

# Washoe County School District

## Elementary Site Facility Coordinator Daily Duties

### **Start of Work-First Two Hours**

Unarm alarms if needed. Open buildings.  
Inspect mechanical plant (Boiler, HVAC) to insure it is operating properly.  
Spot-check night custodian's areas. Check Redbook.  
Raise the Flag.  
Check building and grounds for Vandalism, Safety, and Cosmetic issues.  
Document and report to the proper department. (I.E. Glass Breakage, Toilet/Drain Clogs).  
Put up tetherballs.  
Back Pack or sweep playground – 1 day per week.  
Set up for Breakfast programs and any before school activities if applicable.  
Clean assigned area. (Generally includes Multi-Purpose Room w/ Bathrooms, Kitchen Area, PTA Kitchen, Office, and/or Library, Faculty Room, Music Room, Computer Room).  
Water lawns and garden areas daily if applicable and apply fertilizers/pesticides/herbicides as necessary.  
Check Custodial Carts/Caddies to ensure that they are stocked properly from the night custodian or substitute custodian.  
Measure Oil Tanks and log levels if you have them.

### **15-Minute Break**

### **Next Two Hours**

Pick up trash around grounds.  
Check Playground equipment (blow up playground/activity balls, fill out appropriate paperwork).  
Do repairs as required/needed. Including grounds and equipment as needed.  
Check Oil levels on all grounds equipment before each use.  
Do Preventative Maintenance checks on all equipment BI-weekly.  
Set up for lunch.  
Talk with Principal about activities, concerns.  
Mow lawns – once every week or as needed.  
Put in for Substitute Custodian in AESOP as needed.  
Coordinate and assist in room moves of teachers on as needed basis.  
Do Work Orders or check on Work Order status if Work Order is past due date.

### **Half Hour Lunch**

### **Next Two Hours**

Clean up after lunch, and ready Multi Purpose Room for any afternoon activities.  
If you have AM, and PM Kindergarten classes, clean the Rest Rooms and hard floors in between classes.  
Check in Office to see if there are any messages that need to be taken care of.  
Deliver supplies to teachers and respond to teacher requests.

Receive, stock, and organize inventory when delivered.  
Spot clean restrooms as needed.

### **15 Minute Break**

### **Rest of Work Day**

Maintain and complete all Maintenance Logs Daily.  
Submit Work Orders for violations identified in Health Department and Fire Department Inspections that require repair from Facilities Management.  
Take an inventory to check what supplies you have in stock.  
Check custodial supplies monthly to make sure you have all supplies needed. Put in custodial order through BusinessPlus.  
Once a Month mail in your Boiler Log to Facilities Management - Maintenance Center.  
Once a Month mail in your Tank Measurement to Regulated Systems & Assessment Center - Facilities Management.  
Once a Month mail in your Daily Service Record Sheets to Facilities Management – Housekeeping Operations.  
Bi-weekly mail in your Playground Inspection Reports. Follow directions on report. (You get these reports from Risk Management.)  
Complete Substitute Custodian Evaluations and send in to Housekeeping  
Maintain and update SDS Sheets/Labels and safety awareness documents as needed.  
Lower Flag at end of Day Shift.  
Take down tetherballs at end of Day Shift.

Your work hour schedule should be designed to incorporate the last ½ hour of your shift and your night custodian's first ½ hour to overlap, so that you can communicate your night custodian's assignments and special projects. In addition this will allow you to do jobs that require two people, such as Ballast replacement or moving heavy items.