



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

AP 7000.2 CAMPUS/SITE CUSTODIAL PROGRAM

This procedure is applicable to all personnel involved in the delivery of custodial services in the District.

FUNCTION

1. The Director of Facilities Services shall exercise technical, staff and advisory supervision over custodial and groundskeeping service programs of the District and shall exercise necessary controls to assure that District campuses, centers and satellite locations are maintained at a Level 2 as defined in the APPA cleanliness guidelines:

Ordinary Tidiness Indicators

- Floors and base molding shine and/or are bright and clean; colors are fresh.
 - There is no buildup in corners or along walls.
 - Lights all work and fixtures are clean.
 - Washroom and shower fixtures and tile gleam and are odor free. Supplies are adequate.
 - Trash containers and pencil sharpeners hold only daily waste and are clean and odor free.
 - There can be up to two-days worth of dust, dirt, stains, or streaks on floors and base molding.
 - Dust, smudges, and fingerprints are noticeable on vertical and horizontal surfaces.
2. The Director of Facilities Services, or Regional Facilities Officer as applicable, shall have the authority and responsibility to develop, maintain and direct custodial/groundskeeping programs which will achieve and maintain standards of custodial/groundskeeping service required by the District.
 3. Regional Facilities Officers shall be responsible for delivery of custodial service and for implementation of custodial programs approved for the site. They shall exercise direct control and supervision of assigned custodial staff.

IMPLEMENTATION

1. The Director of Facilities Services shall accomplish the following functions regarding custodial and groundskeeping care at District facilities:
 - a. Develop custodial and groundskeeping staffing standards for existing, new and remodeled facilities throughout the District.
 - b. Develop training protocol and support ongoing annual training to meet standards.
 - c. Promulgate quality control standards for custodial and groundskeeping service which are applicable to all District facilities.

- d. Conduct periodic inspections of District facilities to determine adequacy of custodial and groundskeeping service, effectiveness and compliance with established custodial/groundskeeping service standards.
 - e. Assure that District custodial/groundskeeping activity is performed in compliance with applicable fire, safety, industrial and health codes.
2. The Director of Facilities Services or site Regional Facilities Officer, as applicable, shall accomplish the following functions:
- a. Implement procedures to assure custodial/groundskeeping services which meet standards established for the District.
 - b. Assure District training protocol has been conducted annually for each employee.
 - c. Prepare budget recommendation for custodial/groundskeeping service at the site.
 - d. Exercise control over purchase of custodial/groundskeeping supplies to effect maximum economy.
 - e. Conduct continuous evaluations of programs and when deemed appropriate provide recommendations to the Facilities Manger regarding adequacy of custodial/groundskeeping work force, cleaning/gardening standards, funding, and improvements needed to satisfy District standards.
 - f. Perform related duties as may be directed.
3. Supervising custodians/groundskeepers shall accomplish the following functions:
- a. Exercise supervisory control over the custodial/groundskeeping work force at each site.
 - b. Implement procedures which will assure custodial/groundskeeping service which meets standards established for the District.
 - c. Establish frequency of cleaning/groundskeeping schedules by day/week/month, including identification of shift during which work is to be accomplished.
 - d. Exercise control over storage and use of custodial/groundskeeping supplies to effect maximum economy.

Supersedes: Policy 7000.2 - 3/5/02