



PLYMOUTH-CANTON
COMMUNITY SCHOOLS
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P-CCS CLEAN BUILDINGS INFORMATION

The following are the major duties, responsibilities, and tasks of the Plant Engineer and the custodial services staff in our buildings. It is not an exhaustive list of all duties, responsibilities, and requirements. Other functions may be assigned or changed at any time.

Attached:

- Sample Plant Engineer Job Description
- ABM Custodial Task Schedule



PLEASE GIVE THE APPROPRIATE PUBLICITY TO THE FOLLOWING VACANCY

POSITION:

Plant Engineer
Sample Elementary School

JOB SUMMARY:

The Plant Engineer is responsible for the physical and mechanical maintenance of the building, its equipment and grounds, and for the scheduling, training, supervision and evaluation (in cooperation with the building principal) of all other maintenance/custodial personnel in the building.

MAJOR DUTIES AND RESPONSIBILITIES:

May include, but not limited to:

1. Accountable for all building maintenance/custodial staff and the proper discharge of their assigned duties.
2. Responsible for the operation, care and general maintenance of the heating, ventilating, lighting and plumbing systems in the building.
3. Supervise the care, maintenance and repairs of the building, equipment and grounds. If necessary, requests service from District Grounds and Building Maintenance.
4. Schedule, train, supervise, and evaluate all day personnel, and the afternoon maintenance supervisor.
6. Provide service for public meetings, evening classes, etc. and act as a representative of the school administration in making satisfactory arrangements to meet the needs of these groups.
7. Provide service for in-school activities and assists teachers and principals, when called upon.
8. Responsible for twenty-four (24) hour care and maintenance of the school plant.
9. Make recommendations to the Manager of Operations for the purchase of supplies and equipment needed in the care and maintenance of the school plant.
10. Inspect and prepares building initially each day before arrival of personnel and students.
11. Check that mechanical systems are operating properly.
12. Schedule work to be completed by afternoon shift personnel.
13. Meet with afternoon shift personnel each day upon their arrival, to assist in coordinating their work schedule.
14. Maintain inventory and requisitions needed for maintenance/custodial supplies.
15. Supervise unloading and distribution of all deliveries as directed.
16. It is expected that a Plant Engineer, in addition to the supervisory and training duties, will also actively participate in the actual cleaning and maintenance operation of the building, insofar as other priority obligations permit.
17. Performs other tasks as directed by immediate supervisor.

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

ABM CUSTODIAL TASK SCHEDULE

Media Center, Offices, and Classrooms:

Daily

- Clean sinks and/or drinking fountains.
- Restock paper products and soap.
- Sweep/Vacuum.
- Mop.
- Empty trash.
- CHECK FOR OPEN WINDOWS AND DOORS.
- **If there are restrooms:**
 - Follow restroom procedures.

Weekly

M- High and low dust- this includes vents under radiators, tops of bookshelves, and blinds.

T- Clean spots and marks on ceilings, windows and walls.

W- Sanitize desks, tables and chairs.

TH- Clean chalkboards, dry erase boards, and trays. Empty pencil sharpeners.

F- Look back- look for anything needing extra attention, due to extra use, weather.

Outside Cleaning:

Daily

- Pick up debris from within 10 feet from the building and playground.
- Pick up debris from within 25 feet of entrances.
- Empty trash.

Kitchens, Cafeteria, MPR, and Gyms:

Daily

- Sweep/dust mop floors.
- Mop or run automatic .
- Wash and Straighten tables and chairs.
- Empty trash.
- **Kitchen Only:**
 - Clean restroom if applicable.
 - Restock paper towel and hand soap.
 - Clean handwashing sinks.

Hall Cleaning:

Daily

- Touch up glass for spots and fingerprints.
- Clean drinking fountains; disinfect spigots.
- Pick up debris.
- Empty Trash.

Weekly

M- High Dust- dust locker tops, ceiling, cobwebs, and vents.

T- Low Dust- dust ledges, windowsills, under radiators, and coves.

W- Mop/vacuum edges and coves.

TH- Deep clean entrances including doors frames and glass, extract mats during winter.

F- Closet clean; wash vac pack filters, hang to dry over weekend. Clean mop bucket, mop sink.

Hall Floors:

Daily

- Sweep.
- Mop/run automatic.
- Vacuum.

Restrooms and Locker Rooms:

Daily

- Spray disinfectant on all touchpoints (fixtures, door handles, toilets, urinals, sanitary napkin receptacles, hand dryers, counters, and sinks).
- Scrub inside of toilet.
- Clean glass and mirrors.
- Empty trash.
- Restock paper towel, toilet paper, and soap.
- Dust and wipe partitions.
- Sweep.
- Mop with disinfectant.