
CUSTODIAL SUPPORT POOL PROCEDURE (MNT-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure describes the process for obtaining temporary custodial support.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Operations Foreman

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 Extended period: In locations with more than two custodians an extended period is three (3) days or longer. In locations with two or less custodians a temporary replacement is provided as soon as possible.

5.0 PROCEDURE:

- 5.1 A need for custodial assistance is identified by principal/facility administrator.
 - 5.1.1 A custodian is out for an extended period, creating the need for a temporary replacement.
 - 5.1.2 Sites that have only two custodians may request assistance for special projects.
- 5.2 Principals/facility administrators submit requests via email or phone call (followed up by email) to the Operations Foreman or in the foreman's absence the Maintenance Manager.
- 5.3 Receipt of request is acknowledged.
- 5.4 Approval/disapproval is made based on availability of staff in custodial support pool.
- 5.5 Principal/facility administrator is notified via email of the decision concerning the request.
- 5.6 If approved, temporary custodial support is sent to work site.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
E-mail (hard copy)	Operations Foreman office	Current year plus one	Discard as Desired	Secured Building

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/20/03		Initial Release
3/11/03	A	Clarify 5.1, 5.2, 5.5 & 5.6, revise flowchart to reflect clarifications
8/27/03	B	Add extended period to 4.0

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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