

Custodial Supervisors Meeting

- **DATE:** May 3, 2019
- **LOCATION:** Don Clifton Professional Learning Center 710 Hill St.
- **TIME:** 1:00 PM to 4:00 PM



This will be the last meeting for the 2018-19 School Year

Scott Wieskamp, Director of Operations

- ☐ Updates and Information
- ☐ Year in Review
- ☐ Q&A

Custodial Supervisory Changes

- Campbell CS- Delane Kauk
- Hill CS- Ken Sucha
- LSE ACS- Jimmy Seward
- Beattie ACS- Igor Veselinov
- Brownell ACS- Jones Koffa
- Norwood Park ACS- Cindy Bremer
- Pyrtle ACS- Gary Gilliland
- Rousseau ACS- vacant
- McPhee ACS- vacant



Custodial Staff Retirement's 2018-19

Harold Faith (16)
Nancy Hatfield (42)
John Hegel (9)
Galen Havel (15)
Dan Conn (44)
Deb Ortiz (33)
Richard Hartell (15)
Steve Ferro (5)
John Reinhardt (20)



199 Total Years of Service!

John Reinhardt Retiring!

John began his career with LPS in 1999 in Transportation as a school bus driver. John transferred to the custodial equipment repair department in January 2011 replacing Ben Albers. John's main responsibility was in vacuum repair. John officially retires with LPS June 5, 2019

Thank you John for 20 Years of dedicated service to Lincoln Public Schools and our department!

Please Welcome XXXXX

New Crafts Asst. Custodial Equipment Repair

Winter 2019 By The Numbers!

- Worst winter on record
- Lincoln received 55.5" of snow (most ever recorded in modern history)
- Costliest winter on record for LPS
- 13 days of -0 daytime temperatures
- Lincoln, NE. recorded the 12th largest season snowfall amongst top 25 US cities
- Buffalo, NY. was #1 with 118.7" of snow this season

Winter 2019 By The Numbers cont.

- White Salt – 21 truckloads = 574.065 tons @ \$57.50/ton = **\$33,008.74**
- Ice Slicer – 5 truckloads = 147.55 tons @ \$180/ton = **\$26,559**
- Near Zero Bags – 6500 bags @ \$9.10/bag = **\$59,150 (custodial department)**
- Overtime from custodial staff (approximiently) **\$250,000.00**

Total- \$368,717.74

Budget Discussion

- As we enter the second half of the fiscal year, look at your budget to make sure you have enough to cover the rest of the school year and to get you through summer activities and cleaning
- Total supply expenditure's from September 1, 2018 – April 30, 2019 are \$701,864.61 or 71.24% of total supply budget

Budget Discussion continued

“Overtime and Additional Hours”

- Overtime- Can only be approved by the Operations office unless it is for a scheduled event in Archibus or
- Discuss staff absences as it relates to overtime
- Please be mindful of overtime as we move into the summer months. ALL overtime must have prior approval.
- Exception would be for events scheduled in Archibus
- Overtime expenditures as of April 30, 2019 are;
\$477,610.23 or 95.07% of the total overtime budget

Orkin Pest Control Updates and Reminders



- Pest Sightings Log Sheet
- Bats
- Mice
- Ants
- Inspection Process
- Treatments (if any)
- TMA Work Orders (if needed)
- Schools not authorized to contact Orkin direct
- Questions and Answer

US Flag Etiquette

We are receiving a lot of calls and concerns about flags being displayed improperly, during the night with no lighting and in inclement weather or, flags not be flown at all. The following is the US Flag Etiquette that should be followed by all facilities;

- The flag should not be displayed on days when the weather is inclement.**
- The custom is to display the flag only from sunrise to sunset on flagstaffs in the open, but it may be displayed at night—if illuminated—to produce a patriotic effect.**
- The flag should be displayed at every public institution and in or near every polling place on election days, and at schoolhouses during school days.**



Building Inspection / Customer Assessment Update



- Facility inspections and Customer Assessments for the 2018-19 school year have now been completed. A summary of results, including those schools scoring the highest will be revealed at the annual meeting in August 2019.

Building Inspection Process Change

We are in the works of changing the way we have been doing building inspections for the past 4 decades.

Starting next school year (?), we will be using the “Custodial Inspection Module” of TMA to conduct building inspections. It has not been determined as of now how this will look in a report or, how it will be graded. It will streamline the process and help to better serve your facility while giving you a better understanding of how your team and building are performing. The actual report will be available in TMA for your facility once it is set-up.

The current bi-annual process will stay the same. We will also continue the “Customer Assessment Survey” on the off years.

More information to come in the coming months.

Custodial Inspections

Download Custodial Inspection on
WebTMA GO

Select a Room for an Inspection

Update Custodial Data while Performing
Inspection

Take Photos and Leave Comments

Give Custodial Items Ratings

Save Inspection Results

Custodial Inspection Form

The Custodial Inspection Form is a window designed to set up the Inspections you are going to perform

This window was designed to automatically generate inspections to be performed

You can choose a random percentage of areas to be generated on any interval/frequency you choose, or you can select areas that must always be inspected — or a combination of both

Custodial Inspections (cont.)

Custodial Inspections are where you can schedule inspections to be performed by your inspectors/supervisors and start collecting scores

As you start accumulating inspection scores, you can begin to track the performance of your organization from a custodial perspective

Custodial Inspections Features

With our module comes some additional functionality related to Custodial Inspections

The first feature is that you are no longer restricted to APPA 1-5 scoring inspections. You can do APPA 1-5, but you can now establish whatever scoring range you want — 0-100, Pass/Fail, 1-4, etc.

The second new feature is the ability to change data about an area when you inspect a room. As you know, rooms change. Flooring changes, size changes, etc.

When that happens, your inspector can update information during a custodial inspection to maintain “actual” data in that space

Custodial Inspections Features (cont.)

The third new feature is how they are generated and assigned. In the original module design, you had to generate custodial inspections manually. In this module they are generated by a batch job, much like PM's in the work order system

The fourth new feature is the ability for inspections to open and close like PM's. You can now report, display on dashboards, and query how many inspections you are doing, how many are open, how many are being closed, how many are not being completed at all, etc.

Custodial Inspections – Options

You have two basic options for custodial inspections. You can manually enter custodial inspection scores into WebTMA directly, or you can use the WebTMA GO or mobileTMA GO application to input custodial scores. If you choose to input directly into WebTMA, you will need to print the Inspection Form, collect the inspection data, then return to your desk and input the data. If you use a Mobile Product, you will be able to perform your inspections and update information about an area on the fly. We have a separate license called “Mobile Custodial” if all you need is to do custodial inspections.

Hiring new staff and retaining current staff....the struggles we have!

	Lincoln	Omaha	Nebraska	National	Colorado	S. Dakota	N. Dakota	Minnesota	Iowa	Missouri
August 2016	3.00%	3.50%	3.20%	4.90%	3.80%	2.90%	3.10%	4.00%	4.20%	5.10%
September 2016	2.90%	3.30%	3.20%	5.00%	3.60%	2.90%	3.00%	4.00%	4.20%	5.20%
October 2016	2.80%	3.20%	3.30%	4.90%	3.50%	2.80%	3.00%	4.00%	4.10%	5.10%
November 2016	2.50%	2.90%	3.40%	4.60%	3.20%	2.70%	2.90%	3.80%	3.80%	4.70%
December 2016	2.80%	3.20%	3.40%	4.70%	3.00%	2.80%	3.00%	3.90%	3.60%	4.40%

January 2017	3.10%	3.60%	3.30%	4.80%	2.90%	2.90%	3.00%	4.00%	3.30%	4.20%
February 2017	2.80%	3.40%	3.20%	4.70%	2.90%	2.80%	2.90%	4.00%	3.20%	4.10%
March 2017	2.60%	3.20%	3.10%	4.50%	2.60%	2.80%	2.80%	3.80%	3.10%	3.90%
April 2017	2.50%	2.90%	3.00%	4.40%	2.30%	2.80%	2.70%	3.80%	3.10%	3.90%
May 2017	2.60%	2.90%	2.90%	4.30%	2.30%	2.90%	2.50%	3.70%	3.10%	3.90%
June 2017	2.90%	3.20%	2.90%	4.40%	2.30%	3.00%	2.30%	3.70%	3.20%	3.80%
July 2017	2.70%	3.10%	2.80%	4.30%	2.40%	3.10%	2.30%	3.70%	3.20%	3.80%
August 2017	2.50%	2.90%	2.80%	4.40%	2.40%	3.30%	2.30%	3.80%	3.30%	4.00%
September 2017	2.30%	2.70%	2.80%	4.10%	2.5%	3.40%	2.40%	3.70%	3.20%	3.80%
October 2017	2.10%	2.40%	2.70%	4.10%	2.70%	3.50%	2.50%	3.30%	3.00%	3.50%
November 2017	2.10%	2.50%	2.70%	4.10%	2.90%	3.50%	2.60%	3.20%	2.90%	3.40%
December 2017	2.40%	2.80%	2.70%	4.10%	3.10%	3.50%	2.60%	3.10%	2.80%	3.50%

January 2018	2.70%	3.20%	2.90%	4.10%	3.00%	3.40%	2.60%	3.30%	2.90%	3.70%
February 2018	2.60%	3.10%	2.80%	4.10%	3.00%	3.40%	2.60%	3.20%	2.90%	3.70%
March 2018	2.60%	3.00%	2.80%	4.10%	3.00%	3.40%	2.60%	3.20%	2.80%	3.60%
April 2018	2.60%	2.90%	2.80%	3.90%	2.90%	3.40%	2.60%	3.20%	2.80%	3.60%
May 2018	2.60%	2.80%	2.80%	3.80%	2.80%	3.30%	2.60%	3.14%	2.70%	3.60%
June 2018	2.90%	3.10%	2.90%	4.00%	2.70%	3.20%	2.60%	3.10%	2.70%	3.50%
July 2018	2.80%	3.10%	2.90%	3.90%	2.80%	3.10%	2.60%	3.00%	2.60%	3.40%
August 2018	2.60%	2.70%	2.80%	3.90%	2.90%	3.00%	2.60%	2.90%	2.50%	3.30%
September 2018	2.40%	2.60%	2.80%	3.70%	3.10%	3.00%	2.70%	2.80%	2.50%	3.20%
October 2018	2.50%	2.60%	2.80%	3.70%	3.20%	3.00%	2.80%	2.80%	2.40%	3.10%
November 2018	2.20%	2.50%	2.80%	3.70%	3.30%	3.00%	2.80%	2.80%	2.40%	3.00%
December 2018	2.30%	2.70%	2.80%	3.90%	3.50%	2.90%	2.70%	2.80%	2.40%	3.10%

January 2019	2.70%	3.10%	2.80%	4.00%	3.70%	2.90%	2.50%	3.00%	2.40%	3.20%
February 2019	2.70%	3.20%	2.80%	3.80%	3.70%	2.90%	2.40%	3.10%	2.40%	3.20%
March 2019										
April 2019										
May 2019										
June 2019										
July 2019										
August 2019										
September 2019										
October 2019										
November 2019										
December 2019										

Important Reminders about Fire Extinguisher Annual Inspections

- Great Plains Fire and Safety will be servicing all units on-site and tagging them with an annual inspection tag this summer.
The actual inspection and tagging process should take just a few hours. You will need to round up all units and bring them to a central location for service.
- **This process should begin the last week of June and finish up by the middle of July. Great Plains will contact each school in advance of their arrival to give a heads up on when they're coming out.**

VERY IMPORTANT: Once units have been tagged please return them to all locations as designated on your building plan immediately.



Fire Extinguisher – General Reminders

- Each extinguisher still requires a monthly “Quick” inspection by custodial staff. For this process the silver inspection tags have been discontinued. Great Plains Fire and Safety provides a vendor tag with room to record the monthly inspections. Custodial staff are to place a monthly inspection date 1/01/1111 on the tag as well as record in their log book.

Gas Snow Blowers and Gas/Oil Mixture Leaf Blowers

It has been brought to our attention that leaf blowers, which require a gas/oil mixture have had gas only put in them therefore; blowing the motors. Please make sure your staff know the difference of the two types of gas mixtures and use the proper mixture.



SUMMER CLEANING REMINDERS



Shiny hallway floors, fresh restrooms, clean desks and classrooms will leave a good impression on students and faculty upon entering buildings on the first day of classes. Custodians also will take pride in their work when they impress customers with shiny schools and support buildings.

Custodial Supervisors should take advantage of their buildings summer breaks, as well as other shutdown periods to catch up on cleaning projects.

IMPORTANT, URGENT, EXPECTED!

Clearly state your summer expectations with staff as far as;

- Reporting time and place
- Work hours
- Vacations
- Work to be completed daily (written schedule)
- Break times and places

KEEP YOUR BUILDING ADMINISTRATOR UPDATED ON CLEANING SCHEDULES AND STAFFING FOR THE SUMMER. GIVE HIM/HER A WRITTEN SCHEDULE OF WHEN YOU PLAN ON CLEANING AREAS AND WHO IS GOING TO BE IN THE BUILDING AT ANY GIVEN TIME.

No more than 50% of building staff should be gone at any one time. Also, it is preferred that at least one supervisor be in the building at all times during the summer

Construction Projects and Impact on Summer Custodial Staffing:

Zoo School

Minor remodel projects throughout the district

Portables being built onsite:

- East (2)
- Goodrich (1)
- Scott (1)
- Kooser (1)
- W. Lincoln (1)
- Wysong (1)

Summer Staffing Assignments

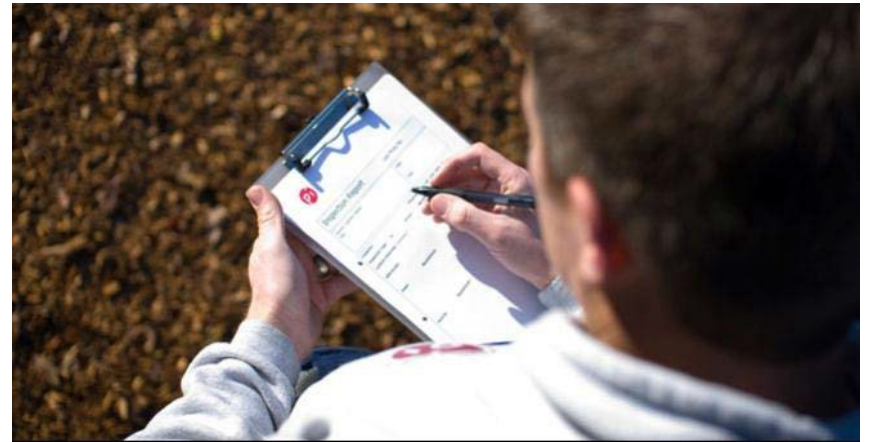
- Included in your packet are the final recommendations for custodial staffing at your facilities this summer. Also included is a list of names of custodians assigned to summer cleaning crews. These individuals are to report to John Salisbury at the **Operations office.** Parking is located at the LHS lot across the street.
Tuesday May 28, 2019, at 7:00 A.M.

Summer Work Hours for Custodial Staff

- Standard summer hours for custodial staff will again be 7 A.M.-3:30 P.M. Due to facility uses, some schools may need to deviate from these hours. Secondary schools may also elect to work 2nd shift. Third shift employees will remain on their shift during the summer term. Please schedule staff to cover any facility uses so as to avoid the need for overtime. No comp time or overtime is permitted unless authorized by John Salisbury's office.

Summer Playground Inspections

- Please remember to conduct weekly inspections of playgrounds throughout the summer months. Any repairs or safety concerns should be documented immediately on a TMA request. Revised template can be found in the Custodial forms on the LPS custodial website. (Please remember school name)



Gym Refinishing Schedule

- During a previous meeting you were provided with a copy of the 2019 summer refinishing schedule.
- Complete sanding, painting, sealing and finishing is taking place at **North Star and Prasch Gym's** this summer.

East High Rm. 175 Gym Floor Repairs

- If you have not submitted a TMA please do so now.

Custodial Operations 2019 Summer Gymnasium Refinishing Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
May 27- 31	Holiday	Culler (3)	Culler (3)	Calvert Rec. Center	Calvert Rec. Center
June 3-7	Pound (3) + Stage	Pound (3) + Satge	Fallbrook YMCA	Lefler (3)	Lefler (3)
June 10-14	Mickle (3) + Stage	Mickle (3) + Stage	Copple YMCA	Copple YMCA	Dawes (2)
June 17-21	Dawes (2)	Goodrich (3)	Goodrich (3)	Irving Rec. Center	Irving Rec. Center
June 24-28	LHS (3)	LHS (3)	LHS (3)	LNE (3)	LNE (3)
July 1-5	LNE (3) East High Gym #175	East (3)	East (3)	Holiday	East (3)
July 8-12	LSW (2)	LSW (2)	Schoo + Studio A	Moore School (2)	Moore School (2)
July 15-19	LSE (2)	LSE (2)	Saratoga	Bryan @ Hawthorne	Arnold Gym CSG
July 22-26	Park (3) + Aud. CSG	Park (3) + Aud. CSG	Park (3) + Aud. CSG	CSG	Fredstrom Gym CSG
July 29-Aug 2	OPS	OPS	Belmont Rec. Center	Belmont Rec. Center	Equipment Turn In
Note:	To allow finish to dry properly, it is nessessary to keep foot traffic off floors through the following dates;				
LHS June 24 - July 2			Fallbrook YMCA June 5- June11		
LNE June 27 - July 4			Copple YMCA June 12 - June 20		
East July 2 - July 10			Schoo M/S & Studio A July 10 - July 16		
LSW July 8 - July15			Moore M/S July 11 - July 18		
LSE July 15 - July 22					
Calvert Rec June 3 - 8					
Irving Rec. June 21 - June 28					
Belmont Rec. July 31 - August 6					
All other gyms will need to stay vacant 7-10 days following the last day of refinishing					
North Star Gyms #D001 & D000 June 3, 2019 - July 12, 2019 (sanding, painting, sealing)					
LSE Prasch June 3- July 12, 2019 (Will take bids during the Dec. 18 walkthrough at LNS))					
Revised 12/07/18					

Summer Wearing Apparel / ID Badges

- With the permission of the supervisor, employees may wear knee length shorts during warm weather periods. Absolutely no shoes that expose toes or other parts of feet are permitted. Badges must be worn at all times. Also, no tank tops, gym shorts or attire with inappropriate content



No Sandals
authorized!

Elevators

When working alone please do not use the elevator. Put whatever you need on the elevator and send it on its way then, use the stairs.

Discussion as to why.



IAQ Liaison Committee Meeting

- Anthony Meints, LPS Environmental Coordinator
- Made up of one member from each building
- Meet quarterly throughout the year
- Discusses everything from chemicals in classroom to air quality issues to cleaning standards and what chemicals are allowed in the classroom for daily use
- They were given electronic copies of our general cleaning guidelines from the custodial website
- Talked about summer cleaning expectations
- Seasonal cold/flu expectations as it pertains to disinfection
- Carpet spotting during the school year
- What can they do, or have the students do, to help us

Summer Cleaning Procedures

- If still remaining radiator covers removed and or blown out with air compressor
- Furniture washed prior to removal from classroom (chairs, desks, tables, chalk/white boards cleaned) As a suggestion at least 50 % of furniture should be cleaned during any one summer.



Summer Cleaning Procedures



- If floors are scrubbed then 2-3 coats of finish are to be applied. If stripping, then apply 5 coats of finish. Rubber floors should require only scrubbing and burnishing to maintain appearance. (Review Maintenance procedures for rubber)
- When cleaning classrooms, always start at the highest point and work down to the floor. Coordinate furniture moving when at least 2 persons are in the school.


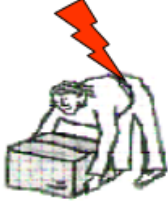


Back Belts / Lifting

- Please remind staff to utilize back belts when engaging in heavy lifting. Work in pairs when performing heavy lifting! Also remember to bend your knees and keep weight close to body when lifting

Do's" and "Don'ts" of Safe Lifting and Carrying

Do	Don't
Tuck in the chin to keep the back as straight as possible while lifting.	Use your back muscles to do lifting.
Lift with the strong leg muscles.	Try to lift an item that is too heavy or awkward.
Ask for help with the heavy, awkward items.	Twist your body while carrying an object.
When possible, use mechanical equipment to move heavy items.	Attempt team lifting without proper coordination.

Safe Lifting and Carrying Techniques

Steps	Techniques
Planning 	<ul style="list-style-type: none"> • Size up the load and check overall conditions • Check route for clearances and obstacles • Use a handcart or dolly, etc. when possible • Break down large and heavy loads • Know your limits • Seek help if necessary • Take extra care with awkward tasks
Lifting 	<p>Remember to use the "5" L's of Back Safety</p> <ul style="list-style-type: none"> • Load • Lungs • Lever • Legs • Lordosis – keep your back straight
Carrying 	<ul style="list-style-type: none"> • Hold the load close to your body • Look where you are walking • Take extra care carrying up and down stairs • Don't twist your body, move your feet to turn
Lowering 	<ul style="list-style-type: none"> • Bend your knees to lower the load • Don't trap your fingers and toes • Pull it down first, then slide it into place • Don't over-reach or stretch



For those staff involved in floor stripping operations this summer it's a good idea to obtain anti-slip footwear from our custodial shop. ATMA can be submitted. Sizes range from medium, large, and extra large and are designed to fit over existing shoe.

**PLEASE ONLY ORDER FOR THOSE
THAT WILL ACTUALLY BE INVOLVED IN
FLOOR STRIPPING PROCEDURES**

Carpet Cleaning/Energy Savings

- Custodial Supervisors, working in facilities with central air-conditioning systems, should schedule carpet extraction (via Archibus) at times when equipment can be run to assist with the drying process. Caution needs to be taken in non-air-conditioned buildings to avoid over wetting of carpet. Drying time may need to be enhanced with carpet blower fans.

Carpet Cleaning Reminders



1. Vacuum frequently and thoroughly. Most of the wear of carpeting is caused by dirt. Oily soils attract more oily soil and frequent vacuuming will reduce soil buildup.
2. Get at stains quickly, 99% of all stains can be removed by one cleaning agent or another if they are cleaned in the first few days. The longer a stain chemically reacts with the carpet the harder it will be to remove it.
3. Test carpet before scrubbing, extracting or spotting. All carpets are different. Some carpets are very sensitive to acid type cleaners and will lose their color quickly. Other carpet dyes are sensitive to harsh alkalis.
4. Use appropriate spotters starting with the mildest. Do not use harsh spotting agents unless absolutely necessary and always neutralize high alkaline or high acid cleaners after use.

Carpet Cleaning Reminders

5. Never dig or brush spots. The proper procedure is to scrape the spot towards the middle and then tamp the spot into the white towel or cloth using a brush or other tamping devices. Do not overuse detergents, shampoos or spotters. Too much detergent will result in residual left in the carpet that even thorough vacuuming may not remove.
6. **Do not over wet carpet.** Carpet detergents are chemically active enough so they do not need a tremendous amount of wetting. **Over-wetting can cause brownout, carpet shrinkage, adhesion problems and all other kinds of nightmares.**
7. Pre-spray carpet with cleaner and use clear water in extractor

Carpet Cleaning Reminders (cont.)

8. Vacuum frequently and thoroughly. It is so important it deserves two recommendations. Vacuum frequently and thoroughly.



Review Summer Cleaning Procedures



- Light fixtures washed on a rotational basis
- Venetian blinds dusted (washed if needed)
- Interior door and window glass washed (exterior glass in all entrance ways washed)
- Walls, vents, ledges, and counters washed (including door trim, doors, cabinets, and counter fronts)

RCA FLOORING

- 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.

RCA FLOORING

The following steps should be used to remove the sealant:

- Mix a light solution of stripper. Some floors may require a stronger solution.
- Apply stripper 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 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 (#204294), burnish, with a high-speed burnisher, until you smell rubber burning. The hotter the rubber, the better the shine.

Summer and Fall Refuse Questionnaire

- Please be sure to complete the summer and fall refuse questionnaire form included in your packet and send to Operations office by date indicated.



2019-2020 LINCOLN PUBLIC SCHOOLS 260 DAY CALENDAR

SEPTEMBER 21

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 23

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 21

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 22

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 23

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 20

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 22

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 21

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 21

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 22

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 23

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 21

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

KEY

- ☒ = Paid Holiday
- ☐ = Non-Paid Holiday

HOLIDAYS/NON-WORK DAYS

September 2	Labor Day
November 28-29	Thanksgiving
December 24-25	Winter Break
December 31-January 1	New Years
January 20	Martin Luther King, Jr. Day
April 10	Non-Paid Holiday
May 25	Memorial Day
July 3	Independence Day

Printable staff calendars for 2019-2020 are now available on the LPS website. Just click on the “Calendar” link on the left side of the home page

2018-19 – Less than 12 Month Staff

- 9 Month custodians will report on the day of the annual meeting, Monday, **August 5, 2019**. Their first actual workday at their school sites will be the first day of school, Monday, **August 12, 2019**.

Employee Appraisals



LincolnNE

Username Password

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

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EMPLOYEE FILES

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CABINET PERSONNEL FILES	
NANCY BENTLEY	2009EB
NEIL EVANS	2009EB
PAUL MADDEN	2009EB
TIM SCHEURER	2009EB
[...]	
BILL TURNER	2009IB
CARL MILGARTH	2009IB
DEBBIE SCURLOCK	2009IB

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- 2018-19 Custodial Appraisals are ready for completion. Please check to see what employees in your building are due and be sure to complete by deadline date in July 2019

Please be diligent in disinfection of “CONTACT” surfaces. This may require more frequent cleaning of table tops, handles, and door knobs, to name a few.



TB-Cide Quat –
Ready to use
product for use
by Custodial and
Health Services
Staff



HDQ Concentrated
disinfectant for use by
custodial staff only



Sani-Tyze – Ready
to use product for
use by custodial
staff – Also
approved cleaner
for use by teachers
in classrooms

LPS Approved Disinfectants for Custodial Use

Rotation of Chemicals in supply rooms is important– do not overstock and be mindful of shelf life



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

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



Client Id:

User Name:

Password:

Login

Open in a new window

☐

Change password

☐

IMPORTANT REMINDERS

Every Monday: All employees are to review their time sheet in TAS for the prior 7 day work period. They should check to see if they have the required number of hours worked per day. The employee is to click the “Submit for Approval” button to verify that their time sheet is correct and ready for review by supervisor. If the employee does not agree with their time sheet they should not submit it at that time but rather, notify their supervisor to either correct it at the building level, or notify the District Custodial office to ask for help in correcting it. Once the correction has been made the employee must submit it.



IMPORTANT TAS REMINDERS

Every Tuesday: The supervisor is to review the time sheet for each of their employees (from the previous week). If the employee's name does not appear as showing they submitted it then the supervisor must follow up with the employee to inquire why and to reinforce approval. To aid in this process the supervisor has at their disposal a report they can run in TAS for "Unsubmitted" time to show if any employees have not submitted their time for a specified period of time.



IMPORTANT TAS REMINDERS

Every Wednesday: The District Custodial Office will review previously submitted time sheets from the prior week from each school. Presuming that all employees have properly submitted their time as required the District Custodial office will make any final changes, if necessary, prior to them being approved by the Supervisor for Custodial Services.



IMPORTANT REMINDERS

Freeze Dates: Choose “Previous Pay Period” and run the “Unsubmitted” report for all staff for the whole pay period and see if anyone needs to go back and submit again. If you have anyone in your building that is unable to submit at the freeze date, please send an email with their name and employee number and the reason they are unable to submit their time. This would include people who are ill or on vacation, on bereavement or gone for any reason on the freeze week.



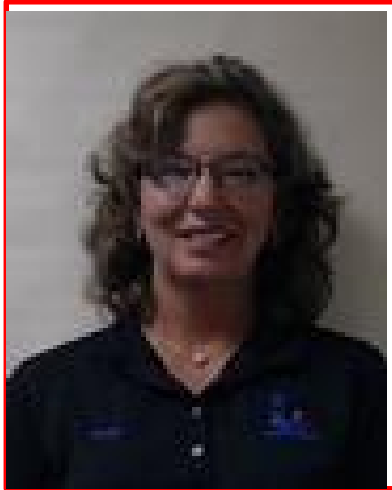
2019 Annual Custodial Meeting

- The 2019 Annual Custodial meeting will be held at East High School on Monday August 5, 2019 from 3:00 PM to 7:00 PM.
- In addition to our normal presentations, Joe Wright, LPS Director of Security will be presenting the **Standard Response Protocol Training** for the 2019-20 School Year
- Computing Services will also present an overview of the new Time and Attendance System to all custodial staff
- Attendance is mandatory and sign in/out sheets will be in use. I have already sent an email to all building administrators advising them of the meeting and mandatory attendance. All scheduled events in Archibus have been cancelled and all buildings are shut off to schedule events during the hours of the Annual Meeting
- **No vacations will be approved for this day**
- All staff in need of Asbestos training will be required to attend the mandatory training after the Annual meeting (7:00-9:00). Please adjust hours accordingly to prevent anyone from going into an overtime situation
- A complete list of those in need of Asbestos Training will be sent out at a later date

Future Custodial Supervisor Meeting

- The next Custodial Supervisors meeting is scheduled for Friday, August 2, 2019 @ East High from 1 PM to 4 PM
- The annual custodial meeting will be Monday, August 5, 2019, at East HS from 3PM to 7PM. The Asbestos Training will be held directly following the Annual Custodial Mtg.

This meeting is mandatory for ALL custodial staff. Third shift staff should rearrange their schedules to attend. Any exceptions will need prior approval from John Salisbury



Cindy Jacobson



John Salisbury



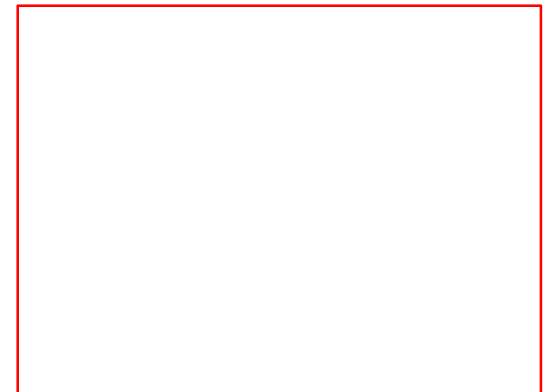
Susan Sullivan



Rod
Diedrichsen



Scott Lanham



Crafts Asst. Custodial
Equipment Repair

Custodial Services Team

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

- **C**ustodians
- **U**tilizing
- **S**kills
- **T**o
- **O**btain
- **D**ependable
- **I**mmasurable
- **A**nd
- **N**otable
- **S**ervice
- **C**hildren
- **A**re
- **R**eceiving
- **E**ducation

Copies Of Meeting Minutes Distributed to:

☐ Principals

☐ Liz STANDISH

☐ Kevin JOHNSTON

☐ Wendy RAU

☐ Clark LIESVELD

☐ Steve SWARTZ

☐ Steve DEGARMO

☐ John BURBACH

☐ Scott WIESKAMP

☐ Kim MILLER

☐ Edith ZUMWALT

☐ Anthony MEINTS

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 a new 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.