**“Facilities” Custodial Inspection Award Requirements**

**Objective: To insure the proper cleaning task is being performed throughout the Portsmouth**

**Public Schools & Facilities. To provide a clean, safe environment for students to learn and instructors to teach.**

**Custodial staff will be rated on their facilities levels of cleanliness quarterly through recognition from management.**

1. **Head Custodians Procedures**
2. **Input and follow up on all maintenance work orders**
3. **Continue to conduct monthly safety inspections on Fire Extinguishers and Exit lights**
4. **Insure that all staff follow safety procedures and precautions when cleaning bodily fluids and other hazards.**
5. **Conduct weekly safety huddles and include a full monthly safety meeting with their staff.**
6. **Inspections**
7. **Heads will schedule and conduct a monthly inspection with their building Principal.**
8. **Zone Supervisors will conduct monthly inspections of their designated schools and file accordingly. Coordinator and Director may do random inspections as needed.**
9. **Heads will also conduct weekly inspections of their staff assigned locations and provide feedback to their Zone Supervisor**
10. **Each custodian personnel will leave a “Service Evaluation Form” in at least two rooms nightly. (*Must be a different room nightly until all assigned rooms have been evaluated*)**
11. **Recognition**
12. **Awarded to the top three schools of each grade level are as followed:**

* **3rd Place – “The Bronze Award”**
* **2nd Place – “The Silver Award”**
* **1st Place – “The Gold Award”**

**\*Each school that ranks among one of these three tiers will be presented with a certificate of providing quality customer service, a plaque pictured with the entire custodial staff to be mounted within the school, and an emailed letter of congratulation from the “Director of Ops and the Superintendent”.**