CUSTODIAL SUPPORT POOL PROCEDURE (OPS-P011)

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

2.2 Special Projects Manager

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 Special Projects 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:

Identification	Storage	Retention	Disposition	Protection

E-mail (hard copy)	Operations Foreman office	Current year plus one	Discard as Desired	Secured Building

8.0 REVISION HISTORY:

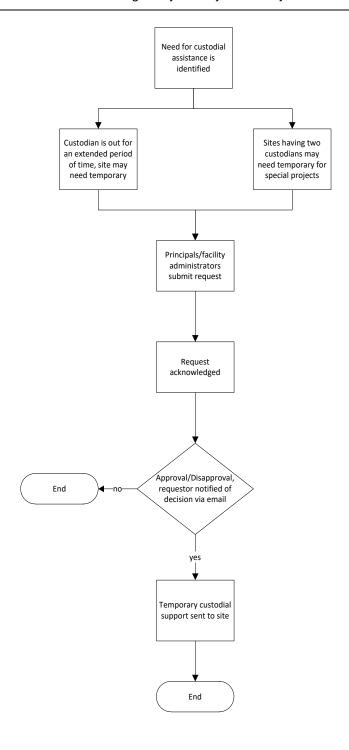| Date:	Rev.	Description of Revision:
2/20/03		Initial Release
3/11/03	A	Clarify 5.1, 5.2, 5.5 & 5.6, revise flowchart to reflect clarifications
8/27/03	B	Add extended period to 4.0
9/14/12	C	Change from MNT procedure to an OPS procedure, add Special Projects Manager to Responsibility, in 5.2 change Maintenance Manager to Special Projects Manager

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

```
┌─────────────────┐
│ Need for        │
│ custodial       │
│ assistance is   │
│ identified      │
└─────────────────┘
         │
    ┌────┴─────┐
    ▼          ▼
┌─────────────┐  ┌─────────────┐
│ Custodian   │  │ Sites having│
│ is out for  │  │ two         │
│ an extended │  │ custodians  │
│ period of   │  │ may need    │
│ time, site  │  │ temporary   │
│ may need    │  │ for special │
│ temporary   │  │ projects    │
└─────────────┘  └─────────────┘
    │          │
    └────┬─────┘
         ▼
┌─────────────────┐
│ Principals/     │
│ facility        │
│ administrators  │
│ submit request  │
└─────────────────┘
         │
         ▼
┌─────────────────┐
│ Request         │
│ acknowledged    │
└─────────────────┘
         │
         ▼
       ◇ Approval/Disapproval,
  ◄─no─ requestor notified of
(End)    decision via email
         │
        yes
         │
         ▼
┌─────────────────┐
│ Temporary       │
│ custodial       │
│ support sent to │
│ site            │
└─────────────────┘
         │
         ▼
       ( End )
```

* * * E n d   o f   p r o c e d u r e * * *