



Department: OPS  
Policy Number: OPS-A019  
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ADMINISTRATIVE POLICY

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

## Custodial Hours During Non-Student Days

On calendar days that students do not report, there will be a minimum of two custodians in all school buildings. Due to the reduced staffing at Greenwood, Central Office, Central Services South, and the Operations Complex, these buildings will only have one custodian on duty. All buildings will be staffed and open between 7 a.m. and 4 p.m. for accessibility of other departments and approved CMCSS Vendors. Any exceptions to this policy require the approval of the Custodial Foreman and Building Maintenance Manager.

Summer hours may differ from the hours listed in this policy. Human Resources will send out updated summer hours each spring.

### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/29/19		Initial Release

\*\*\* End of Policy \*\*\*