and make recommendations for improved energy conservation.” In fulfillment of this policy the following operating procedures are to be implemented:

**GOALS**

The goals of the Energy Management program of Idaho Falls School District #91 are to:

1. Ensure safety (Please note: a request for an exception for a legitimate safety need, to any portion of this document, may be submitted to the superintendent in writing.)

2. Ensure necessary comfort during occupied times.

3. Maximize savings through:
   b. Implementing a preventive maintenance program for facilities and systems, including HVAC, building exterior envelope, and moisture management.
   c. Educating all staff and students on appropriate energy savings practices.
   d. Reporting energy usage and savings.

**RESPONSIBILITY**

1. Responsibility for developing an “Energy Conservation Ethic” within Idaho Falls School District #91 rests with all employees, students, and patrons.

2. The building principal/supervisor is responsible for the total energy usage of his/her building.

3. The primary occupant of a given space has responsibility within that space to implement energy conservation measures.

4. The custodian is responsible for control of common areas, i.e. halls, cafeteria, etc. and to verify that non-occupied shutdown procedures are followed.

5. The Energy Educator/Manager performs routine audits of all facilities and communicates the audit results and recommendations to the appropriate personnel.
GENERAL ENERGY CONSERVATION PRACTICES

1. Classroom doors are to remain closed when HVAC systems are operating.

2. Ensure doors between heated/air-conditioned spaces and non-heated/non-air-conditioned spaces remain closed at all times.

3. Passive energy consumers i.e. televisions, DVD/video players, microwaves, coffee pots, power strips, etc. should be unplugged during periods of non-use. Please note: many appliances as noted draw energy even when turned off.

4. All exhaust fans should be turned off every day and during unoccupied hours.

5. All office machines (except FAX machines) should be switched off during non-use (when practical) and during unoccupied hours.

6. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.

7. All capable PC’s should be programmed for the “energy saver” mode using the power management feature. Ensure that monitors “sleep” after 10 minutes of inactivity.

8. Where possible, individual comfort levels should be managed with appropriate warm or cool clothing.

9. Kitchen equipment should only be turned on when in use.

10. Proper utilization of data logs will be initiated and maintained to monitor relative humidity, temperature, and light levels through the district’s buildings to ensure compliance with district guidelines.

HEATING AND COOLING

1. Heating season set points include the following:
   b. Unoccupied winter – 60 degrees.
   c. Unoccupied spring/fall – turned off (weather permitting).

2. Cooling season set points include the following:
   a. Occupied – 74-78 degrees.
   b. Unoccupied – turned off.

3. Additional Heating/Cooling Notes:
   a. The unoccupied time begins when the students/teachers vacate the area for the day.
   b. Air-conditioning and heating systems should be turned off during spring, summer, and fall days when the natural occurring temperatures are within the comfort ranges note above. In
addition, during periods of mild weather and where cross-ventilation is available, shut down HVAC equipment and adjust the temperature with windows and doors.

c. Ensure outside air dampers are closed during unoccupied times.

d. For any 24-hour period of time, relative humidity levels should not average greater than 60%.

e. Air conditioning should not be utilized in buildings during the summer unless the facilities are being used for summer school or for team cleaning. Individual space cooling is allowed for employees during occupied times.

f. Hot water systems should be set no higher than 120 degrees in restrooms and 140 degrees food service (with dish-washer boosters).

g. Ensure all hot water re-circulating pumps are switched off during unoccupied times.

h. For heat pumps, ensure a 6 degree dead-band between heating and cooling modes.

**LIGHTING**

1. All unnecessary light in unoccupied areas will be turned off. Teachers should make certain that lights are turned off when the classroom is unoccupied.

2. All outside lighting will be turned off during daylight hours.

3. Gym lights should be on only when the gym is being utilized.

4. All lights (except safety night lighting) will be turned off when students and teachers leave school. Custodians will turn on lights only in areas in which they are working.

5. Lights should be used only when definitely needed. During the air-conditioning season, unnecessary lights add to the air-conditioning costs as they are a heat generator.

**SUMMARY**

These procedures and guidelines supersede all previous instructions relating to energy conservation and building management. They are not intended to be all-inclusive and may be modified as needed by the superintendent. Such modifications should be reported to the Board.
SNOW REMOVAL

DISTRICT 91 SNOW REMOVAL POLICY AND RESPONSIBILITIES

The Grounds crew will remove snow from drives and parking lots as well as perimeter walks and walkways 10 ft or wider. The Grounds crew also does limited snow removal from walks as snow continues to fall.

The Grounds crew will spread sand/salt in plowed areas as time allows before school, but this is difficult given the miles of district drives and parking lots. Head Custodians should monitor their high traffic areas and put salt/sand down when needed while awaiting arrival of the sand/salt truck.

Weekdays/night: Night crews working at IFHS and Skyline HS will monitor the weather throughout the night and call the Grounds Supervisor when the snow reaches 3” or when winds have caused drifting.

Snow will be removed before start of school and during the day.

Areas which can be plowed safely during school hours will be plowed throughout the day. All areas not plowed the first day of a snowstorm will be plowed the following night(s). The plows will continue plowing during the evening and night hours until plowing is complete.

During the weekend and holiday periods, the Grounds Department will make observations and take appropriate steps to activate the snowplow crew. Normally, no plowing will be done during the holidays unless extreme conditions exist.

Schools that have events during evening/weekend/holiday periods need to contact the Operations Department (585) ahead of time if they wish to have snow removed.

Custodial personnel at each building will be expected to clear all steps and sidewalks around the building. Snow from the sidewalks should be pushed to the lawn area, not street or parking areas.

SNOW PLOW SAFETY

Driving a snow plow is hard work. While you are concerned with providing safe and clean sidewalks, you must not overlook your own safety.

Start work physically and mentally rested and properly clothed.

Here are a few tips to make your work safer. Take care of yourself by observing these few tips and keep your shift a safe one:

- Check all equipment before each use. Inspect the lights, brakes, plow bolts and chains, and other safety equipment.
- Know your route. Perform pre-storm route inspection observing landmarks and the locations of possible hazards (guardrails, curbs, mailboxes, etc) which may be hidden by falling or plowed snow.
- Choose the speed appropriate for conditions. Resist the urge to get the job done in a hurry.

SNAPPER SNOW THROWER SAFETY MANUAL (CLICK HERE)
CHEMICALS

HAZARDOUS CHEMICALS TRAINING REPORT (CLICK HERE)

MATERIAL SAFETY DATA SHEETS (MSDS)

Chemicals pose a wide range of hazards, from mild irritation to possible death. OSHA’s Hazard Communication Standard is designed to ensure that workers and employers have information about these hazards and can establish appropriate protective measures. One important source for this information is the Material Safety Data Sheet (MSDS).

The MSDS is your primary tool for finding information about the chemicals you work with. It can be in any format, but OSHA has established certain requirements for MSDSs. First of all, they need to be in English.

Secondly, all MSDSs must be readily accessible during each work shift.

All chemicals used in the custodial department have a MSDS located on line. To find a MSDS, go to the district webpage and click on employees> operations > custodial resources>material safety data sheets. Click on the number that corresponds to the chemical that you are using for the current MSDS.

Chemical manufacturers and importers are required to obtain or develop a Material Safety Data Sheet for each hazardous chemical they produce or import. Distributors are responsible for ensuring that their customers are provided with a copy of these MSDSs. Employers must receive and retain an MSDS for each hazardous chemical that they use.

You need to read a chemical’s MSDS before using the chemical to find out what safety precautions are needed. A certain chemical may not be compatible with other chemicals you are using. You may need to wear a respirator to protect yourself from the chemical’s effects. You may need to be careful about the ambient temperature the chemical is used in. The information on an MSDS will help you determine what safety measures you will need and could save valuable time in the event of an accident.

There are several reasons you may need to consult an MSDS:

- To determine if symptoms you are experiencing can be attributed to chemicals you work with
- To ensure that the personal protective equipment you are using is appropriate for the chemicals you are working with
- To find out if substances you are working with are toxic
- To verify the information on the label of a chemical you are using

THE GHS MSDS

The standardized style for the international safety data sheet, which has been adopted by the International Labour Organization (ILO), contains sixteen sections. The safety data sheet contains the following sections:

- Identification
In the case of an emergency where someone may have been exposed to a hazardous chemical, you may also need to consult the associated MSDS to obtain information on how to treat the victim.

Being aware of the information provided on an MSDS can mean the difference between an accident and a tragedy. For your safety and that of those you work with, learn the hazards of the chemicals you work with and the precautions related to them. Hazard Communication

Hazardous chemicals exist in all work areas and if used incorrectly, these chemicals can harm you. That’s why your office has a written Hazard Communication (HazCom) program that identifies which chemicals are risky, where they’re located and what to do in case of overexposure. Review your HazCom program before you go to work.

Also read chemical labels carefully and follow the directions on how to properly use the substances. Report any containers with hard to read or missing labels and never assume the contents of unmarked containers are harmless.

Never assume a popular cleaning product is harmless. Some can be irritating to skin or mucous membranes or cause dizziness, headaches and nausea when used in an unventilated area. Again, read labels carefully because safe chemical use depends on safe use and handling procedures.

HMIS – HAZARDOUS MATERIALS IDENTIFICATION SYSTEM

HMIS stands for Hazardous Materials Identification System. It is a complete labeling program that helps employers comply with OSHA’s 29 CFR 1910.1200 Hazard Communication Standard (HazCom). The program uses a numerical hazard rating system, labels with colored bars, and training materials to inform workers of
chemical hazards in the workplace. Personal protective equipment information is supplied to give employees information needed to protect themselves from hazardous materials they might encounter on the job.

OSHA standard 29 CFR 1910.1200 requires employers to inform employees of the hazards with which they work. The HMIS labeling system satisfies this requirement by allowing workers to identify, at a glance, the type and degree of hazard associated with each product they use.

HMIS was originally developed by the paint manufacturing industry. It has been in use since the late 1970s and use has spread to numerous other service and manufacturing industries such as health care, chemical manufacturing, public utilities, transportation, education and construction.

HMIS labels always appear as a rectangle-shaped block of colored bars with hazard ratings of zero through four. Early versions of the HMIS labels used a blue “health” bar on top, a red “flammability” below that, followed by a yellow “reactivity” bar and a white “PPE” area. There may be additional space on the label for other information, such as product name, supplemental warnings, manufacturer information, or additional HMIS information.

However, there is a new generation of HMIS being introduced, HMIS III. This new system still uses colored bars and numeric hazard ratings, but instead of “reactivity,” it uses “physical hazard” warnings, which are more in line with OSHA defined hazards. HMIS III will provide employees the tools to understand and handle chemicals with a far greater degree of precision, thereby increasing the potential for the customer’s HazCom compliance.

ACCIDENTAL SPILL PREVENTION PLAN (CLICK HERE)
PERSONNEL INFORMATION

PROTECTION OF PRIVACY RIGHTS

Federal law makes it incumbent upon school employees to protect the personal privacy of other employees and students. Information concerning the employee’s health, medical treatment, and/or personal records is strictly confidential and is not to be released. Intimidation of affected individuals, either direct or indirect, is against district policy. Breach of this responsibility will be treated as a serious infraction of board policy. The identity of an infectious individual or an individual who there is reasonable cause to believe is an infected individual, shall be revealed only to those who have a need to know.

However, it shall continue to be the policy of the district to advise public health personnel of the incidence of a serious infectious disease in the district and the circumstances surrounding such disease (Idaho Code 02.10010).

HIPAA AUTHORIZATION FORM [CLICK HERE]

HYGIENE PRACTICES IN SCHOOLS

Good hygiene practices as recommended by local, county and state health authorities are to followed at all times when handling blood or other bodily fluids of all children or employees. Employees shall be provided training that advises and directs the procedures for hygiene practices and safety precautions.

Teachers and other employees who may be expected to have contact with a student or employee under circumstances giving risk to a risk of transmissions of a serious illness will be informed about the condition of the child or fellow employee, instructed regarding the possible modes of transmission of the disease and provided any special supplies such as disposable gloves, which medical advisors deem to be appropriate. Caution must continue to be taken to protect the identity of the infected individual.

SCHEDULING CUSTODIAL FURLOUGH DAYS AND PAID LEAVE

GENERAL:

Furlough Days shall be taken as listed on the calendar. Changes to this schedule shall be approved by the building principal and documented accordingly.

Vacation shall be encouraged during periods of no school (Summer, Winter and Spring breaks) to minimize the use of sub-custodians.
Approval of and arrangement for paid leaves requiring substitute support shall be a minimum of 1 week prior to date of leave (emergencies and illnesses will be handled in accordance with the Employee Handbook). Requests shall be routed through the Principal.

**ELEMENTARY**

Part time custodians shall be scheduled only for student occupied days (e.g. will not be scheduled during times when no school is scheduled, including teacher work days)

A minimum of 50% of vacation time shall be taken during non-student occupied periods, but is not allowed during team cleaning at her/his respective school. Advance notice must be given for vacation days requested.

**SECONDARY SCHOOLS**

There is flexibility in that there is an entire crew so principal and HC must coordinate time off that best suits school calendar without requiring use of sub custodians and over/comp time.

Sub Custodians will be provided **only** for long term illnesses or leave (e.g. subs will not be provided for one time absences, sports activities, personal leave or vacation time)
WORKERS COMPENSATION

WORKERS COMP FAQS

Do I need a full release before I can return to work?

If you are released to work with restrictions, the district will make every effort to get you back to work in a temporary, light-duty position.

Do I still receive my normal pay when I am unable to work due to a worker’s compensation injury?

If you are unable to work due to a work-related accident, you will not be paid for those days you are unable to work. State Insurance Fund will pay you directly for the time you are unable to work after you meet the required waiting period. These payments are tax-free. If the amount is less than what you would otherwise have earned, you may choose to use your accumulated sick leave to compensate for the difference.

I want to use my accumulated sick leave. How does that work?

First, you must notify payroll that you want to use accumulated sick leave to make up the difference. All evidence of amounts paid from State Insurance Fund must be submitted for review to the payroll office prior to approval for the use of sick leave compensation. The combination of amounts paid to you by State Insurance Fund and from sick leave accumulation cannot exceed the amount you would otherwise have received in the absence of injury.

How will my worker comp absences affect my insurance benefits?

As long as an absence from work because of a workers comp incident is less than six calendar weeks from the date of the incident, the district will continue to pay its portion of your insurance benefits. If you miss work because of the incident beyond six calendar weeks, you must pay for the district’s share of your insurance premiums according to the number of days missed beyond the six calendar weeks. (If you are eligible for Family and Medical Leave, the limit may be as much as twelve weeks. Please contact Carrie Smith at 525-7554 for more information.) The number of months of insurance for which you must pay is calculated by dividing the number of scheduled days missed (after the six calendar weeks) by the number of days normally scheduled to work per year, multiplying the result by the number of the months the district normally pays for your insurance (according to scheduled number of days), and rounding it to the nearest month.

If you elect to allow insurance coverage to lapse during a workers comp absence, you must re-qualify for insurance according to the individual insurance policy’s requirements upon returning to work.

If I miss work due to a workers comp incident, what happens to my payroll deductions?

If you are receiving a paycheck either through the use of sick leave or hours worked that is enough to cover the normal deductions, the deductions will continue as before.
If you participate in the flex plan and receive no or insufficient wages from the district, you must pay to the district the amount normally deducted for the flex plan. The medical, dental, and life insurance premiums for dependent coverage and perhaps the individual premium if applicable (see page 1) must also be paid unless you choose to drop insurance coverages. In which case, all persons covered would have to re-qualify according to the individual insurance policy’s requirements. If deductions for supplemental life and other supplemental insurance premiums are not continued during the workers comp leave, you would have to reapply for coverage, and coverage may be denied. IFEA deductions must continue throughout the term of the contract.

In some cases, payment arrangements can be made. Please contact payroll to discuss payment options.

**Will my workers compensation absences affect my PERSI retirement?**

It could. To maintain PERSI service credit

- You must use available sick leave to make up the difference between your normal pay and the amount received from State Insurance Fund if the amount from State Insurance Fund exceeds 50% of your normal pay.

- Or you must be paid at least the equivalent of 20 hours per week through any combination of pay and the use of your sick leave.

Your PERSI retirement pay is based on the average salary of the highest 42 consecutive months of service. PERSI always finds and uses the highest consecutive 42 months of salary in a member’s history to determine his/her retirement benefit, so months with lesser salary due to a workers comp benefit may have some impact on the retirement benefit.

**WORKERS COMP PROCEDURES HANDBOOK**

*District 91 Workers Compensation Procedures*

**Follow these steps whenever an injury occurs in the workplace**

1. **Immediately report an accident or injury in the workplace**, whether medical attention is needed or not, to the employee’s immediate supervisor. The supervisor and employee will fill out the Accident Report within the shift of the accident and will promptly send it to Payroll.

2. If medical attention is required beyond first aid, the supervisor must contact the payroll department immediately, and the employee must go to one of the Mountain View ‘REDICARE’ facilities for treatment (the locations are listed on the injury report form). If it is a life threatening injury, and it is after hours for REDICARE, the employee should go directly to Eastern Idaho Regional Medical Center’s emergency room for treatment.

3. If the employee chooses to go to a physician or facility other than the one assigned by the District, State Insurance Fund may deny the employee’s claim. The employee would then be responsible for those charges. Further medical procedures must be approved by State Insurance Fund before-hand to be considered for payment.
4. For a time-loss accident, a “Return to Work Authorization” from the physician must be submitted to payroll before an employee returns to work. The supervisor cannot allow the employee to work if a Return to Work Authorization has not been received.

5. When filling out a timecard for an absence due to a work-related accident, place the abbreviation “WC” in the appropriate box(es). No wages will be paid for those days. For short-term absences that will not be compensated by State Insurance Fund, the employee has the choice of using sick leave. If sick leave is used, a notation should be made at the bottom of the timecard.

6. If a salaried employee is expected to miss more than two weeks of work, the employee’s salary will be suspended as of the date of the incident to ensure that no payments will be made until the employee returns to work. After a specified amount of time, State Insurance Fund may reimburse time-loss. State Insurance Fund also reserves the right to deny the claim and make no payments.

7. When an employee receives compensation from State Insurance Fund and when said compensation is less than what normally would have been received, the employee may use accumulated sick leave to make up the difference. However, the employee must notify the payroll office of the desire to use his/her sick leave benefit and must provide evidence to payroll of the amount of workers compensation benefits received before the sick leave payment can be made. The sick leave payment will not go beyond the time period covered by the last payment made by State Insurance Fund.

8. If an employee receives no or insufficient wages from the District, he/she MUST pay to the District the amount normally deducted for the Flexible Reimbursement plan. The insurance premiums for the employee’s share of individual and dependent coverage, and perhaps the District’s share of insurance as explained above, must also be received (unless an employee chooses to drop insurance coverages, in which case all persons covered would have to re-qualify according to the individual insurance policy’s requirements).

As required by law, Idaho Falls School District 91 is insured for injuries received by employees during the course of their work for both medical costs and loss of wages. Under this law, the employer has the right to choose the healthcare providers (i.e., doctors, treatment facilities) for their employees' workers compensation injuries. All claims must be filed with State Insurance Fund for any work-related injury. These claims cannot be filed with the employee’s own medical insurance carrier (i.e., Blue Cross). The District’s chosen provider is Mountain View REDICARE facilities. (Locations are listed on the injury report form).

Any employee who is unable to work due to a work-related accident will not receive compensation from the District for those days the employee is unable to work. Such compensation will come from State Insurance Fund and will be paid directly to the injured employee after meeting the required waiting period. Where the amount paid is less than what the employee would otherwise have earned, the employee may elect to use accumulated sick leave to compensate for the difference. Sick leave from the Sick Leave Bank will not be granted during the period that payments are being received from State Insurance Fund.

All amounts paid to employee from State Insurance Fund must be reviewed by the Payroll office prior to approval for the use of sick leave compensation. The combination of amounts paid to an injured employee from both State Insurance Fund and from sick leave accumulations are not, by law, to exceed the amount that would otherwise have been paid to the employee in the absence of injury.

As long as an absence from work because of a workers compensation incident is less than six calendar weeks from the date of the incident, the District will continue to pay its portion of the employee’s insurance benefits. If an employee misses work because of the incident beyond six calendar weeks, the employee must pay for the district’s share of his/her insurance premiums according to the number of days missed beyond the six calendar weeks. The number of months of insurance for which the employee must pay is
calculated by dividing the number of scheduled days missed (after the six calendar weeks) by the number of days normally scheduled to work per year, multiplying the results by the number of months the district normally would pay for its share of insurance (according to scheduled number of days), and rounding it to the nearest month.

Employees qualifying for FMLA who are on workers compensation will be notified by the District that the leave is considered part of their FMLA leave.

If an employee elects to allow insurance coverage to lapse during an absence, the employee must re-qualify for insurance according to the individual insurance policy’s requirements upon returning to work.

For employees released to work with restrictions, the District will make every effort to get the employee back to work in a temporary, light-duty position. Status of each follow-up appointment must be provided to payroll immediately.

**INJURED EMPLOYEE AND WORKS COMPENSATION**

### Injured Employee - Workers Compensation Procedures

*An employee not following these procedures may not be covered under our Workers Compensation policy!*

1. Injured employee **reports to their Supervisor - immediately - and completely fills out accident report - this must be within the shift of the accident.**

2. Supervisor and employee fill out Accident Report, and if the injury requires medical treatment, call and let payroll know of the injury right away, otherwise administer first aid and send report to payroll.

3. If medical attention is needed, go to a RediCare facility listed on the injury form. Employee must follow RediCare Physician’s directions for care of the injury, and if a follow up visit is indicated you must return to Redicare for that final follow up, and take the Physician’s Follow up report to **supervisor and payroll right away.**

4. You must return to that RediCare for any follow-up. Do not visit another facility unless referred by the RediCare physician.

5. If you expect to be off of work for ANY length of time due to your injury, payroll must be notified immediately. **READ THE WORKERS COMPENSATION POLICY IN YOUR EMPLOYEE HANDBOOK**

6. Call payroll for any questions regarding our Policy. 525-7514

Attached is the Employee Accident Package which includes:

- An employee Accident report to turn in to payroll, Hippa form, Policy sheet, and Workers compensation questions and answers page.

**IMPORTANT REMINDER REGARDING INJURED EMPLOYEES**

**To:** Building Secretaries, Principals and Supervisors
When a worker is injured: Employee MUST follow these procedures:

An employee not following these procedures may not be covered under our workman’s compensation policy.

The employee MUST go to one of REDICARE CENTERS LISTED ON THE INJURY FORM when they are injured and need medical care. Unless it is an emergency or life threatening, going to any other doctor or facility will mean that they will not be compensated for their charges.

Payroll needs to be informed if there is any time missed, what days, and if the REDICARE doctor has scheduled procedures, as further procedures must be approved by State Insurance Fund before they can be performed.

All forms MUST be filled out and returned to payroll when an injury occurs. They must be filled out completely.

In addition, If the employee visits Redicare, they need to take the paperwork to payroll when they have seen the physician.

1. Injured employee reports to his supervisor immediately
2. Supervisor and employee fill out Accident Report
3. If injury results in the need for medical attention beyond first aid, the employee needs to go to one of the Redicare facilities on the injury form. When the doctor sees them, they will be issued a status report that they must bring with their paperwork back to payroll.
4. Employee is expected to follow district policy for workers compensation procedures, and the directions of the physician for care of the injury, and if not followed it could result in denial of payment of the claim by State Ins. Fund.
5. If any further attention is needed, payroll should be notified, and they must return to that Redicare for follow-up. They must not visit another facility unless they have been referred by Redicare to that facility.
6. If Redicare indicates the employee needs to return for a follow up on this injury, the employee must do so in order to complete the process.
7. Call payroll if they have any questions regarding our Policy.
1. Introduce yourself & thank them for their promptness and willingness to substitute for the person that is gone.
2. Make sure they are trained on chemicals and know how to get to MSDS. Show them where job procedure books are located in the building. They should be in Head custodian office.
3. Let them know that each custodial closet has a PPI chart and a Chemical Hazard Index.
4. Show the sub where they can find necessary safety equipment such as goggles, chemical suit, gloves, etc.
5. Let the individual know that if they run out of any chemical they must see the shift supervisor before refilling.
6. Show them the area assignment they will be doing, and make certain they know how to properly use and maintain the equipment for that area.
7. Does the person have any questions?
8. Follow up on the subs work performance several times during the shift. Retrain when necessary.
9. Rate their work performance (use Substitute Custodian Work Performance) and send a copy to Custodial Support person at M&O.
10. Would you hire this person if you had a position open? Why or Why not?

E-Excellent S-Satisfactory N-Needs improvement U- Unsatisfactory

Custodian ____________________________ Date__________________

Supervisor Signature _______________________________

SUBSTITUTE CUSTODIAN WORK PERFORMANCE (CLICK HERE)