

CUSTODIAL SUPERVISORS MEETING

DATE: October 16,
2017

LOCATION: Moore
Middle School

TIME: 8:00A.M. –
12:00 P.M



CUSTODIAL SUPERVISORY CHANGES

- Humann CS- Mark Harris
- Maxey CS- Todd Juhnke
- Mickle ACS- Bernardina Steenson
- Zeman ACS- Larry Jones
- Eastridge ACS- Vacant
- Belmont CS- Vacant



SCOTT WIESKAMP, DIRECTOR OF OPERATIONS

- Welcome
- Budgets

**ERIC WEBER- ASSOCIATE SUPERINTENDANT
FOR HUMAN RESOURCES**

**ROBBIE SEYBERT- DIRECTOR OF EMPLOYEE
RELATIONS AND PERSONAL**

Leading, Appraising and Selecting Classified Staff



TIME AND ATTENDANCE UPDATES AND REMINDERS

- Log in and out of TAS daily
- Verify time in TAS every Monday
- Comments, Comments,

Comments!



ENTRANCE MAT REQUESTS

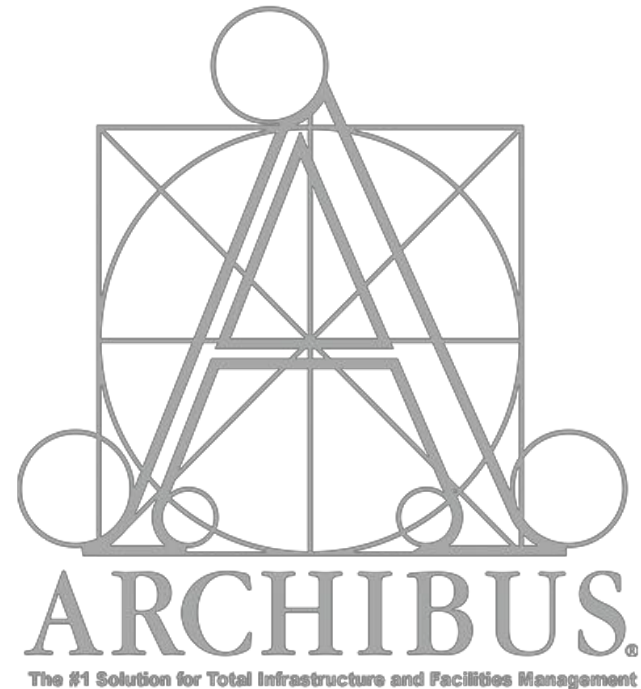
- The deadline for receiving all requests for carpet entrance mats was **August 31, 2017**.
- Update regarding status of those orders and a potential timeline for delivery.



All Lincoln Public Schools facilities are available for usage; including breaks, evenings, and weekends. The only days approved by the LPS School Board to close the buildings are:

- Easter Eve - 6:00 pm
- Easter Day - All Day
- Thanksgiving - All Day
- Christmas Eve - 6:00 pm
- Christmas Day - All Day
- New Years Eve - 6:00 pm
- New Years Day - All Day

Moratorium - Athletic Spaces Only – 2016-2017 School year - 12/26-30/2016



WINTER UPDATES



SNOW PLANS

- Included with your meeting packet is a current building site plan denoting snow removal responsibilities for both custodial and grounds personnel. For some schools you will notice some changes in assignment have been made.
- Please study the plan carefully and call Clark Liesveld, Grounds Superintendent and or District Custodial Office if you have any questions and or concerns.



SNOW SHOVELING PROCESS

PROPER TECHNIQUE FOR SHOVELLING SNOW



Keep feet wide apart. Put weight on front foot close to shovel and use leg to push shovel straight ahead.



Shift weight to rear foot and keep shovel-load close to body. Lift with arms and legs, not back.



Turn feet in the direction of throw and pivot entire body rather than twisting at the waist.

GROUNDS DEPARTMENT

REMINDERS:



○ Snow Blowers:

A common repair issue encountered by Grounds is machines that either have the wrong mix or no mix in them. Also some machines have had fuel left in them for a long period of time.

Some of the newer small snow blowers may be strictly gas operated – Please double check before fueling



GROUNDS DEPARTMENT

REMINDERS:

1. Large two stage snow blowers, ones in which the engine is visible on top, require a non-mixed fuel. Straight unleaded fuel is the only fuel they use. They do have oil in the engine that needs to be checked every time the engine runs. There is a dipstick somewhere on the engine depending on your model. We put a 5W30 oil in these machines.



GROUNDS DEPARTMENT

REMINDERS:



2. Single stage snow blowers and hand blowers typically use an oil-fuel mix. Most all of our machines run on a 50-1 mix. Some of your machines might show a different mix, if they do contact Grounds and they will help. As the older machines are replaced with new ones they are opting for ones that are either a 50-1 mix or straight gasoline. For 50-1 fuel mix is the correct ratio of fuel to oil when mixed with one gallon of fuel. One container of mix to one gallon of fuel is easy to mix at the correct rate. If you have a two gallon can you can put two containers of mix to two gallons of fuel.
3. The order number from DC for the oil is 204285



GROUNDS DEPARTMENT

REMINDERS:

4. Inspect machines before each use. Make sure the snow blower paddles are ok. On units with rubber paddles there is a hole in the top part of the paddle that should be visible. Make sure the scraper bar is there and not worn out. Also controls should work freely and not stick. Pull rope should not be frayed. If any of these items are needing attention please TMA us or call 402-436-1072 Ext. 82704



ICE MELT SPREADERS

- Spreaders tend to be a hot topic once we get into the first storm. Some common complaints are gears seizing up, wheels won't turn and such.
- The Grounds Department has tried several different types of spreader over the last few years to find one that will handle the corrosiveness of the Ice Slicer salt used in them. The most prevalent issue grounds finds is that the spreaders don't get cleaned out and rinsed off once you're done using them. In most cases there is half a hopper of salt left in them. PLEASE empty the spreader after each use and rinse the salt residue off as this will help prolong the life of the spreader. Another helpful tip is to squirt a few drops of oil on any metal parts to help prevent rusting. Spreaders are about a \$300 purchase and typically replaced about 5 a year.

INCLEMENT WEATHER / SCHOOL CANCELLATION

– CUSTODIAL EXPECTATIONS

- Unless otherwise directed all custodial staff are to report to work when a school cancellation/district closer day is declared due to inclement weather.
- Custodial Supervisors must communicate to their entire staff when they should report in the event school is cancelled. Typically, the night shift will report by 10:00 A.M. or sooner. Third shift will remain on their assigned shift unless otherwise directed.
- A safe approach is to always assume there will be school the next day and plan accordingly to have all areas cleared and ready for students and staff.



INCLEMENT WEATHER / SCHOOL CANCELLATION – CUSTODIAL EXPECTATIONS

- If school has not been canceled overtime is always approved for either day staff to report earlier and/or 2nd shift staff to come in to assist.
- A primary goal is to remove snow and ice down to bare concrete where possible.
- If ice is present then treat with ice melting materials and remove ice as soon as is feasible to achieve a bare concrete surface. (Remember to document treatment of walks on your log sheets)
- Snow and ice means moisture is being tracked in to school. In light of this please ensure adequate walk-off mats are present in entrance ways and that WET FLOOR signs are strategically located to warn students, staff, and patrons of potential slipping hazards.

GROUNDS DEPARTMENT SNOW REMOVAL PRIORITIES

Snow removal will typically be completed in the following order of importance:

1. Parking lots
2. Perimeter sidewalks (including all of those assigned on snow plan)
3. Playground slabs (Depending on the severity of snow-fall slabs may not be cleaned for a period of up to 24 to 36 hours following a storm)

GROUNDS DEPARTMENT SNOW REMOVAL PRIORITIES

- If school has not been cancelled for the following day grounds personnel will typically mobilize by 9 PM to 10 PM the evening prior and work through-out the evening to complete operations.
- If the decision has been made to cancel school the evening prior a primary factor as to when grounds will mobilize depends on whether or not a “School Cancellation” or “District Closure” has been declared as well as current weather conditions.

2018-19 BUDGET QUESTIONNAIRE REQUEST



- Included in your packet is the custodial budget questionnaire for 2018-19. Please review carefully and complete. Completed forms must be returned to the Custodial Operations office no later than **Tuesday, October 31, 2017**. Any request for increases in custodial staffing must be accompanied by supporting rationale from the building principal.

OVERTIME AUTHORIZATION

- From time to time we realize the need for overtime. However; we need to remind everyone that, if the overtime is not connected to an event scheduled in Archibus or, snow removal, you need to contact our office for authorization to work overtime. Snow removal would be the exception to this.
- Also, there should always be a “G” code for any event that is scheduled for outside groups.
- There also has to be something in the comments section so we know who is using the facility....the more information the better!

ROTATION OF CHEMICALS IN SUPPLY ROOMS IS IMPORTANT— DO NOT OVERSTOCK AND BE MINDFUL OF SHELF LIFE. WE HAVE HAD SEVERAL BUILDINGS SEND IN CHEMICALS THAT HAVE NOT BEEN EXPIRED



IMPORTANT

SAFETY DATA SHEETS

**FOR CHEMICALS USED BY LINCOLN
PUBLIC SCHOOLS, INCLUDING
THOSE USED IN THE CUSTODIAL
DEPARTMENT, CAN BE LOCATED
ON THE LPS WEBSITE.**

**GO TO WWW.LPS.ORG AND TYPE
THE LETTERS “MSDS” IN TO THE
SEARCH, KEYWORD BOX THEN
PRESS THE ENTER KEY ON YOUR
KEYBOARD.**

**USE THE FILTER AT THE TOP OF
THE NEXT PAGE TO TYPE IN
PRODUCT NAME**

2-11-15

Please be sure
that all
workspaces
and places
where
chemicals are
stored have a
SDS notice
placed in a
visible
location.

RUBBER FLOOR PROCEDURES

- When rubber flooring is shipped to the installer, it has a silicone sealant sprayed on it to prevent the rolls from sticking. This sealant should be stripped off to start the “curing” process and to achieve a high shine. The following steps should be used to remove the sealant:

RUBBER FLOOR PROCEDURES

- Mix a light solution of stripper. Some floors may require a stronger solution.
- Apply stripper solution to floor. Do not allow solution to dry.
- Using a red scrubbing pad, work stripper into rubber with a low speed buffer.
- Neutralize stripper with Spartan Shinline Floor Prep
- Rinse with water. May need to rinse several times to remove stripper. Water should not “bead” if stripped properly.
- Let floor dry completely.
- Apply a 10% solution of bleach and water. Let dry. You should see a fine white powder on the floor from the bleach. Do not rinse.
- Using a gorilla pad, burnish, with a high-speed burnisher, until you smell rubber burning. The hotter the rubber, the better the shine.

DAILY CARE FOR RUBBER FLOORING

- After the rubber has been stripped, daily and weekly floor care is very important. The rubber flooring takes about one year to cure and harden. During this time it is very susceptible to damage. Keeping the rubber clean and free of rocks and other debris is essential for keeping the rubber looking nice and free from damage.

DAILY CARE FOR RUBBER FLOORING

The following steps should be followed daily:

- Remove floor mats in entry ways
- Dust mop regularly using only water based dust mop treatment
- Neutralize any ice melt that is tracked in on floor.
- Depending on the traffic in the building, the floor should be scrubbed with detergent and water at least every 2-3 days. Burnishing will bring out the shine after scrubbing.

WEEKLY CARE FOR RUBBER FLOORING

The following steps should be followed weekly:

- Scrub floor with detergent and water using a red scrubbing pad. Let dry
- Apply a 5% solution of bleach and water. Let dry to a fine white powder. Do not rinse.
- Using a gorilla pad, burnish until you smell rubber burning with a high-speed burnisher. The hotter the rubber, the higher the shine.
- After the first year, the bleach solution can be applied monthly however; scrubbing and burnishing should be done as often as possible.

Do Not use bleach in Auto Scrubbers



When treating rubber floors please do not use bleach in auto scrubbers. Bleach should only be applied to rubber floor using a 10% solution applied to the floor with a wet mop and then allowed to air dry.

Bleach can eat paint, foam gaskets, squeegees and can be corrosive to metal parts

BLEACH – DO'S AND DON'TS

- Bleach IS ONLY AUTHORIZED FOR: treating RCA/Flexco Rubber Flooring or as an agent to help whiten wet mop heads.
- Bleach IS NOT TO be used to clean restrooms or substituted as a means of disinfecting for other products that are more effective in the presence of soils.



Quadrant List is included in your packets – Please use this list if the need arises to borrow help from another school.

LINCOLN PUBLIC SCHOOLS CUSTODIAL DEPARTMENT CUSTODIAL SUBSTITUTE CALL LIST

QUADRANT 1	QUADRANT 2	QUADRANT 3	QUADRANT 4	QUADRANT 5	QUADRANT 6
North Star High 1305	Southwest High 1306	Lincoln High 1301	Southeast High 1304	Northeast High 1303	East High 1302
Clinton 1132	Scott 1218	Park 1212	Zeman 1169	Mickle 1216	Pyrtle 1162
Belmont 1124	Cavett 1131	Everett 1159	Pound 1217	Huntington 1144	Eastridge 1135
Campbell 1129	Humann 1145	Prescott 1161	Rousseau 1165	Norwood Park 1155	Morley 1154
Goodrich 1213	Hill 1142	McPhee 1150	Calvert 1130	Pershing 1160	Lux 1220
Fredstrom 1140	Roper 1170	Sheridan 1167	Saratoga 1166	Riley 1164	Maxey 1153
Arnold 1120	Yankee Hill 1927	Randolph 1163	Irving 1214	Bryan @ Hawthorne 1308	Lefler 1215
West Lincoln 1168	Beattie 1123	Elliott 1136	Neurenberger 1924	Dawes 1211	Holmes 1143
Hartley 1139	Adams 1121	Lakeview 1149	LPSDO 1613	Brownell 1127	Culler 1210
Schoo 1222	Kloefkorn 1148	CTS/DC 1072	Moore 1225	Kahoa 1147	Meadow Lane 1151
Kooser 1146	Wysong 1185			DDSEC 1156	

CONSTRUCTION UPDATE

- Many constructions projects are wrapping up across the School District.
- Review of progress and where our biggest challenges still remain.



LPS.ORG | Info Center for Empl... x +

https://wapp.lps.org/scarlet/ice/exposureControl/expControl.cfm?display=user

Most Visited Customize Links DocuShare TMA CTS Door Lock Police Scanner SchoolMessenger Login InterLinc: City of Lincol... TAS https://maps

lpsorg

Info Center for Employees

Exposure Control Plan

Exposure Control Plan Acknowledgment for

The Exposure Control Plan provides information on the risks associated with exposures to blood and other body fluids in the work place. Prevention measures and the steps to take in the event of a possible exposure are outlined. Please contact the school nurse in your building if you have any questions. All employees are required to review and acknowledge receipt of this handbook annually.

2014 - 2015 Exposure Control Plan

Acknowledge Electronic Receipt of Exposure Control Plan for 2014 - 2015

You acknowledged the electronic receipt of the 2014 - 2015 Exposure Control Plan on 09/15/2014.

To acknowledge the electronic receipt of the Exposure Control Plan, please have employees log into the Information Center for Employees (ICE) site from the "Staff Center" on the LPS web site. After logging into the site, click on "Employee Information" then "Exposure Control Plan Acknowledgement"

Please work with custodial employees to make sure they complete this process.

- My Employee Information
 - Contact Information
 - Emergency Contacts
 - Exposure Control Plan Acknowledgment
 - Handbook Acknowledgment
- Schedule
- Spouse Employed with LPS
- Form I-9
- My Pay Information
- Electronic Device Repair and Replacement Program (EDRRP)
- Certificated Employees- Create Internal Transfer Account

****IMPORTANT NOTIFICATION FOR ALL LPS EMPLOYEES****

LPS Computing Services requires users to change their passwords once per year – Please share this information with all custodial staff.

The screenshot shows the LPS.ORG website interface. At the top, the header includes the LPS.ORG logo, 'LINCOLN PUBLIC SCHOOLS LINCOLN NEBRASKA', a 'School Sites' dropdown menu, and the date 'Wednesday September 04, 2013 · 78° and fair in Lincoln'. Below the header is a navigation bar with links: Home, About LPS, Instruction, Human Resources, Business Affairs, News, Staff Center, and Parent Center. A search bar is also present.

The main content area is divided into several sections:

- Our Schools »**: Elementary Schools, Middle Schools, High Schools, District Departments.
- Information Center for Employees (ICE)**: Payroll, W-2 lookup, update contact information and more. Enter here ».
- Change Password**: A link highlighted with an orange arrow pointing to it from the bottom left.
- Popular Pages »**: Teacher/Staff Calendars, Email Address Search, Retirements, ProCom, LPS Wellness, Approved for Distribution, Online Benefits, Enrollment, Instructions.
- Staff Center**: Includes buttons for Zimbra, Staff Directory, DocuShare, Subfinder, TAS, and Login. Below these are search boxes for 'Search the Web' (Search Google, Search Bing) and 'Reference' (On the LPS network, Off the LPS network/at ho).
- Today on the front page »**: Features a 'Community News: September 2013' section with a thumbnail for 'From Day 1' and a text description: 'Lincoln Public Schools produces Community News, a monthly printed publication, during the school year. Now the final product can be viewed in its entirety online in a page-by-page format with active links to websites and color photos read more »'. Below this is a 'Community Open House for LPS District Office: Sept. 15' announcement.
- EdNotes Express »**: A section for 'Community Open House for LPS District Office: Sept. 15' with details: 'A Community Open House for the new Lincoln Public Schools District Office will be held from 1-4 p.m. on Sunday, Sept. 15. High school graduation dates all set on Sunday, May 25 – for class of 2014'.

Click on staff Directory on LPS main page then click 'Change Password' on right side

TIME CLOCKS / OUTSIDE LIGHTS

- **Sunday, November 5, 2017** marks the end of daylight savings time and begins a period of shorter daylight hours. You may need to adjust the clocks for outside building and parking lot lights. Please contact the electrical office at Operations if you have questions about how this works!



○ Please remember to stay current with employee appraisals.



LincolnNE

Username	Password	
<input type="text"/>	<input type="password"/>	<input type="button" value="GO"/>

Please use Internet Explorer 7.0 or Higher, Firefox or Safari with JavaScript enabled.

This Computer System, Including All Related Equipment, Networks, And Network Devices (Specifically Including Internet Access), Are Provided Only For Authorized Use. Use Of This Computer System, Authorized Or Unauthorized, Constitutes Consent To Monitoring Of This System. Unauthorized Use May Subject You To Criminal Prosecution. Evidence Of Unauthorized Use Collected During Monitoring May Be Used For Administrative, Criminal Or Other Adverse Action.

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early adopters.

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CABINET: PERSONNEL FILES	
Search for a staff member	
Employee	
NANCY BENTLEY	2009 E0
NEIL EVANS	2009 E0
PAUL MADDEN	2009 E0
TIM SCHEURER	2009 E0
Personnel	
BILL TURNER	2009 I0
CARL HILGARTH	2009 I0
DEBBIE SCURLOCK	2009 I0

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- Human Resources will soon be loading all of the Custodial appraisals to be completed for 2017-18. Custodial Supervisors can log in at <https://lincoln.tedk12.com/perform/Login.aspx> and click on "My Staff" they should see a list of employees that are **due for appraisal by 07/01/2018**.
- As always, we can definitely adjust the list if a supervisor or custodian would like to do an appraisal this year and one is not listed. They can just send Jessie Stillwagon an email and she will get the process loaded. Also, if any supervisors are new or have forgotten how to use the system, Jesse would be more than happy to walk them through it on the phone or set up a time to meet with them to go over it.



○ **CUSTODIAL SUPERVISORS – Talent Ed**

- Director (or designee) will begin work on the appraisal and then save progress
- Director contacts Building Principal (via e-mail) prompting them to review the appraisal (Principal and Director Comments will be denoted in the comment section). After review Principal saves progress and then notifies Director (via e-mail)
- Director and Principal then schedule a time to review appraisal on-line with Custodial Supervisor @ building
- Custodial Supervisor will be directed to log in to system before conclusion of meeting to electronically sign appraisal



- **ASSISTANT CUSTODIAL SUPERVISORS – Talent Ed**
- CS routinely checks appraisal schedule within Talent Ed Perform and completes appraisal by date indicated
- CS will begin work on appraisal then save progress. CS notifies Principal (via e-mail) to review appraisal. (Principal and CS comments will be denoted in the comment section). After review Principal saves progress.
- CS & Principal notify Director(or designee) via email that appraisal is ready for review with employee.
- Director (or designee) will review and advise CS & Principal (via e-mail) that appraisal is ready for final review with employee.
- CS and Principal then schedule a time to review appraisal on-line with ACS
- ACS will be directed to log in to system before conclusion of meeting to electronically sign appraisal





Periodically spills or messes occur on the bus requiring custodial staff to assist with clean up. If summoned by the school office to go out and assist please do so with a smile and helping hand!!!!!!

School Bus Drivers appreciate your help!!!!

CUSTODIAL STAFFING UPDATE



PHOTO ID BADGES

Employees must wear their photo ID badges at all times they are at work. This will be checked during building inspections.



SEXUAL HARASSMENT OR WORKPLACE HARASSMENT OF ANY KIND!

- As a supervisor, it is your responsibility to ensure that your work environment is free from anything that would promote or permit sexual harassment or harassment of any kind. When concerns are brought to your attention, it is imperative you contact John Salisbury's office to discuss a process for addressing and resolving any issues!

KEEPING US INFORMED / TAKING ACTION ON PERSONNEL MATTERS

- It is very important that you keep us informed of any serious altercations/conflicts arising between your employees. By involving our office and taking immediate action, you may help to prevent more serious problems.





LPS policy does not permit smoking or use of tobacco products (including electronic vapor devices) in buildings or on school grounds.

LINCOLN PUBLIC SCHOOLS



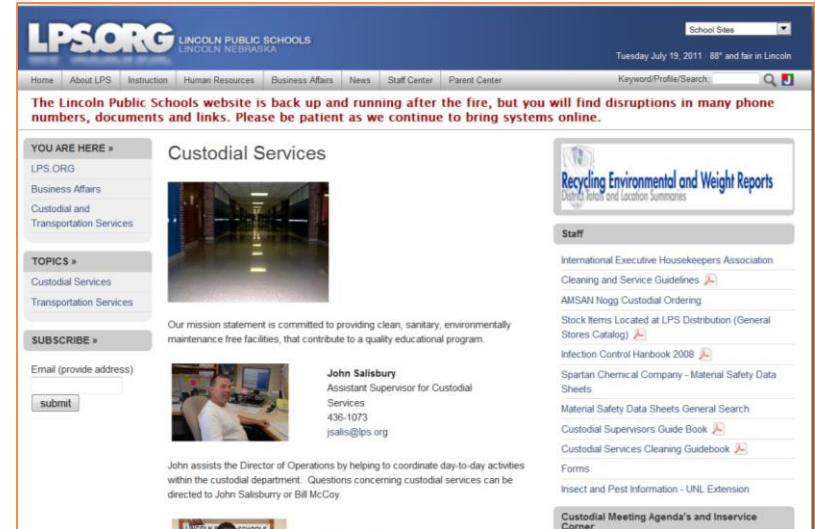
CUSTODIAL SERVICES

CLEANING GUIDEBOOK



LPS Custodians are committed to providing clean, sanitary, environmentally maintenance free facilities that contribute to a quality educational program.

August 2011



The Custodial Services Cleaning Guidebook is available to Custodial Supervisors via the LPS Custodial page on the website. New employees will receive a copy of this book at time of orientation.

Also available on the LPS custodial page is a link to a training guide entitled “Custodial Equipment use and Maintenance” Please use this document as a training guide when working with new employees and providing important reminders to existing staff



Getting the most out of your equipment

LPS CUSTODIAL WEBSITE

The custodial website has been fixed.

Please go to home.lps.org/custodial to view the website.

Please start emailing pictures of halls, cafeteria's, gym's etc. so we can showcase them on the website.

Also, notice the new area marked "Custodial Calendar"





Leah Umberger



John Salisbury



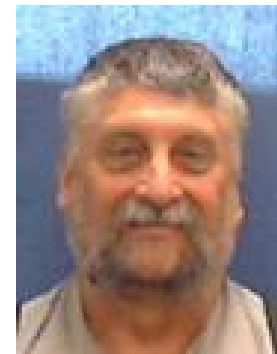
Susan Sullivan



Rod
Diedrichsen



Scott Lanham



John Reinhardt

**Your Custodial Operations Team is Here to Serve You –
Have a Great Year**

Custodial Supervisor's Pledge

- **WE PLEDGE EACH DAY TO SERVE AS POSITIVE EXAMPLES FOR CHILDREN, STAFF, AND OUR EMPLOYEES.**
- **WE ENDEAVOR TO MAXIMIZE THE LEARNING ENVIRONMENT FOR ALL CHILDREN AND TEACHERS OF LINCOLN PUBLIC SCHOOLS.**

LPS CUSTODIANS CARE

- Custodians
- Utilizing
- Skills
- To
- Obtain
- Dependable
- Immeasurable
- And
- Notable
- Service
- Children
- Are
- Receiving
- Education

COPIES OF MEETING MINUTES DISTRIBUTED TO:

- ❑ Principals
- ❑ Liz STANDISH
- ❑ Kevin JOHNSTON
- ❑ Marjorie THEEL
- ❑ Bill MCCOY
- ❑ Steve SWARTZ
- ❑ Steve DEGARMO
- ❑ John BURBACH
- ❑ Scott WIESKAMP
- ❑ Kim MILLER
- ❑ Edith ZUMWALT
- ❑ Clark LIESVELD

Reminders

FYI

OUR MISSION:

The LPS Custodial Department is committed to providing clean, sanitary, environmentally maintenance free facilities, that contribute to a quality educational program.

Please take time to visit the section of our website entitled, **HALLWAYS OF FAME.**

This site will be continually updated with various pictures detailing points of pride within the custodial department.