

Subject: Custodial Services

Board Policy Reference: CHB Site Management - Maintenance

CUSTODIAL SERVICES

Ordinary housekeeping functions for all buildings (i.e., cleaning, mopping, etc.) are coordinated through the Supervisor, Custodial Services. Requests which involve Custodial Services personnel should be sent directly to the Supervisor in the form of an email. A copy of the email should be sent to the appropriate requestor's supervisor.

With the exception of emergencies, requests for work to be done outside the normal work schedule should reach the Supervisor, Custodial Services at least two days in advance.

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