

HEAD CUSTODIAN MEETING 04-27-2026

SPRING CLEAN-UP

- Winter is finally over...we hope
- Maintenance of school grounds
 - Garbage
 - Pathways
 - Playstructures



LOCK DOWN & HOLD AND SECURE

Lock Down

- Known threat or possible threat **Inside** the building
- School administration must be made aware **Immediately**
- Focus on securing staff and students in classrooms or offices as quickly as possible
- **Exterior doors remain as is**
- Call 911 – provide details

Hold and Secure

- Known threat or possible threat **Outside** the building
- School administration must be made aware **Immediately**
- **Exterior doors are locked**
- Call 911 – provide details

Outside of school hours

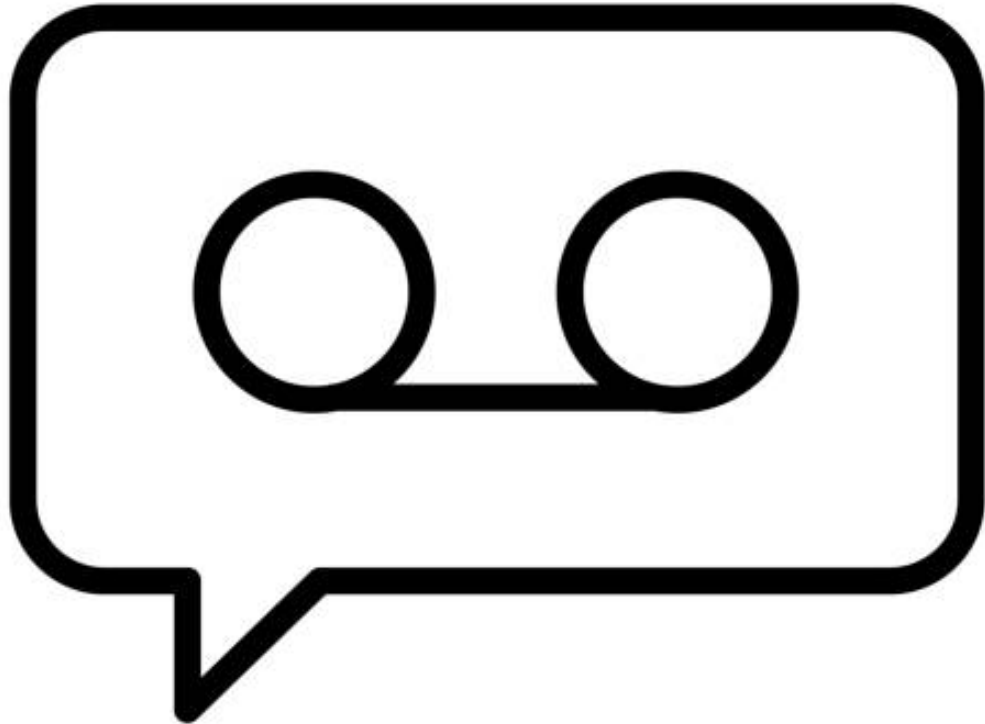
- Evening custodians must communicate with permit groups
- Call supervisor

Link below for guidelines of both procedures.

[SS_SchoolLockdown_GuidelinesForLockdownAndHoldAndSecure_20100727](#)

EMERGENCY RESPONSE

Power Outage	Natural Gas leak	Water supply disruption
Contact Maintenance office/Supervisor	Contact Manitoba Hydro - 204.480.5900	Contact Maintenance Office
Check Hydro website for updates - Outages	Contact Maintenance office	Contact 311 (Water & Waste)
Communicate with Principals	Communicate with Principals	Communicate with Principals
Request flashlight packs if needed e.g. washrooms	If the smell is strong, evacuate	Temporary water source can be provided if necessary.
If partial outage (Brownout) check 3 phase motors – shutdown if necessary.		
Contact maintenance/supervisor when resolved.	Contact maintenance/supervisor when resolved	Contact maintenance/supervisor when resolved.



VOICEMAIL

- **Please review and update**
- **Default PIN is 951753**



- **Submit IT ticket if cannot remember PIN**
- **Links**

[IT_VoicemailEnroll_Guide_20220830](#)

[IT_RetrievingMessages_Guide_20220830](#)

PARKING

- Speak with school office to arrange parking
- Park in assigned spot only
- Submit work order for repairs.
- Report damage from snow clearing operations.



VACUUMS

Custodians responsible for repair of:

- Blockages
- Belts
- Beater bars

Email service requests to supervisor

Before pick-up vacuums must be:

- Clean
- Bag removed
- Labelled – description of fault.





CARPET SPOT CLEANER

- Carpet, rugs, upholstered furniture.
- Email supervisor for delivery.
- Ceramic tile flooring cleaning using Host Liberator extractor.



SNOWBLOWERS

- Gas is being picked up
- Report any outstanding repairs
- Labels will be installed over summer
- Electric snowblowers have been trialed
 - Can be stored indoors
 - Approx. run-time 1hr
 - Call supervisor to discuss.



CHEMICAL DISPENSERS & EYEWASH STATIONS



Maintenance

- Inspect and Clean regularly.
- Eye wash stations flush weekly.

Labelling

- Ensure labelling is accurate.

Shut-off

- Remind new staff to check faucets are turned off.

Service/Repairs

- Eyewash stations – submit work order
- Dispensers – Email supervisor

RISERS AND STAGING

- Head Custodians are responsible for coordinating set-up and tear down.
- Report any damage/missing parts to supervisor
- Staging, risers and chairs must be ready for pick-up the day after use.
- Ensure correct number of chairs are returned. Broken chairs at top of stack and labelled.
- Safe Work Procedure (to come) used during training



Shown with optional backrail

SUMMER CLEAN-UP

- Email will be sent out soon for wax orders
- Check equipment and order supplies
- Submit Email or Custodial Equipment Repair forms to a supervisor
- Consult with a supervisor if new to a building
- Carry radio during the breaks
- Citrusolve can help with heavily stained vinyl sheet flooring



WHAT DOES THIS MEAN TO YOU?

- “[The Flag] will symbolize to each of us – and to the world – the unity of purpose and high resolve to which destiny beckons us”
- To be taken down and raised **daily**
- Must not be flown in damaged condition



NEXT MEETING FALL 2026

THANK YOU