



## SCHOOL CUSTODIANS OPENING/CLOSING WORK INSTRUCTION (OPS-W001)

This work instruction outlines the steps taken to open and close a school facility in a manner that will conserve the most energy.

Keys, codes, passwords, etc. will be made available when needed by principal or lead custodian.

### **Opening a Building:**

1. Arrive at time designated by School Principal.
2. Unlock building and enter at location designated by Principal.
3. If necessary, turn lights on to illuminate path to time and attendance clock and clock in.
4. Only turn on classroom lights while performing duties in that room and turn off lights after leaving room, otherwise allow teachers to turn on their own lights upon arrival.
5. Hallway and corridor lights shall be left off until 10 minutes before the official school opening, unless those areas are not sufficiently lit by emergency (night lights) and faculty and students are occupying those areas.
6. Large open areas (gyms, cafeterias, commons areas, etc.) designated as before school gathering areas will not have the lights turned on until occupied by faculty, staff, or students, or while custodial duties are being performed.

### **During Hours of Operation**

1. Monitor and notify the principal of any noticed behaviors that do not conform to CMCSS Energy Management Policies and Guidelines, such as turning off lights in unoccupied areas, closing open windows and doors, etc.

### **Closing a Building:**

1. While performing custodial duties in a building, if feasible, it is recommended to perform duties as a team by wing or consolidated area and only the lights illuminate that area instead of the entire building.
2. When leaving classrooms after performing custodial duties:
  - a. Turn off lights;
  - b. Turn off any lamps, space heaters, and any other personal appliances, other than refrigerators, fish tanks, and reptile tanks, that are noticed to have been left running.
3. Following after-school activities or weekend events check to see that all lights and equipment have been turned off.
4. Ensure all controllable lights are turned off in each custodians designated area before leaving the building.
5. Ensure all windows and doors are closed in each custodians designated area before leaving the building.
6. Set the alarm and lock the building and exit through the location designated by the principal.