

CUSTODIAL SUPERVISORS MEETING (SCHOOL START UP)



**DATE: August 2,
2019**

**LOCATION: Don
Clifton
Professional
Learning Center
710 Hill St.**

**TIME: 1:00 PM –
4:00 PM**

**THANK YOU!
EAST HIGH SCHOOL
CUSTODIAL STAFF
AND SCHOOL
ADMINISTRATION FOR
HOSTING OUR
ANNUAL CUSTODIAL
MEETING ON
MONDAY AUGUST 5,
2019**



CUSTODIAL SUPERVISORY CHANGES

- Kloefkorn ACS- Mark Luebbe
- McPhee ACS- Aaron Lott
- Rousseau ACS- Vic McCarty
- Saratoga ACS- Robert Lamer
- LHS ACS- Tom Spencer
- LSW ACS- Todd Reynolds
- LPSDO ACS- Steve Buresh
- Beattie CS- Matt Schmidt
- LHS CS- Brian Kailing
- Moore CS- Tom Kramer
- Kloefkorn CS- Dwight Nosal
- Dawes CS- Greg Buchholz
- Adams CS- Graham Hattersley
- Mickle ACS- VACANT
- Elliott CS- VACANT
- Roper CS- VACANT
- Dawes ACS- VACANT



UPDATE CUSTODIAL SUPERVISORS AND ASST. CUSTODIAL SUPERVISORS CONTACT INFORMATION

- Please let the Operations office know immediately of any changes in emergency contact information for all staff
- CS and ACS should notify Susan Sullivan of any change in home or cell numbers
- It is our preference to have CS & ACS cell numbers as opposed to a land line number in the event we need to make contact after hours
- **LPD** and **LFR** are both supplied with CS, ACS and third shift phone numbers in the event they need to contact someone in the building after hours

SUSTAINABILITY UPDATES

Waste Management Update

Brittney Albin - Sustainability Coordinator

balbin@lps.org Ext. 82007

Resources can be found at

<https://home.lps.org/recycling/>



Lincoln Public Schools

SUSTAINABILITY

Carton Recycling

Carton Recycling – Mesh Bags

- All buildings that recycle cartons will now be using mesh liners for the collection of the cartons inside the cafeteria.
- The processor is requiring that these be used in order to reduce the amount of milk in the cartons when they are collected by the hauler.



Carton Recycling – Mesh Bags

- Each building will have mesh bags delivered to them before school begins:
 - High Schools – 8 Bags
 - Middle Schools – 6 Bags
 - Elementary – 4 Bags
- These are for you to reuse throughout the school year. You may save some to be used later on or put them all into a rotation right away.

Mesh Bags – Daily Use

- Mesh liners are to be placed in the barrels that you use to collect the empty cartons.
 - There is a strap that can be tightened to hold the liner in place.
 - The strap is sufficient for holding the liner in place, but rubber bands may also be used.



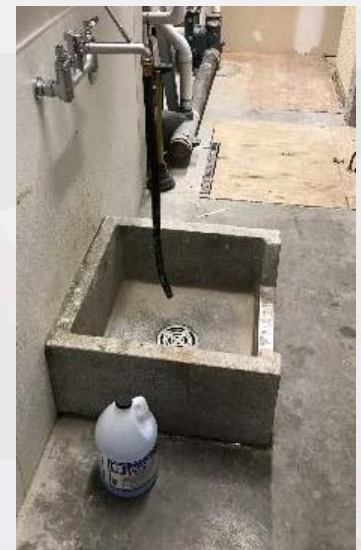
Mesh Bags – Daily Use

- Once the bag is full of cartons, it will need to be emptied into the 95 gallon cart outside.
 - Cartons must be loose (bagless) in the cart
 - Liners will be reused throughout the lunch period
- Please DO NOT use plastic liners in these barrels - we are striving to reduce waste and costs, so we don't want to purchase mesh bags AND plastic liners.



Mesh Bags - Cleaning

- At the end of lunch (or sometime that afternoon/evening) the container and the liner will need to be rinsed clean to remove milk residue.
 - This can be done in a service sink, but other sink options may be more conveniently located.
- Ideally you will have somewhere to hang dry the liner overnight - again each building will have to assess their available options.



Mesh Bags – Carton Tracking

- You will NOT need to weigh the cartons every day.
- You will be sent a form to track the weights of your cartons over a two week time frame.
- That data will be used to track for your building for the rest of the year.

Carton Recycling Hauler

- Cartons are hauled by Uribe Refuse and are picked up on Wednesday and Saturday each week

Other Updates / Reminders

Waste Diversion 2018-19

- During the 2018-19 school year, LPS collected over 1,232,000 pounds of recycling and over 1,265,00 pounds of organic compostable material.
 - **That is 1,248 TONS of material not going to the landfill!**
- This could not happen without support and dedication of our custodial teams!
Great job!!
- All 57 of our regular K-12 buildings will now be collecting compost material in their cafeteria for the start of 2019-20!

Refuse Logs

- Monthly Refuse Logs are to be filled out by each building
- Please have the log fully updated by the 5th of the following month,
 - i.e., August refuse log must be complete by September 5th

How to fill out the Refuse Log report:

Dawes Refuse Log 2014-15 ☆

File Edit View Insert Format Data Tools Add-ons Help Last edit was 31 minutes ago

fx

	A	B	C	D	E
1	Dawes Middle School				
2	Refuse Log				
3	Pick up schedule: TWHFS				
4	Containers: 2 X 2 yd containers AND 1 X 1 yd container				
5					
6	*All 3 containers full = 5 yards		*All blue boxes are required		
7					
8	March 2015		Completed by: 		
9					
10	Date	Day	Yards of waste	Additional yards at time of pickup (if applicable)	Comments (Indicate any container damages at time of pick up, school closings, special events, etc.)
11	3/3/2015	Tuesday	 	 	
12	3/4/2015	Wednesday	 	 	
13	3/5/2015	Thursday	 	 	
14	3/6/2015	Friday	 	 	
15	3/7/2015	Saturday	 	 	
16					
17	3/10/2015	Tuesday	 	 	
18	3/11/2015	Wednesday	 	 	
19	3/12/2015	Thursday	 	 	
20	3/13/2015	Friday	 	 	
21	3/14/2015	Saturday	 	 	
22					

+ March 2015 April 2015 May 2015 June 2015

4. List name and position of person filling out the form.
Ex. John Smith – Custodial Supervisor

1. Indicate **YARDS** of waste at time of pick up for each day that month

2. If containers are overflowing, indicate additional **YARDS** of waste at time of pick up

3. Provide comments when appropriate

You can find each month by clicking on the appropriate tab at the bottom of

Compost Liners

- If your COMPOST hauler is URIBE Refuse
 - Use this online form to request your compostable liners needed for your containers
 - https://docs.google.com/forms/d/e/IFAlpQLSc07P62m3y6oJN4u4lJ2Cim7INjabjQSM0pzYZh0v8BoWDJ3g/viewform?usp=sf_link
- If your COMPOST hauler is BIG RED WORMS
 - Order your compost liners using these stock #'s
 - 64 Gallon - #607800
 - 55 Gallon - #607650
 - 39 Gallon - kitchen only - #607750

Make sure you know who your compost hauler is before ordering liners!

Container and Sign Requests

- Any recycling container requests must be submitted using the online form:
 - <https://home.lps.org/recycling/container-request-form/>
- If you need signs for your containers, those will now also be available to request through an online form:
 - <http://home.lps.org/recycling/waste-management-sign-ordering-form/>

Containers

- Has the number, location, and or size of waste containers gotten out of control at your building??
 - The LPS Sustainability team is happy to work with you and your principal to do a Container Audit and get your building back on track for simplified, consistent, and conveniently located waste stations.



The 'extra' containers removed from Mickle Middle last year

Labels

- As a part of the container audit process, we are also happy to provide labels that we have in stock from Recycle Across America. These are stickers that go directly on the container.



BRIAN PROKOP- ORKIN PEST CONTROL

- Timely reminders
- Process when entering buildings
- Pest Sightings Log Sheets
- Questions and Answer



PEST SIGHTINGS LOG SHEET

Each and every-time a pest/insect sighting occurs within your facility staff are reminded to record the date and location on the pest sightings log sheet located in the Pest Control Service Book. This will serve as the primary guide for the Pest Control Professional when they come to inspect areas during their scheduled visit.

If you keep the service book in the custodial office then please make sure teachers and other staff have access to record events. This might mean moving the book to the main office or making copies of the sightings sheet available in the office or other locations within your school.

The Pest Sightings Log Sheet is now in the custodial forms on the website.

Culler	6/1/2016
Dawes	6/1/2016
Goodrich	6/1/2016
Huntington	6/1/2016
Irving	6/1/2016
Lefler	6/1/2016
Lincoln High	6/1/2016
LNE	6/1/2016
LSE	6/1/2016
Lux	6/1/2016
Mcphee	6/1/2016
Mickle	6/1/2016
North Star	6/1/2016
Park	6/1/2016
Roper	6/1/2016
Rousseau	6/1/2016
Saratoga	6/1/2016
Sheridan	6/1/2016
West Lincoln	6/1/2016
Zeman	6/1/2016

← Buildings scheduled to receive new custodial office computers this year. Monitor's will not be replaced at this time.



LPS PASSWORD CHANGE



You are receiving this message because it is time for you to change your LPS password. Your current password will expire on X/XX/2019. Please follow the instructions below:

1. Select a password 8-20 characters long containing 3 of the 4 attributes below:

- An Upper Case Letter
- A Lower Case Letter
- A Number
- A Special Character ! @ \$ % ^ & * ? (note: special characters may be difficult to use at an MFD)

Ideas for creating a new password can be found here: [Better \(Easier\) Passwords](#)

2. Proceed to [LPS Staff Center \(lps.org/staff\)](https://lps.org/staff) and click on the **Change Password** link on the left side of the page.

NOTE: You must be on the LPS network to use the Change Password link

Once your password is changed, it is immediately available for you to use to log in to LPS systems such as email, web applications, AS400 and logging in to your computer.

If you use the AS400, please log out of the AS400 before proceeding to the password change page.

After you change your password then you may log back in to the AS400.

If you do not change your password, you will receive additional messages so please change your password as soon as you can.

Thank you,
Computing Services

NEW CORE SYSTEM FOR SUPPLY ORDERING, ICE AND TIME AND ATTENDANCE AND APPROVALS



- Training will be provided on the following dates and times indicated below
- All Supervisors and Asst. Supervisor must attend one session below;
- Asst. Cust. Supervisors- Wednesday August 21, 2019 1:00 PM – 3:00 PM or Thursday August 22, 2019 1:00 PM to 3:00 PM
- Custodial Supervisor's- Tuesday August 27, 2019 4:00 PM to 6:00 PM or Wednesday August 28, 2019 4:00 PM to 6:00 PM
- Please sign up for the session that applies to your position.
- Again, attendance is mandatory for one or the other session
- Supervisor's should flex time to cover for ACS if needed
- Location TBD



PROJECTOR BULB REPLACEMENT UPDATE

- All buildings should now be supplied with the following;
- High Schools- 6 Bulbs
- Middle Schools- 3 Bulbs
- Elementary Schools- 2 Bulbs
- When a bulb is used, you should fill out a supply order requisition for replacement. Please do not overstock your facility with these bulbs. You should only have on hand the above amounts at any one time.
- Distribution Center will stock bulbs in the future. I will supply item number at a later date.

BULB REPLACEMENT CONTINUED

- Cleaning of filters should be incorporated into your summer cleaning. Filters should also be cleaned when changing bulbs
- A Bulb Replacement Log Sheet has been placed in the custodial forms on our website. Please complete all fields when filling out this form. Form can be kept on your computer however; needs to be available to computing services when asked.
- Question & Answer



Short Through Projector Bulb Replacement Log Sheet

[illegible]

GREAT PLAINS FIRE & SAFETY



Great Plains Fire & Safety should have completed annual inspections on all extinguishers in the district. If your building has not been completed yet please let us know so we can follow up with the vendor.

GREAT PLAINS FIRE & SAFETY

CONTINUED

- Fire extinguisher's should continue to be inspected monthly and documented on the tags and log sheets kept in the custodial office
- If service is needed, outside of the regular yearly service, extinguisher's should be tagged and placed by the school interdepartmental mail. DC courier will pick them up and deliver them to Great Plains Fire & Safety for service
- Great Plains has requested that, starting next summer we have all fire extinguisher's ready for inspection the first two weeks of July
- **No TMA is needed for servicing**

2019-20 CUSTODIAL SUPPLY ALLOTMENTS AND BALANCE SHEETS



- Included in your packet is the new 2019-20 custodial supply allotments for your school. Please make copies of the balance sheet to keep track of expenditures. You can also create a spreadsheet for tracking on your computer! **It is imperative that you strive not to over spend by the end of the year!** The fiscal year is September through August! A template has been created in Excel to help you balance your supply budget
- Reminder- laundry budgets are again rolled over to your supply accounts

School Name Here

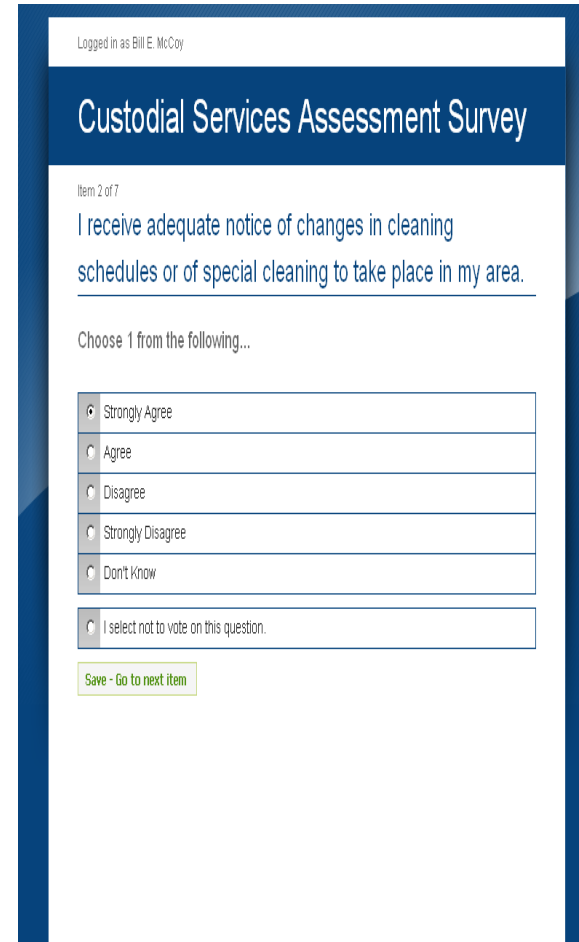
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REVIEW **Supplyworks** ORDERING A Home Depot Company PROCESS

- Login- LPS email
- Password- Please do not change
- Favorites List
- Order Pad- Only order off the 55 items available on the “Favorites List” for ordering
- Specialty orders are to go through John Salisbury or Scott Lanham for approval and ordering
- Online order verification will change with the new CORE System

CUSTOMER ASSESSMENTS AND FACILITY INSPECTIONS

- Customer assessments will continue on an “every other year” basis as they have in the past.
- Physical inspections of facilities will be done in the opposite year of the customer assessment .



Logged in as Bill E. McCoy

Custodial Services Assessment Survey

Item 2 of 7

I receive adequate notice of changes in cleaning schedules or of special cleaning to take place in my area.

Choose 1 from the following...

<input checked="" type="radio"/> Strongly Agree
<input type="radio"/> Agree
<input type="radio"/> Disagree
<input type="radio"/> Strongly Disagree
<input type="radio"/> Don't Know
<input type="radio"/> I select not to vote on this question.

Save - Go to next item

PHYSICAL INSPECTIONS AND TMA CUSTODIAL MODULE UPDATES

- Is still in our plan to purchase and implement the Custodial Module through TMA for physical inspections
- Timeline to implement is October 2019-20 School Year
- Customer Assessment Surveys will still be conducted bi-annually
- Scoring matrix may change

Custodial Services and Transportation

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Email (provide address)

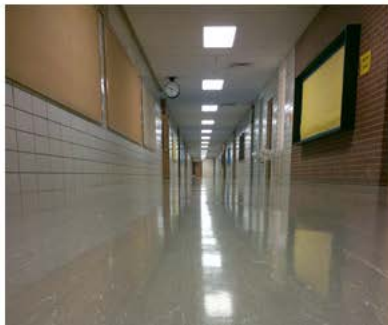
Custodial Services



Calvert Elementary School



Lincoln Public Schools District Office



Morley Elementary School

 **Recycling Environmental and Weight Reports**
District Totals and Location Summaries

Staff

- [Calendar](#)
- [Cleaning and Service Guidelines](#)
- [Custodial on-line vendor ordering](#)
- [Custodial Supervisors Guide Book](#)
- [Custodial Services Cleaning Guidebook](#)
- [Forms](#)
- [Infection Control Manual](#)
- [Insect and Pest Information - UNL Extension](#)
- [Intergrated Pest Management](#)
- [International Executive Housekeepers Association](#)
- [LPS Bed Bug guidelines](#)
- [Material Safety Data Sheets for products used by LPS \(Disclaimer - Not all products are listed\)](#)
- [Spartan Chemical Company - Material Safety Data Sheets](#)

Custodial Meeting Agenda's

Click here to view and or download previous meeting agendas or information items

Previous meeting agenda's are archived in docushare which is linked to the LPS Custodial Website. Just one click and you're there!!

SOUTHEAST COMMUNITY COLLEGE CONTINUING EDUCATION REGISTRATION FORM											
Complete this form with payment information and send via FAX or mail to: SCC Jack J. Huck Continuing Education Center 301 S. 68th Street Place, Lincoln, NE 68510 FAX: 402-437-2703						The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to disclose that information only with the consent of the student or in those very limited circumstances where consent is not required by FERPA.			Today's Date: __/__/__		
Social Security Number OR SCC Student ID Number						Birth Date: __/__/__		Email Address:			
Name: Last		First		Middle Initial		Home Phone:		Cell Phone:		Business Phone:	
Residence Mailing Address:						City:		State:		Zip Code:	
Company Name: Lincoln Public Schools						<input type="checkbox"/> NE Resident <input type="checkbox"/> Non-Resident		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	
Race (select one or more): <input type="checkbox"/> Black/African-American <input type="checkbox"/> White <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander											
Course Number- * Please check box next to classes you are attending.						Title:		Start Date:		End Date:	
<input type="checkbox"/> C U S T 6 0 7 3 C E F B						Fire Prevention for Custodians		11/2/19		11/9/19	
<input type="checkbox"/> C U S T 6 0 6 8 C E F B						Custodial Supervisory Training 1-2		12/7/19		12/14/19	
<input type="checkbox"/> C U S T 6 0 6 5 C E S B						Housekeeping I-III 1/25, 2/1, 2/8, 2/29, 3/7, 3/14		1/25/20		3/14/20	
<input type="checkbox"/> C U S T 6 0 6 9 C E S B						Human Relations 1-2		2/15/20		2/22/20	
<input type="checkbox"/> C U S T 6 0 6 7 C E S B						Tool & Equipment Care 1-2		4/4/20		4/11/20	
<input type="checkbox"/> C U S T 6 0 6 6 C E S B						Custodial Safety 1-2		4/25/20		5/2/20	
						FOR OFFICE USE ONLY					
						DE: ID #:					

STUDENT'S SIGNATURE

Billing Agency Lincoln Public Schools #207885
--

Submission of this form indicates that I understand (1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the course listed; (2) that should I voluntarily drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; (3) that failure to attend a course does not constitute an official drop (withdrawal); (4) the personal information submitted herein is correct as shown and (5) any changes in SSN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admissions, admissions, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity Diversity, SCC Access Office, 301 S. 68th Street Place, Lincoln, NE 68510; 402-323-3413, FAX 402-323-3400, or jhuck@secc.edu.

To release information, please read and sign.	
Specific to the course(s) listed above, I give SCC permission to release the items checked below to:	
<u>Lincoln Public Schools Operations Department</u> , if requested. (individual/organization/company)	
<input type="checkbox"/> Grade and/or Attendance	<input type="checkbox"/> A Copy of Certificate and/or Certification Card
STUDENT'S SIGNATURE _____	DATE _____

Equal Opportunity
 The policy of Southeast Community College is to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President of Affirmative Action, Equity and Diversity, 301 S. 68th Street Pl., Lincoln, NE 68510; (402) 323-3412.

Americans with Disabilities Act - Reasonable Accommodations
 If you have a disabling condition that may substantially limit your ability to participate in the class it is your responsibility to contact the Dean of Student Services for additional information and assistance. The campus telephone numbers are: Seaside (402-228-8220), Lincoln (402-437-2619), Midland (402-761-8270).

Academic Integrity
 Academic integrity is one of the basic principles of a community college. SCC encourages and expects the highest standard of academic honesty from all students. Please note that cheating, plagiarism, or other forms of academic dishonesty are monitored and subject to disciplinary action.

Identification Information
 A participant's social security number constitutes an "educational record" under the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to disclose that information only with the consent of the participant or in those very limited circumstances where consent is not required by FERPA.

Revised March 2018

2019-20 SECC

ALL CLASSES MEET
 SATURDAY MORNINGS, 8:00
 A.M. – NOON
 SOUTHEAST COMMUNITY
 COLLEGE
 JACK J. HUCK CONTINUING
 EDUCATION CENTER
 301 SOUTH 68TH ST. PLACE
 LINCOLN, NE 68510.
 ROOMS TO BE ANNOUNCED.

Registration forms available
 – Please only register for one
 quarter at a time.

CUSTODIAL STAFFING UPDATE



- Much ground has been gained in the past several weeks in filling our remaining vacant custodial positions.

CONSTRUCTION UPDATE

- Many construction projects are wrapping up across the School District. I am providing an overview of progress and where our biggest challenges still remain.



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

Area 1	Area 2	Area 3	Area 4	Area 5	Area 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	Adams 1121	Elliott 1136	Neurenberger 1924	Dawes 1211	Holmes 1143
Hartley 1139	Kloefkorn 1148	Lakeview 1149	LPSDO 1613	Brownell 1127	Culler 1210
Schoo 1222	Wysong 1185	Beattie 1123	Moore 1225	Kahoa 1147	Meadow Lane 1151
Kooser 1146	Transportation DC/Clifton 1306	Data Center, CMF, Grounds & Arts & Humanities 1301	Zoo School 1304	DDSEC 1156	

HOURS WORKED OVER 40 HOURS – LUNCH TIME

- Full-time employees have an unpaid lunch break of 30 minutes. Employees may be entitled to paid breaks within the day, dependent upon the employee agreement. Classified employees may not forego breaks to reduce the hours assigned in a workday.
- If submitting overtime hours in the amount of 8 hours or greater the employee should allow for a 30 minute lunch period. This would not be paid time however, if the employee was interrupted during their lunch time they then may be entitled to be paid for that time.

CUSTODIAL WORK HOURS



- Supervisors are reminded of the expectation that employees adhere to 30 minute lunch times and 15 minutes for each break. Minimal time should be spent in the custodial office prior to and at the conclusion of the work day. Supervisors are particularly reminded not to allow employees to sit for long periods waiting to go to work at the beginning of their work shift!

BREAKS CONTINUED!

- Employee's are not authorized to reduce the length of their work shift by working through their breaks and lunch time. Start and finish times should be adhered to at all times!

CUSTODIAL DEPARTMENT WORK HOURS

- All hours should be worked that are scheduled on CORE
- Staff is not allowed to come in early in order to leave early without prior approval from John Salisbury's office (with the exception of PLC days)
- Hours should not be adjusted without the prior approval from John Salisbury's office
- Please update the work schedule hours sheet Susan has provided. Only the hours that are currently in CORE will apply.

CUSTODIAL OVERTIME ASSIGNMENT

- Custodial Supervisors are directed to assign overtime on a rotational basis so that all employees have an opportunity to take part in the process.
- While some events may require the presence of the supervisor we do not expect they will be the sole recipient of all overtime hours worked.
- Overtime hours continue to be monitored and as such, it is critical that the supervisor have a good organizational plan in place.
- Once again this year, all overtime, except for snow removal or events scheduled in Archibus, require prior approval from John Salisbury's office.....No Exceptions!

COMMUNICATION

- Both supervisors should communicate on a daily basis
- Both supervisors should communicate effectively with custodial staff
- When custodial staff bring an issue to either supervisor, it is important that their concerns are addressed. If the supervisor cannot resolve the issue then, he/she should contact our office for direction or help in resolving the issue.
- All reports of discrimination, harassment (verbal or non-verbal) should be reported to our office immediately.

POLICY 4750 CIVILITIES OF EMPLOYEES

- All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors and anyone else having business with the District. Uncivil behaviors are prohibited.
- Uncivil behaviors shall be defined as any that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, written and electronic communications, including email messages and/or social media.
- Any uncivil behavior should be reported to the immediate supervisor or to the Human Resources Division. Employees may be subject to disciplinary action under building and/or District policy or guidelines up to and including termination of employment. Retaliation against a person who reports a claim of uncivil behavior is prohibited.

POLICY 4770 STANDARDS FOR CLASSIFIED & HOURLY EMPLOYEES

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, other employees, parents, school patrons, or Lincoln Board of Education members.
- Shall not discriminate on the basis of race, color, national origin, religion, marital status, sex, age, veteran status, disability, pregnancy, childbirth or related medical condition, sexual orientation or any other protected class designated under state or federal law.
- Shall not use coercive means, or promise or provide special treatment to students, other employees, school patrons, or Board members in order to influence professional decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
- Shall not exploit relationships with students, other employees, parents, school patrons, or Board members for personal gain or private advantage.
- Shall not harass in any manner students, parents or school patrons, employees, or Board members.
- Shall not engage in conduct involving dishonesty, fraud, deceit or misrepresentation.
- Shall understand the confidentiality of data. Shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the District, unless disclosure serves professional purposes, or is required by law. Any employee who has a student in the District must differentiate his or her role as an employee and his or her role as a parent with respect to accessing confidential student information.

POLICY 4770 (CONTINUED)

- Shall not discipline students using corporal punishment.
- Shall not misrepresent the School District, and shall take added precautions to distinguish between the employee's personal and institutional views.
- Shall abide by policies and regulations of the Board and the rules and standards established by the administration and the employee's supervisor.
- Shall seek no reprisal against any individual who has reported a violation of these standards.
- Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.

POLICY 4850 PERSONAL FREEDOM

- Lincoln Public Schools recognizes that all employees have the right to hold personal beliefs. Employees may express opinions concerning school District issues as well as other local, state and federal issues and will not be unlawfully discriminated against based on the protected exercise or expression of such beliefs or opinions.
- While recognizing individual personal freedoms, these rights must be balanced with the mission of the School District. As such, personal freedoms may not be exercised in a manner which negatively affects working relationships or which negatively affects the ability of employees who work with students to serve as effective role models for our students. Instruction on political, religious and other sensitive issues is to be provided in a manner which allows students the opportunity to form or adhere to their own views; students must not be required to accept the views of school employees. In addition, the political accountability laws restrict use of school resources in the promotion of political views. As such, while a school employee may express a position with regard to political issues, employees may not use school personnel, resources, property or funds for such purposes or engage in such activity during hours in which the employee is being paid to work or when otherwise engaged in performance of school duties.

POLICY 4790 - HUMAN RESOURCES - NOTIFICATION OF ARREST, CRIMINAL CHARGES, LICENSURE, CHILD ABUSE COMPLAINTS, ETC.

- Employees shall notify the Associate Superintendent for Human Resources or designee by the next business day after the employee is (a) arrested; (b) ticketed; or (c) issued any form of criminal charge for committing an offense, crime or infraction.
- Employees must also promptly report to Human Resources whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.
- Employees must give full disclosure of the existence and nature of the above proceedings and shall also immediately notify Human Resources of the disposition of any such case or matter.

PLEASE REFER TO ACTUAL POLICY FOR MORE DETAILS

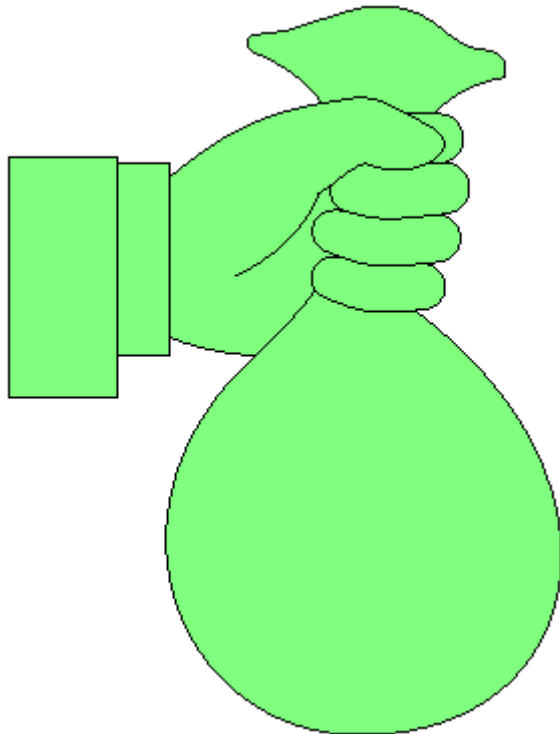
Failure to notify Human Resources as required under this policy may subject the employee to disciplinary action, up to and including termination.





SOCIAL MEDIA POSTS'

- Be cognizant of what you are posting on social media sites such as Facebook, Twitter, Instagram, Snapchat etc.
- Posting alone is not against LPS policy however; when a post is connected to an LPS building, staff member or student, you have to ask yourself is it appropriate.
- Posting while on duty is against LPS policy as staff should be working, not on social media sites
- Staff is not allowed to post on social media websites using LPS owned computers, outside of the normal school postings

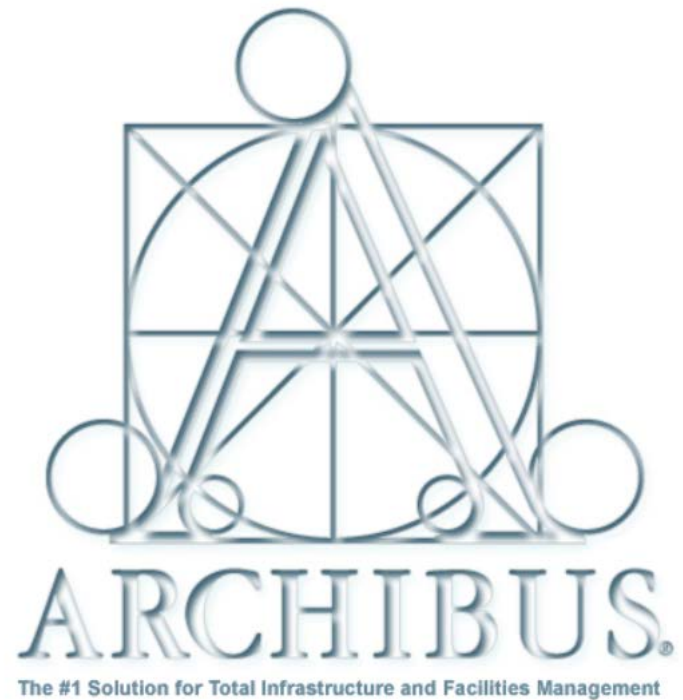


Monies collected from these machines must be turned into the main office at your school. Under no circumstance is the money to be used for personal reasons, i.e, coffee fund, donuts, pizza parties, etc.

FACILITIES AND MAINTENANCE UPDATES

ARCHIBUS

- Check Daily Reports of Building Use
- Additional Reservations, Changes in Times and Resources, and Cancellations
- Custodial Coverage for events
- Web Central
- Questions



ARCHIBUS – REMINDERS CONT.

- Bounce Houses - Group has to provide generator, school power source not available to them.
- Custodians not authorized to approve, be in communication with office approvers if needing to have building spaces or for carpet cleaning, refinishing floors so they are aware and can approve.
- If someone wants in a room they haven't reserved, you don't have authority to let them use the space. The reservation is the contract for use, so no reservation, no use.
- Really important to keep track of which groups for OVT are outside groups so Susan Sullivan has accurate information for billing.
- Jodi Cale will be communicating to outside and LPS groups. If there are specifics you would like addressed, email her at jcale@lps.org and she will see what we can do to make things work best for everyone.

OPERATIONS UPDATES – TMA

WORK REQUESTS

Please begin your request with a one or two word description of type of work being requested.
Examples:

- Door:
- Door Lock:
- Faucet
- Heat pump:
- Radio
- Toilet Leaks:
- Window:

Follow with specific information, so that the request is sent to the correct trade. You can add as much info as you need to here, but if it's a simple issue, just be straight to the point.

Examples:

- Faucet: Leaks.
- Window: When it rains, water comes in and puddles on the sill. Window is wood; wall the window is on is drywall (concrete, plaster, etc.).

Service Center “Equipment” Report

- Please use Equipment Report to find your equipment tag numbers before submitting your request. Most times numbers can be found on this list.
- **Standard Phrase to use when work has already been completed by FM Techs**
 - *“Work completed by John Doe on 08/01/14 – repair light fixture”*

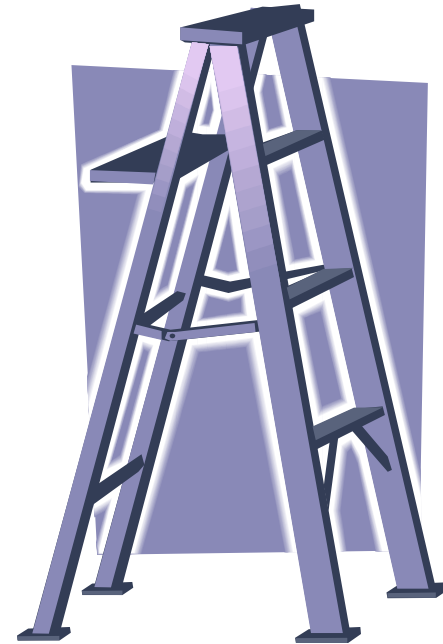
EMPLOYEE ID BADGE REMINDERS

- Please notify the Operations Department immediately of any lost ID cards (this includes supervisor's)
- HR handles all LPS ID Card Processes (Employees)
- OPS handles all Non-LPS ID Card Processes (Vendors)

LADDER USE AND SAFETY

Please make certain that the ladder being used is strong enough to support you and the load that may be carried without fear of tipping over.

Use the following checklist as a guide, first for inspecting a ladder and second for ensuring that safety precautions are taken when using the ladder.



LADDER USE AND SAFETY

- Are all the rungs, cleats, or steps in good condition?
- Are the side rails intact without any cracks, bends, or breaks?
- Do the rungs, cleats, or steps fit snugly into the side rails?
- Is the ladder free of corrosion?
- Are the side rails and steps free of oil or grease?
- Are the ladder's hardware and fittings secure and undamaged?
- Are the ropes on extension ladders intact without fraying or excessive wear?
- All damaged ladders should be removed from service and clearly marked "Do not use"?

LADDER USE AND SAFETY

Are you using the ladder for its intended purpose?

- Don't use a ladder as a brace, skid, lever, gangway, platform, scaffold, plank, or material hoist.

- Don't tie ladders together to make them longer.

Don't use a stepladder as a straight ladder.

Did you set up the ladder on a firm, solid surface?

- Don't place a ladder on boxes or blocks to make it taller.

- Don't set up a ladder on a scaffold to gain extra height.

- Don't set up a ladder on a slippery or icy surface.

LADDER USE AND SAFETY

- Are you securing or barricading the ladder to protect it from being bumped when you have to work in doorways, passageways, or driveways?
- Is the area around the top and bottom of the ladder clear?
- Is your stepladder fully opened with the spreaders locked to keep the ladder stable?
- Have you set up your straight ladder using the 4 to 1 rule? (1 foot from the wall for each 4 feet of ladder length.

LADDER USE AND SAFETY

- Are you using your extension ladder so the upper section overlaps the lower section, and the overlap is on the climbing side with the rungs locked in place?
- Do you face the ladder when ascending or descending?
- Do you use both hands to grip the side rails whenever possible? Always use at least one hand to grasp the ladder when climbing, and don't carry any object or load that could cause you to lose balance.
- Do you stay off of the top 2 steps of a stepladder?
- Is only one person allowed on the ladder at a time?

Kitchen Hood Filters



Filters in kitchen hoods should be removed and cleaned monthly. Please coordinate with your kitchen manager for the most convenient time to perform this task. This would include both oven and dish machine hoods.

Cleaning and Maintaining Grease Traps

Grease Traps vary in size and design. Procedures for treatment and cleaning of these units are located in the Custodial Supervisors Guidebook. It is recommended that the grease trap be cleaned once during winter break and once during summer break



WATER SOFTENER SALT ORDERING PROCEDURES

- Please submit a TMA “Repair” request when softener salt is running low. Include the number of bags needed.
- Custodial staff are responsible for checking and filling the softener regularly
- Please submit a TMA work order if the unit is in need of repairs





Minimize toilet clogs by ensuring there are adequate numbers of disposal units in women's restrooms.

TMA – IMPORTANT REMINDERS

- Ceiling Tile Replacement, Roof inspections, gutter cleanout, etc. – The Facilities and Maintenance Department creates work orders for these tasks and then expects our office to follow up with schools to ensure they are completed.
- It is imperative that when you receive an e-mail from me requesting completion of this work that you do so in a timely manner. There are a number of schools with outstanding work requests that have not responded to my original e-mails. If you fall in to this category please clear up these discrepancies this week.



Check your E-mail

Please check your LPS e-mail account daily as well as remind your employees to do the same.

This should be done on a regular basis – also to delete and/or file old e-mails after reading.



SECONDARY CHEMICAL LABELS

- Please be sure that all of the secondary chemical containers used by custodial staff are properly marked with a manufactures label. These labels are available at all custodial supervisors meetings and can be requested from John Salisbury's office via a TMA request!
- We are working with our current vendor to make the secondary labels available on the SupplyWorks order pad. We will keep you updated as this unfolds
- Old Ready to Use (RTU) bottles should be disposed of and should not have another label over the original label.





Make sure you fully understand how the lift works before attempting to use it. Please call if you are unsure.

VANDALISM / BREAK IN REMINDERS

- Contact the appropriate authorities right away.
- Notify your building administrator.
- Order of contacts: Joe Wright, John Salisbury or Scott Wieskamp or Tim Loseke.
- Complete Damage Loss Theft/TMA report as soon as possible.

WORK SCHEDULES

Daily Cleaning Schedule

- At the beginning of each school year we ask Custodial supervisors to send updated work schedules to our office.
- Please scan to email all work schedules to either John Salisbury or Scott Lanham by August 31, 2019.

WEARING APPAREL GUIDELINES

All custodial employees working for the Lincoln Public Schools are requested to be dressed appropriately while at work. Conveying a professional image to students, staff and public are important factors to our success. Please refer to the guidelines below.

GUIDELINES FOR PROPER DRESS

Acceptable wearing apparel:

1. Clean jeans, slacks, (or knee length shorts when authorized by Custodial Supervisor).
2. Closed toed/heel shoes. Tennis shoes are acceptable.

Non acceptable wearing apparel:

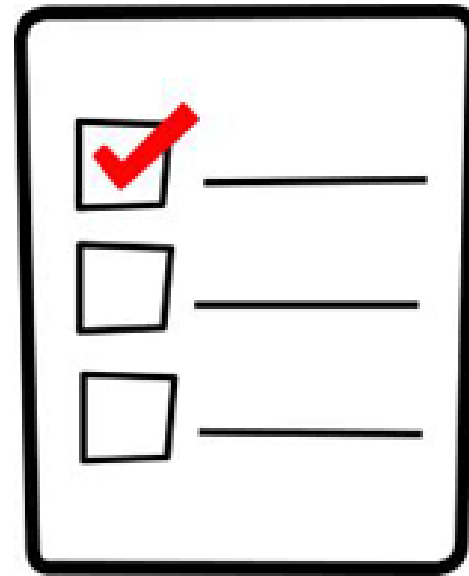
1. Dirty jeans, slacks, or shorts.
2. Open toed shoes, sandals, etc.
3. Torn or ripped clothing. (Torn and/or ripped uniforms are to be tagged and sent to vendor for repair.)
4. Printed clothing with suggestive or inappropriate language.
5. Clothing with advertisements/pictures of tobacco or alcoholic related content.
6. Sun glasses while in building.
7. Sweat pants.
8. Hats and caps while in building.
9. In the interest of safety, radio headphones are not to be worn during actual work periods. (Other radios should be kept at a sound level so as to not distract other building occupants.)
10. Photo ID and/or name badges must be worn at all times..

Wearing Apparel Guidelines:

Please reinforce with your staff the “Wearing Apparel Guidelines” which are including in each new employee orientation packet. Employees who fail to comply with the guidelines should be counseled.

PLAY GROUND INSPECTIONS

- Grounds personnel will conduct a monthly inspection of playground equipment and adjacent areas. Custodial staff will continue to perform and document weekly inspections. Custodial supervisors are to continue to send a monthly summary inspection reports to John Salisbury's office. (Template is in Excel)



DISPOSAL OF 4 FOOT FLUORESCENT LIGHT TUBES (GREEN TIPS)

- All used tubes should be sent to DC for recycling. All tubes still must be sealed in their original container. All other fluorescent, halogen, and mercury vapor lights still must be sent to the distribution center for disposal as hazardous waste.
- Please do not put in trash as we recycle all bulbs at DC



Sani-Tyze® ®(Product No. 3195)

PH level: 7.0

Dilution: Straight



Sani-Tyze, Food Contact Surface Sanitizer, is a Ready to Use quaternary based cleaner, sanitizer and deodorizer. It is formulated and packaged for maximum economy and convenience wherever food is processed, prepared, served or eaten. Sani-Tyze will not negatively alter or compromise an efficient food service sanitation program. The formula is clear and will not stain surfaces. Sani-Tyze leaves no grit or soap scum. The Sani-Tyze formula is a quat-alcohol blend, which provides light cleaning in addition to its ability to sanitize food contact surfaces. Sani-Tyze can be used as a light duty cleaner on any multi-touch surface such as refrigerators, drinking fountains, ice machines, and cash registers. Sani-Tyze is also an effective deodorizer because it stops the growth of bacteria that can cause odors.

Sani-Tyze is a safe ready to use product used by the Lincoln Public Schools Custodial Department. It is approved for general purpose use. Use of personal cleaning products or store bought chemicals is discouraged as we do not have SDS information for those items.

IAQ Building Liaisons issued directions to teachers not to use cleaning products brought from home or store.

Sani-Tyze is available for all staff to order in the General Stores catalog.

Item Number 203871
\$1.67 per qt.

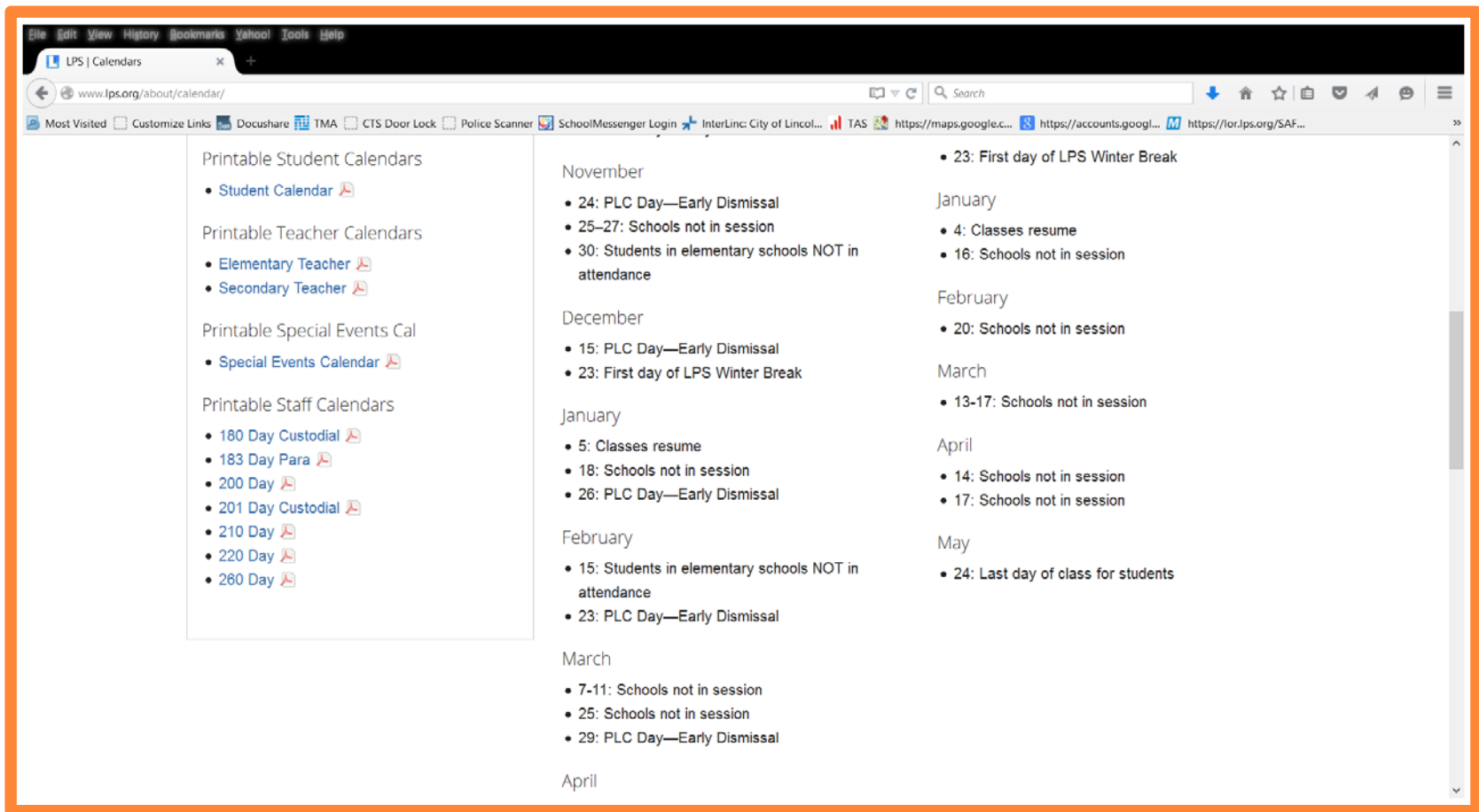
EMPLOYEE ORIENTATION CHECKLIST

- Remember to complete the “New Employee Orientation Checklist” within the first two weeks a new employee has been assigned to your building. Please send the original back to John Salisbury’s office and keep a copy for your file at the building!

LINCOLN PUBLIC SCHOOLS	
New Employee Orientation Check list	
IMPORTANT: The Director of Operations or designee will review, items in bold , on the orientation check list with the employee at the time of their orientation. The Custodial Supervisor, at the new employee’s assigned building, will review other information listed below with the new employee within the first week of their employment. This original form is to be sent to the Director of Operation’s office immediately after completion.	
<input type="checkbox"/> Tour of Facility <input type="checkbox"/> Introduction to Staff <input type="checkbox"/> On site Organizational Structure <input type="checkbox"/> Pay Periods/Salary Schedules <input type="checkbox"/> Reporting Time/Work Hours <input type="checkbox"/> Absence Notification <input type="checkbox"/> Special Equipment/Supplies/Dress <input type="checkbox"/> New Employee Packet Materials <input type="checkbox"/> Completed/Returned to Personnel (Review Contents of Employee Packet) <input type="checkbox"/> Position Description <input type="checkbox"/> Appraisal Form Explained <input type="checkbox"/> Employee Handbook <input type="checkbox"/> Attendance/Punctuality <input type="checkbox"/> Employee Assistance Program <input type="checkbox"/> School Calendar <input type="checkbox"/> District Newsletter <input type="checkbox"/> Safety Procedures <input type="checkbox"/> Hazardous Materials/Chemical Safety <input type="checkbox"/> Sexual Harassment Information	<input type="checkbox"/> I.D. Badges/Uniforms <input type="checkbox"/> Break Time/Rest Periods <input type="checkbox"/> Lunch Area/Procedure <input type="checkbox"/> Parking Information <input type="checkbox"/> Telephone Calls In/Out <input type="checkbox"/> Overtime/Extra Duty/Comp Time <input type="checkbox"/> in Lieu of Over Time <input type="checkbox"/> Staff/Faculty Meeting <input type="checkbox"/> Proper Dress <input type="checkbox"/> Sick/Emergency Leave <input type="checkbox"/> Jury Duty <input type="checkbox"/> Safety/Accident Procedures <input type="checkbox"/> Special Rules/Regulations/Smoking <input type="checkbox"/> Bulletin Board Postings <input type="checkbox"/> District Mail <input type="checkbox"/> Proper Disposal/Surplus Property <input type="checkbox"/> Current Negotiated Agreement
<hr/> Director of Operation’s Signature _____ Date _____ or Assistant Supervisor for Cust. Services	
<hr/> Immediate Supervisor’s Signature _____ Date _____	
I ACKNOWLEDGE THAT EACH ITEM CHECKED ABOVE HAS BEEN DISCUSSED WITH ME.	
<hr/> Employee’s Signature _____ Date _____	
<hr/> Location _____ Position _____	
<small>S:\CUSTORPK.CKL -XIII-01 Updated: July 13, 2017</small>	

Classified Employee Notice of Performance Concerns Lincoln Public Schools	
Employee	Social Security Number
Location	Position
Date of Review	
CONCERNS: Check appropriate item(s)	
<input type="checkbox"/> Knowledge and performance of job	<input type="checkbox"/> Failure to follow policies
<input type="checkbox"/> Attendance	<input type="checkbox"/> Ability to work cooperatively with others
<input type="checkbox"/> Punctuality	<input type="checkbox"/> Failure to exhibit appropriate judgment and tact
<input type="checkbox"/> Neglect of duty	<input type="checkbox"/> Other
Description of Incident including date(s) of occurrence:	
Recommendations for Improvement:	
_____ Supervisor	_____ Date
_____ * Employee	_____ Date
*Employee signature indicates that the employee has reviewed this document. The employee is also being notified that further infractions of this nature or any other type may result in further disciplinary action, which may include termination.	

Please remember to document the more serious performance concerns involving employees on the “Classified Employee Notice of Performance Concerns” form.



**Many calendars are available via
the LPS website**

EMPLOYEE APPRAISALS



LincolnNE

Username Password

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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Coming this summer! [LEARN MORE](#)

TalentEd
Records™
K-12 Personnel Records Management Software

EMPLOYEE FILES

Get the help you need:

- Onboarding/Orientation Process
- Contract Renewal
- E-Forms & E-Signatures
- And much more...

We're seeking early adopters.

[LEARN MORE](#)

The screenshot shows a web application interface for 'CABINET PERSONNEL FILES'. It includes a search bar and a list of employee records. The records are as follows:

Employee Name	Phone Number
NANCY BENTLEY	2089988
NEIL EVANS	2089988
PAUL MADDEN	2089988
TIM SCHEURER	2089988
BILL TURNER	2089918
CARL HILGARTH	2089918
DEBBIE SCURLOCK	2089918

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[Master Subscription Agreement](#)

○ Please remember to stay current with employee appraisals.

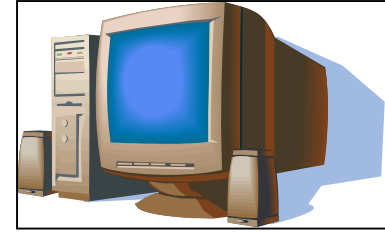
FLOW CHART FOR COMPLETION OF APPRAISALS IN TALENT-ED

- **CUSTODIAL SUPERVISORS**
- 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

FLOW CHART FOR COMPLETION OF APPRAISALS IN TALENT-ED

- **ASSISTANT CUSTODIAL SUPERVISORS**
- 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

NON – AUTHORIZED USE OF EQUIPMENT / COMPUTER USE!



- All custodial staff are authorized to use the custodial office, or designated computers for TAS login/out and checking LPS email only. Use of the internet must be for purposes relating to work. All inappropriate use of the internet is prohibited! Failure to comply with these expectations may result in disciplinary action to include termination!

USE OF INTERNET/E-MAIL

- Employees are to refrain from any use of inappropriate websites or using e-mail to send or receive inappropriate materials.



Supervisors are expected to model these expectations at all times. They are also expected to take immediate action if employee infractions occur under their supervision

ENTRANCE MAT REQUESTS



- All requests for entrance mats must be submitted via TMA request to John Salisbury's office no later than August 31, 2019. Any requests received after this date will not be considered. Please specify size, color and thickness if applicable. Requests will only be considered for replacing worn mats or purchase of new mats in locations that warrant the need for new matting!
- The custodial Department does not provide mats for any area outside of the vestibules.
- Any such requests will be handled on an individual basis

USE OF CREDIT CARD

- From time to time it may become necessary for you to purchase an item from outside of the Distribution Center. Examples: Gas for snow blowers, specialized cleaning tool, etc. However; in most cases we can get specialized items cheaper through one of our vendors. For this reason, we ask that you contact my office first then, submit a TMA if needed. Please follow all criteria required by the main office for use of this card. You will need to provide them with your supply account number. No items over \$25.00 are authorized for purchase with the card unless prior approval is given by John Salisbury's office!



SIGNING FOR DELIVERIES



- Past problems have been experienced with outside deliveries of merchandise disappearing from buildings. Make sure your staff knows what the procedures are if requested to sign for a delivery from a company. They should be directed to the main office or to the supervisor in charge. The person signing will need to verify what is being received and make sure that it is immediately delivered to the recipient! Do not leave packages unattended and or unsecured!

EMPLOYEE FILES



- Upon resignation or transfer of an employee from your facility, **immediately** send **all** employee records to John Salisbury's office in a confidential envelope. This information will then be forwarded to the Human Resources office at LPSDO. **Please do not delay this process!** Thanks for your cooperation!!!

SECURING BUILDING KEYS IN KEY BOXES



- Never leave building keys unsecured in open key boxes, on tops of desks, or in cabinets, etc. Only Custodial Supervisors, Assistant Supervisors, and authorized custodial staff are permitted to take building keys home. All other keys must be secured in a lock box at the end of the employees work shift.
- Custodial offices should be kept locked at all times while not occupied

DO NOT LEAVE KEY BOX UNLOCKED WHEN NOT PRESENT

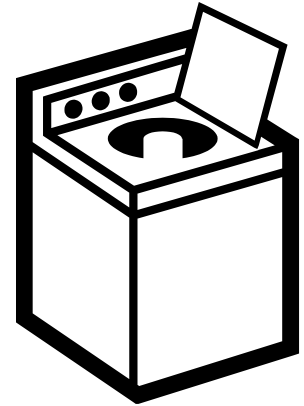
PHOTO ID BADGES

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



USE OF KITCHEN WASHING MACHINES PROHIBITED FOR CUSTODIAL USE

- Custodial staff are not authorized to use kitchen washing machines to launder custodial items such as rags or dust mops. Disposable paper towels should be used in lieu of cotton rags which are discouraged for use. Dirty dust mops are not to be laundered on-site but rather sent to distribution. Clean dust mops can be ordered from distribution.



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! **SHOW YOUR STAFF THEIR CONCERNS ARE VALID AND WILL BE FOLLOWED UP ON!**

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.



Rubber flooring



Initially rubber flooring will require stripping to remove the residual chemical used in the manufacturing process, using a red pad only. (Do not use black pads as they are too harsh and will damage the rubber). This is important as it can void the warranty as well



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.

It also defeats the purpose of applying bleach and letting it dry on the floor!

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.



BLEACH

- Bleach attack's and damage's the chrome fittings and piping in a restroom. It also dissolves the black seals in flush valves on toilets and urinals.



Pre-spraying of carpets during cleaning process

Carpet cleaning chemicals work most effectively if given ample time to dwell on the carpet fibers. For this reason we require pre-spraying the carpet, allowing proper contact time, then extracting with clear water.

Garden pump up type sprayers can be provided via TMA request

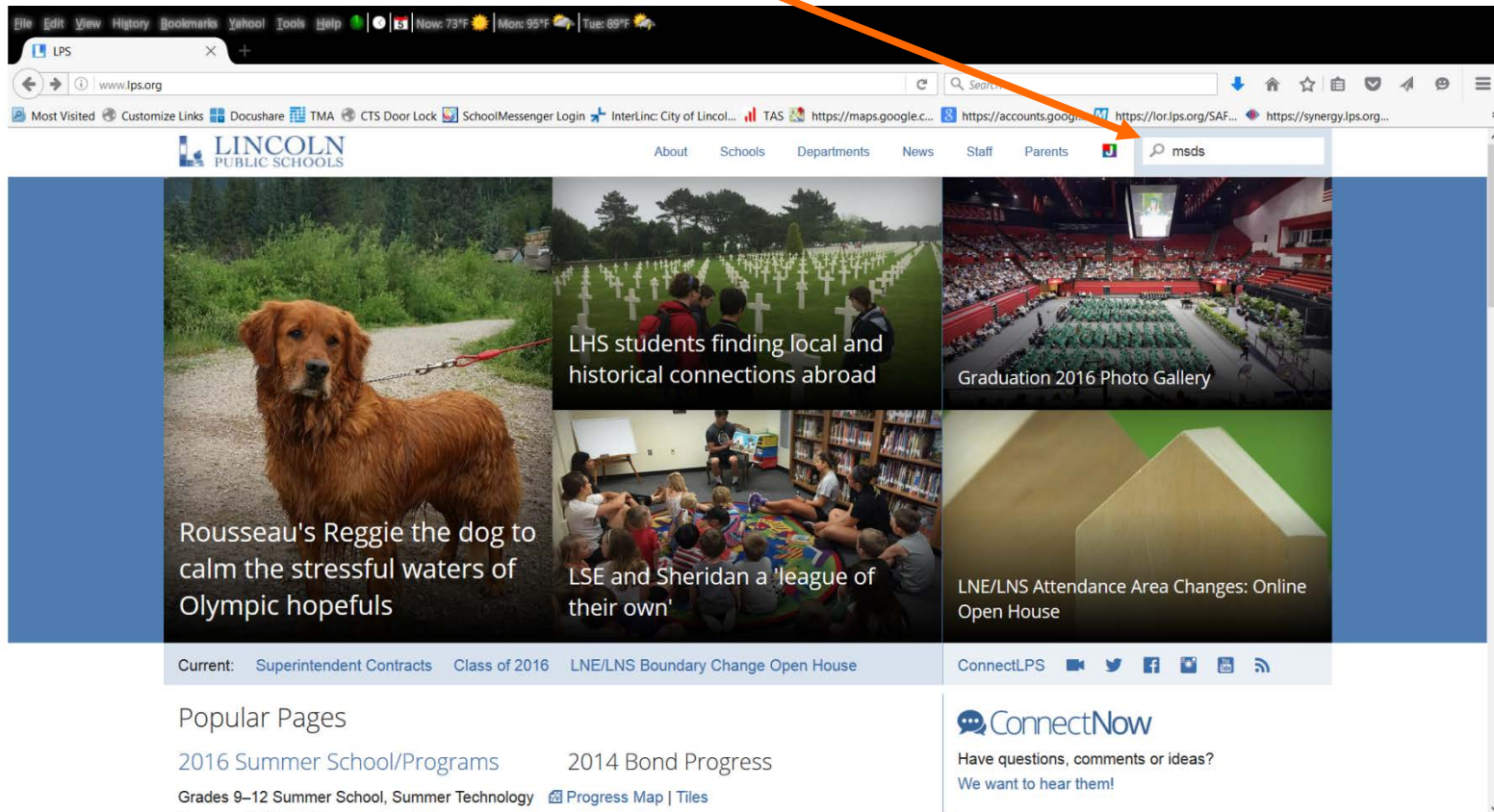


Bio-Hazard box for pour-able blood items



**Please make sure there is one box
in the Health office. If not, let
your health technician know so
they can order one.**

SDS (SAFETY DATA SHEETS) WHERE TO FIND THEM



The screenshot shows the Lincoln Public Schools website. An orange arrow points from the title 'SDS (SAFETY DATA SHEETS) WHERE TO FIND THEM' to the search bar in the top right corner of the website, which contains the text 'msds'. The website header includes the Lincoln Public Schools logo and navigation links: About, Schools, Departments, News, Staff, and Parents. The main content area features a grid of six articles with images and headlines. The bottom of the page includes a 'Current' section with links to Superintendent Contracts, Class of 2016, and LNE/LNS Boundary Change Open House; a 'Popular Pages' section with links to 2016 Summer School/Programs, 2014 Bond Progress, Grades 9-12 Summer School, Summer Technology, and Progress Map | Tiles; and a 'ConnectNow' section with the text 'Have questions, comments or ideas? We want to hear them!'.

Lincoln Public Schools

About Schools Departments News Staff Parents

Search: msds

Rousseau's Reggie the dog to calm the stressful waters of Olympic hopefuls

LHS students finding local and historical connections abroad

Graduation 2016 Photo Gallery

LSE and Sheridan a 'league of their own'

LNE/LNS Attendance Area Changes: Online Open House

Current: Superintendent Contracts Class of 2016 LNE/LNS Boundary Change Open House

Popular Pages

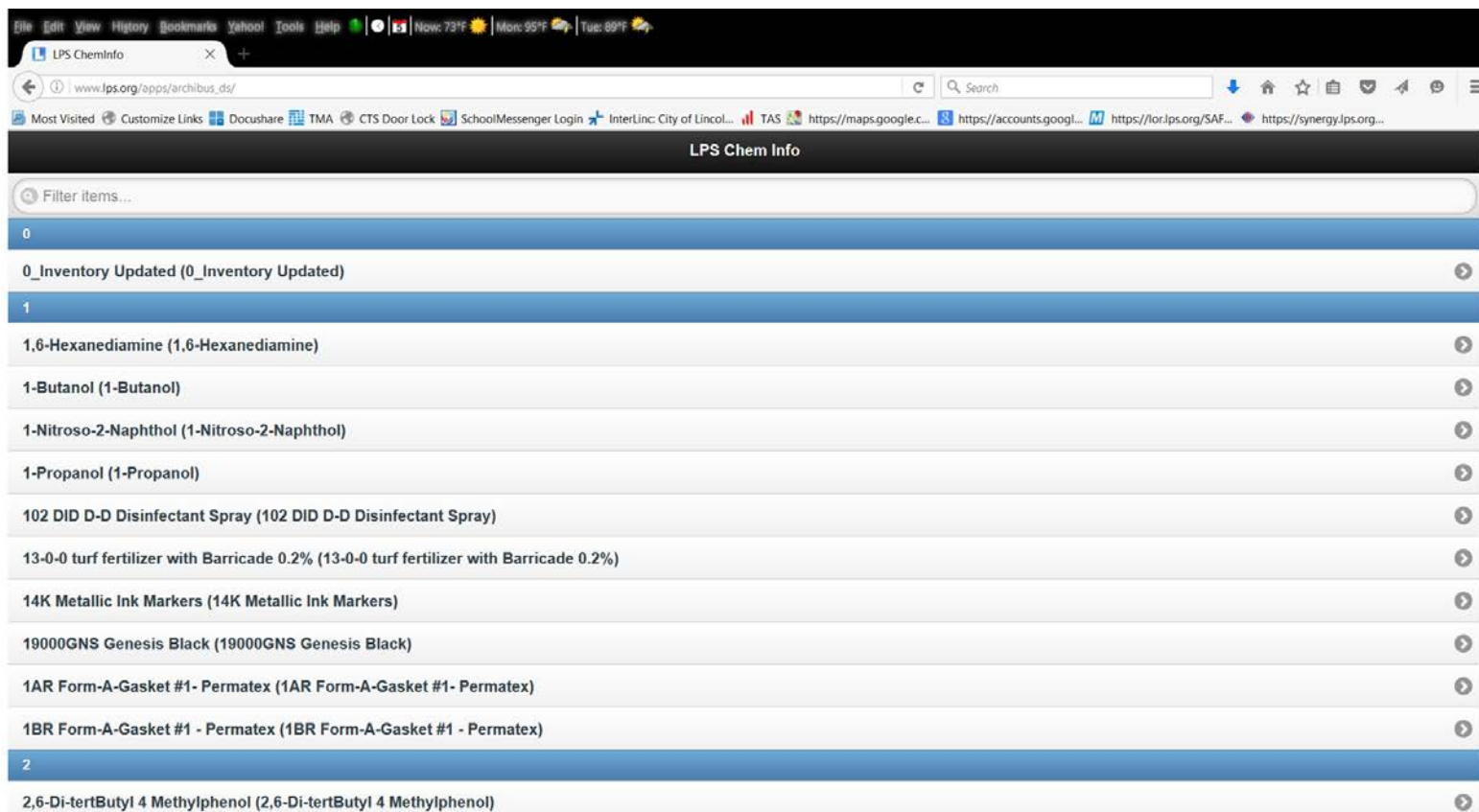
2016 Summer School/Programs 2014 Bond Progress

Grades 9-12 Summer School, Summer Technology Progress Map | Tiles

ConnectNow

Have questions, comments or ideas?
We want to hear them!

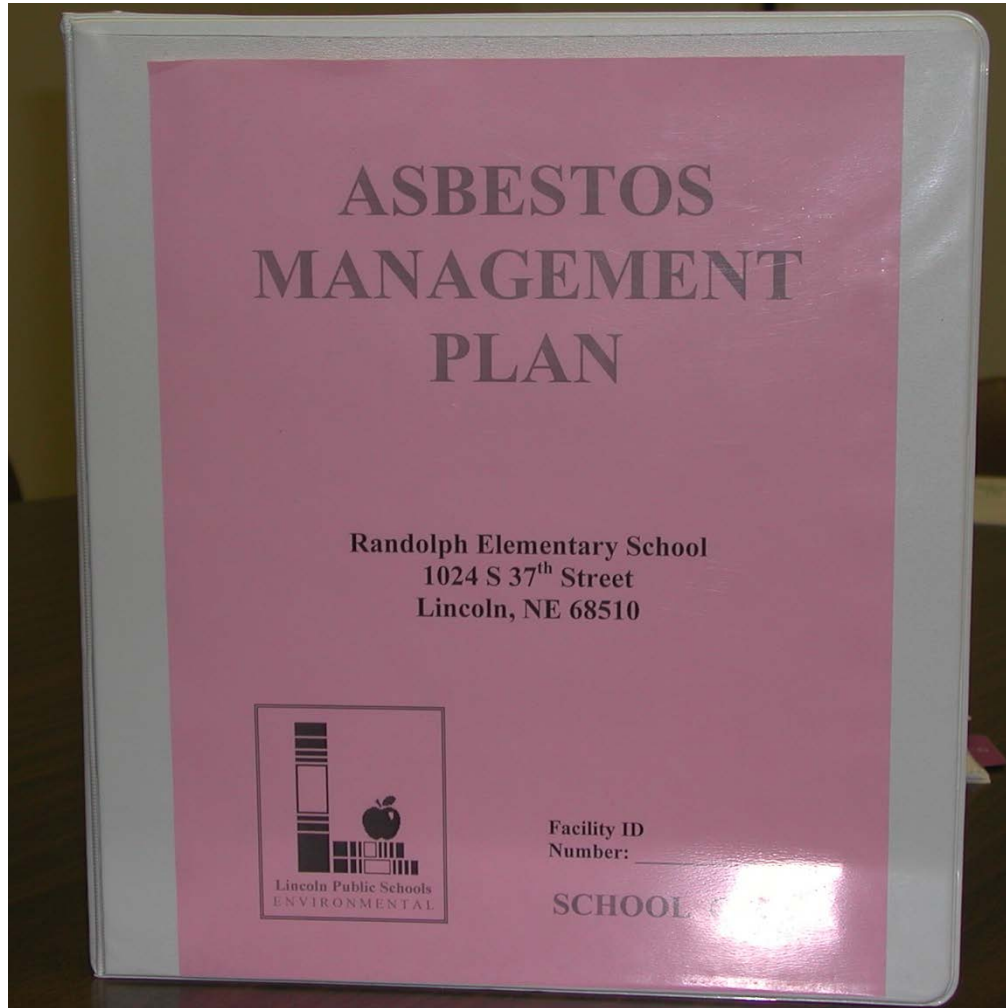
AFTER TYPING SDS IN TO SEARCH KEY WORD BOX YOU'LL BE ABLE TO SEARCH FOR THE SDS YOU'RE LOOKING FOR





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

ASBESTOS MANAGEMENT PLAN BOOKS



These books are to be located in your schools main office. Please make sure your employees know how to find them!

Accessing Forms on the LPS Website

Our Schools »

Elementary Schools
Middle Schools
High Schools
District Departments

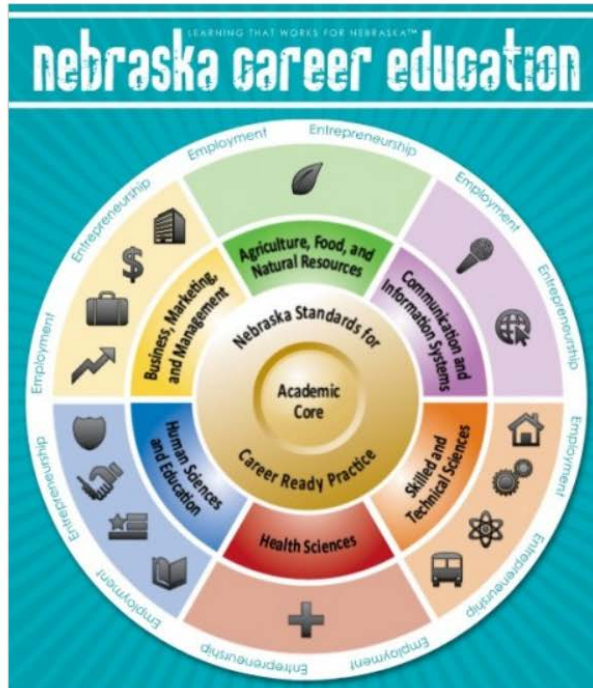
**District Offices
July 2013**

Many district departments will be moving locations during the month of July. Please bear with us as we move. For your convenience we ask that you call first to verify our location.

Moving Schedule

Popular Pages »

School Closing Info
Calendars
Meal Menus
Buy Student Meals
Free/Reduced Meal Application
Be a Volunteer



The image above reflects some of the career education options being considered for a potential high school Career Tech program in Lincoln Public Schools.



Join the Conversation!
Best part about the school district? Something you'd like to see changed at your school?

Fast Track to Learning
JUNE 2013



Video Center · Board Meetings and more »

LPS Headlines »

Board of Education votes commitment to High School Career Center

The Lincoln Board of Education Tuesday approved commitment to a High School Career and Technical High School, a vote confirming that LPS staff will: develop a financing plan for the high school; develop programming of career clusters; continue conversations with potential business and industry partners; and continue negotiations with Southeast Community College for an inter-local agreement.

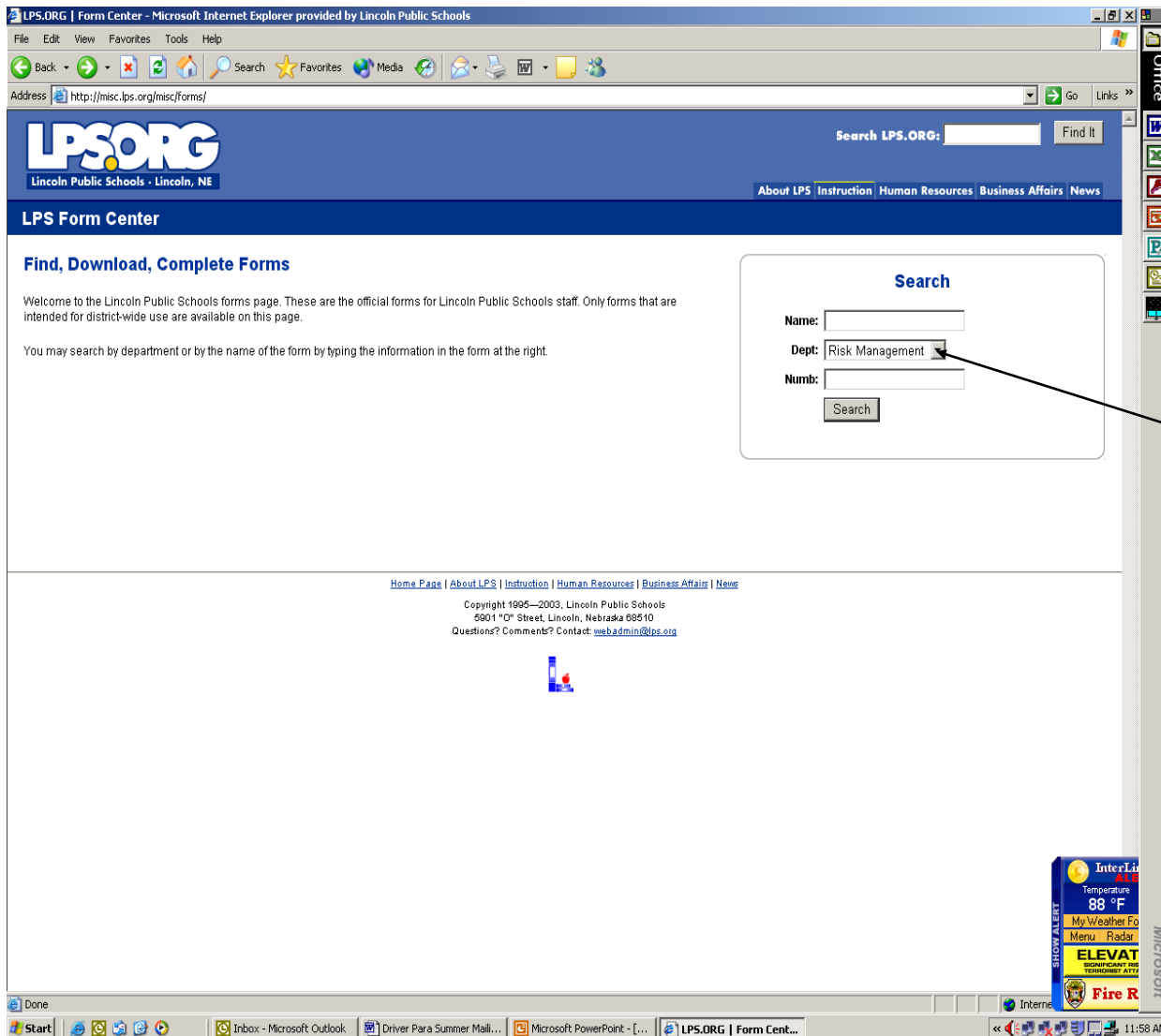
Neighbor welcomes back LPS employees

Several Lincoln teens among TedX Youth speakers

Creation of three original pieces of art for Pyrtle office

Great Plains Summit combines teachers

1. Start by typing the word “Forms” into the Search/Keyword box on the LPS homepage



2. Scroll down in the department roll-down box and select Risk Management

LPS.ORG | Curriculum and Instruction - Microsoft Internet Explorer provided by Lincoln Public Schools

File Edit View Favorites Tools Help

Address http://misc.lps.org/misc/forms/master.cfm

LPS.ORG
Lincoln Public Schools · Lincoln, NE

Search LPS.ORG: Find It

About LPS Instruction Human Resources Business Affairs News

LPS Form Center

Forms Matching Search Criteria [Redefine search](#)

RM0001: Employee Injury Report
To report employee injuries or occupational diseases

Department: Risk Management
Last revised: 9/2004
Where available: On line
Form Type: Fill in and print
File Type: Acrobat PDF Form

RM0002: Declaration of Treatment for Work Related Injury
Employee's record of declining treatment for a work-related injury

Department: Risk Management
Last revised: 9/2004
Where available: On line
Form Type: Fill in and print
File Type: Acrobat PDF Form

RM0003: Supervisor Incident Investigation Report
Form to be completed by immediate supervisor in case of employee injury

Department: Risk Management
Last revised: 9/2004
Where available: On line
Form Type: Fill in and print
File Type: Acrobat PDF Form

RM0004: Employee's Choice or Change of Doctor Form
Statutory rights to choose doctor to treat work-related injury

Department: Risk Management
Last revised: 11/2004
Where available: On line
Form Type: Fill in and Print
File Type: Acrobat PDF Form

RM0005: Release to Return to Work for Workers' Compensation
Physician's recommendations for return to work for Workers' Compensation

Department: Risk Management
Last revised: 11/2004
Where available: On line
Form Type: Print and fill in
File Type: Acrobat PDF Form

RM0006: Verification of Work Restrictions Form

Forms available online are posted as PDF files. These files may be viewed with the freely available Adobe Acrobat Reader.

Forms available online have the word 'Online' after 'Where available' in the form detail.

Downloadable forms come in two types. 'Print and complete' forms cannot be completed on your computer screen. They must be printed, where they can then be completed just like a traditional form. 'Interactive' forms can be typed into before you print the form. Adobe Acrobat Reader does not allow you to save completed forms to your computer's disk.

[If you do not have Acrobat, click here to download.](#)

To download a form, simply click on the form's title.

RM0001: Health History
Health History, 500pas, 8-1/2 X 11, 20# bond, black ink, one-
Department: Health Services
Last revised: June, 2003
Where available: Online
Form Type: Print and complete

626012: Employee's emergency health information

InterLin
Temperature
88 °F
My Weather Fo
Menu Radar
ELEVAT
SHOW ALERT
Microsoft

3. Scroll through the list of available forms and click with your left mouse button to open and print the form you want.

LINCOLN PUBLIC SCHOOLS



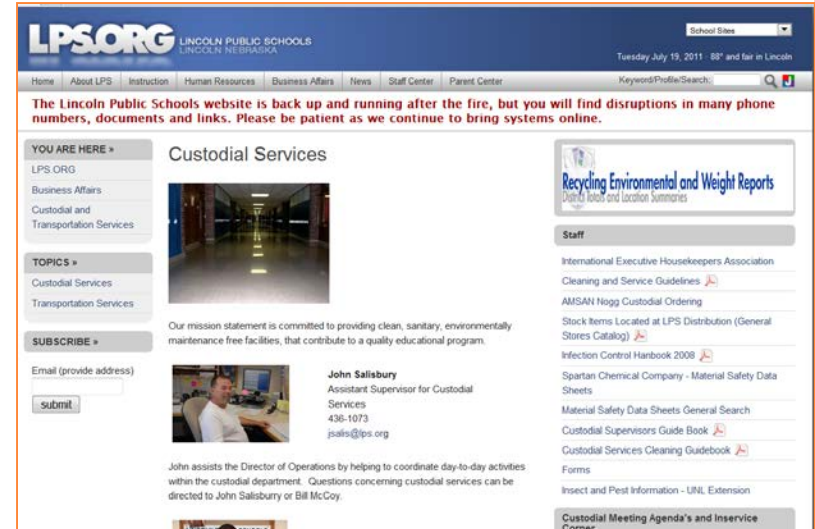
CUSTODIAL SERVICES

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.



Use of cellular phones is discouraged during work hours. Employees should seek approval from supervisor if family reasons require them to carry one during work time.

**For safety reasons,
radio/CD headphones
should not be worn
while at work!**

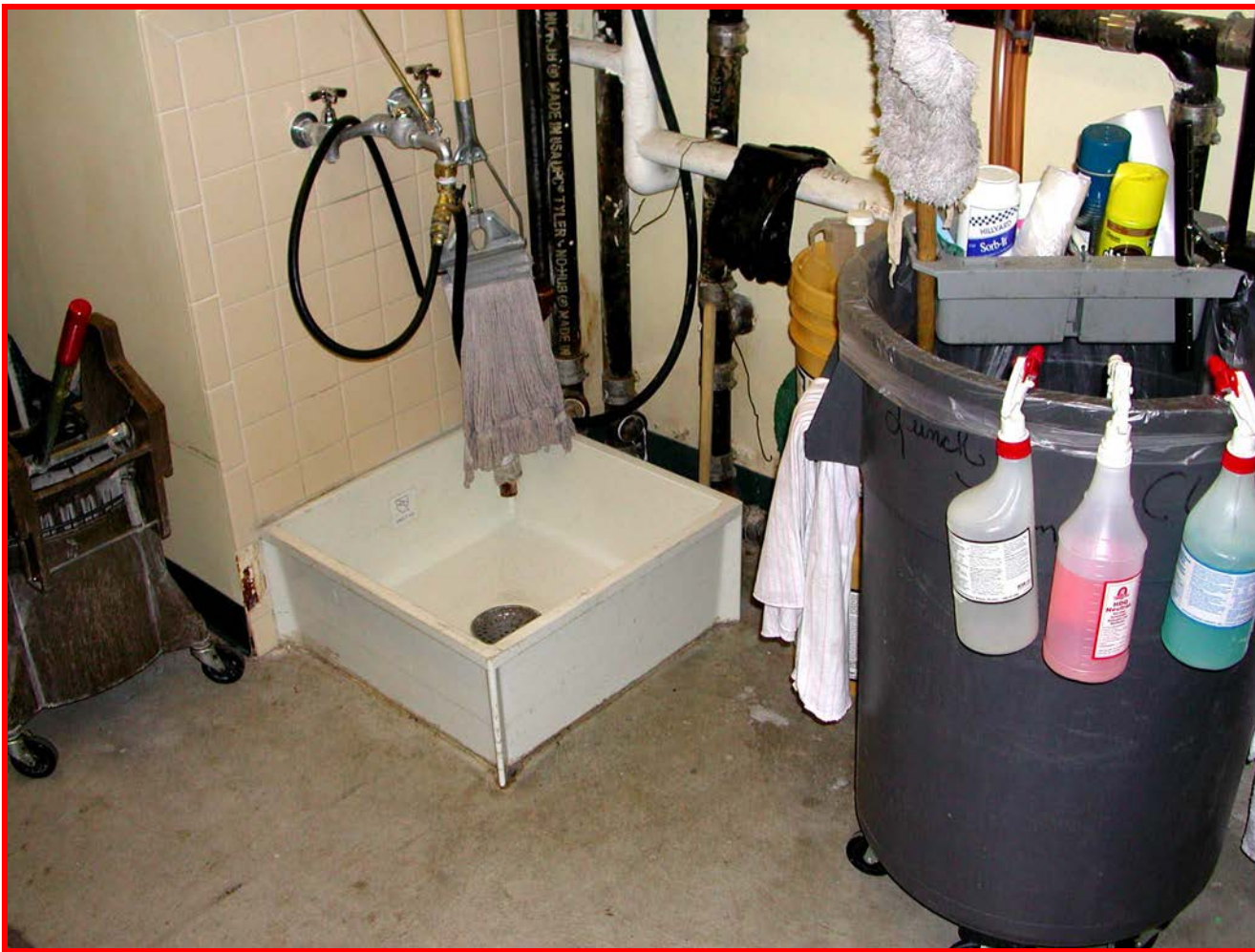


A close-up photograph of a person's hands being washed in a stainless steel sink. The person is wearing a blue short-sleeved shirt. Water is running from a chrome faucet onto the hands, which are covered in white soap suds. The sink is set into a light-colored countertop. The text "Frequent and thorough hand washing is your best defense against illness." is overlaid on the image in a white serif font with a black outline and underlines.

Frequent and thorough hand
washing is your best defense
against illness.

A good first impression is what facility users tend to remember most. Take pride in your hallways as they often leave a lasting impression!





**A clean and neat workspace
reflects professionalism!**



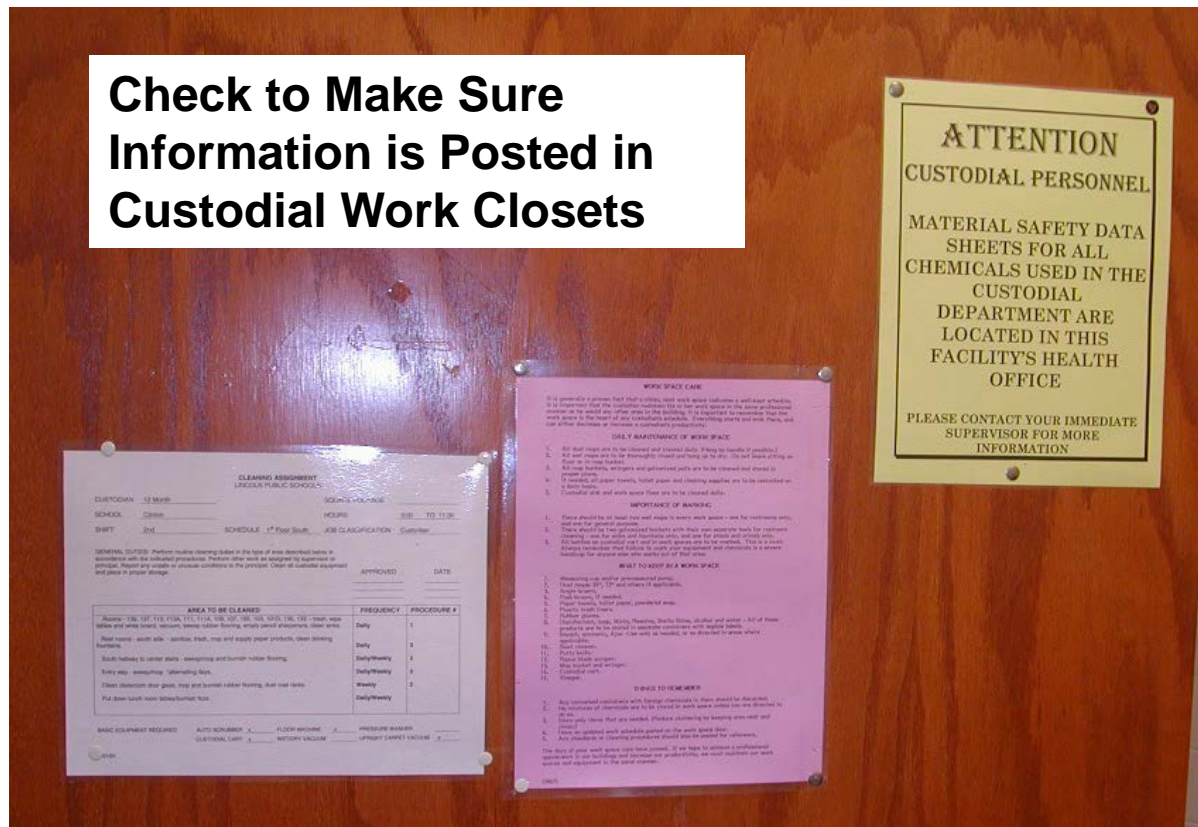
Restrooms require your utmost attention to ensure a clean and healthy environment for use by children, staff, and public!





***Reinforce use of wet floor signs
whenever there is a potential
for slipping or falling!***

Check to Make Sure Information is Posted in Custodial Work Closets



Make sure important information such as custodial work assignments, cleaning expectations, SDS location notifications are located on each custodial work closet door.

ANNUAL CUSTODIAL MEETING

- The Annual Custodial Meeting is scheduled for **Monday August 5, 2019**, at East High School. The meeting starts at 3PM and ends at 7PM. (Dinner is provided) **All staff are required to attend!**
- We will be utilizing the check in/out sheets this year. Please make sure your staff are aware of this.
- All new staff hired since August 6, 2018 will need to stay for the mandatory Asbestos training directly following the annual meeting.

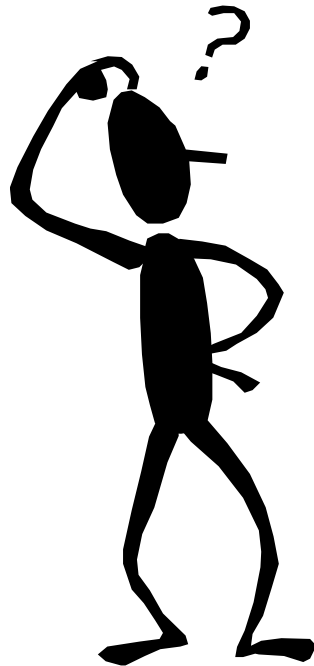
NEXT CUSTODIAL SUPERVISORS MEETING

- Scheduled for Monday October 21, 2019 from 1:00 PM to 4:00 PM
- Don Clifton Professional Learning Center
- 710 Hill St.

FUTURE CUSTODIAL SUPERVISOR MEETINGS

- The 2019-20 meeting schedule for Custodial Supervisors is posted on the custodial website calendar.

Questions

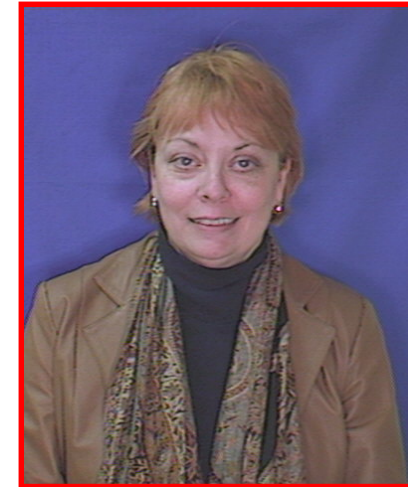




Cindy Jacobson



John Salisbury



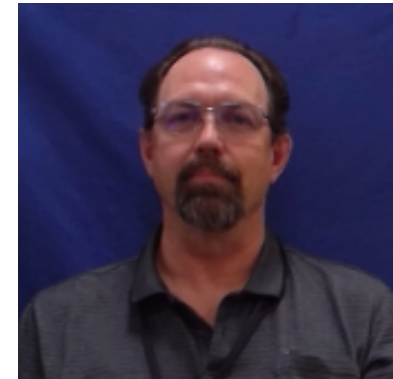
Susan Sullivan



Rod
Diedrichsen



Scott Lanham



Dana Chloupek

Your CTS 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
- ❑ Steve SWARTZ
- ❑ Clark LIESVELD
- ❑ Anthony MEINTS
- ❑ Steve DEGARMO
- ❑ John BURBACH
- ❑ Scott WIESKAMP
- ❑ Kim MILLER
- ❑ Edith ZUMWALT
- ❑ Brittney ALBIN
- ❑ Duane SMID

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 a new section of our website entitled, **HALLWAYS OF FAME.**

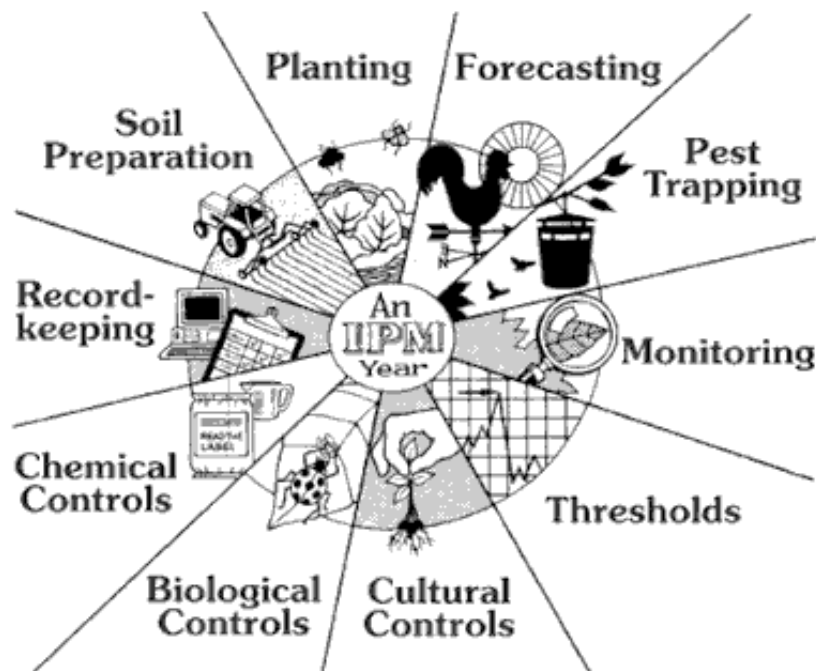
This site will be continually updated with various pictures detailing points of pride within the custodial department.

What is Integrated Pest Management (IPM)?

IPM is an approach to solving pest problems by applying our knowledge about pests to prevent them from damaging crops, harming animals, infesting buildings or otherwise interfering with our livelihood or enjoyment of life. IPM means responding to pest problems with the most effective, least-risk option.

Under IPM, actions are taken to control pests only when their numbers are likely to exceed acceptable levels. Any action taken is designed to target the troublesome pest, and limit the impact on other organisms and the environment.

Applying pesticides to crops, animals, buildings or landscapes on a routine basis, regardless of need, is not IPM. Applications of pesticides are always the last resort in an IPM program.



"IPM Year" graphic and text courtesy of Cornell University.

Continue Focus on IPM:

As caretakers of our facilities it is important that we keep IPM at the forefront with our customers. Please take the time to remind teachers and staff of tips to avoid pest infestation. The following web link provides a lot of help as well:

<http://www.epa.gov/pesticides/ipm/>

IPM – REMINDERS YOU CAN PASS ALONG TO TEACHERS AND STAFF

- Food or beverage items should not be brought into the classroom, except in sealed containers (i.e. lunch boxes). It is very important to continually remind children that food and snacks are to be eaten in the cafeteria, not the classroom. Even the tiniest of crumbs is a full meal for rodents, cockroaches or ants. If food incentives are used in the classroom, they should be stored in plastic, sealable containers. If items are small, freezer bags are recommended because they are made of a thicker material that is more pest resistant than the cheaper baggies.

IPM – REMINDERS YOU CAN PASS ALONG TO TEACHERS AND STAFF

- If your school has a "grab-and -go" type of meal, assign a daily "clean team" to sweep crumbs and remove food trash from the classroom once the meal is over. Also, remember that recyclable goods kept indoors provide, food and harborage for many pests. These items should be thoroughly cleaned and rinsed before storage.

IPM – REMINDERS YOU CAN PASS ALONG TO TEACHERS AND STAFF

- Sanitation, not pesticides, makes the biggest impact on pest populations. Cleaning up after any pets in the classroom and after parties is an absolute must. Empty soda cans, used paper plates, food wrappings, etc. should be placed in the trash can and then hauled to an outside dumpster before the end of the day. Trash cans full of this type of debris left overnight in the classroom are often sources of pest problems.

IPM – GET TO KNOW YOUR SERVICE TECH!

- It is very important for teachers/school staff to communicate with the pest control technicians about the kind of pest problems that exist. Specifics such as where the pests are (i.e. near the sink in the rear of the classroom), what kind of pests exist (i.e. cockroaches, ants, wasps, rodents), and when they are a problem (i.e. only in the morning or all the time) is valuable information to the pest control technician. The technician will be better prepared to treat the pest problem with this sort of information. A great way to communicate pest problems to the pest control technician is by using a Pest Sighting Log.

PEST SIGHTINGS LOG SHEET

- Pest Sighting Logs are used by school employees to communicate pest problems to the pest control technician. The log is a record of when the pests were seen, by whom, where, and what kind of pests were present. The pest control technician checks the log and then uses the information provided to treat the problem. The pest control technician also records what action was taken to treat the pest problem on the Pest Sighting Log. Information such as what pests were identified, what the cause of the pest problem was, and what action was taken (including exclusion, sanitation, or pesticides, if any) is important to record.

PEST SIGHTINGS LOG SHEET

- The pest control technician also makes recommendations to building maintenance staff on the Pest Sighting Log about what changes in maintenance might help prevent future pest problems (installation of proper door sweeps, turning off unnecessary lights at night, installing proper window screening). A Pest Sighting Log should be kept in an accessible area such as the main office, cafeteria manager's office, or teacher's lounge area.

PESTICIDE CONTAINERS

- All schools should now have eliminated use of all pesticides. If treatment to areas is needed, a TMA should be submitted for extra pest control services.
- Grounds handles all pest control outside of the buildings.

DISINFECTION AND GERM CONTROL

- **All-purpose cleaners** can remove most germs, good for most situations
- **Sanitizing** is often sufficient for higher risk areas. Sanitizers – “reduce, but not necessarily eliminate microorganisms . . . to levels considered safe as determined by public health codes or regulations” *(99.9%)
- **Disinfecting** should be used only where required by regulation or in the highest risk areas
- **Disinfectants** – “destroy or irreversibly inactivate all forms of microbial life but not necessarily their spores” *(99.99%)

Sani-Tyze® ®(Product No. 3195)

PH level: 7.0

Dilution: Straight



Sani-Tyze, Food Contact Surface Sanitizer, is a Ready to Use quaternary based cleaner, sanitizer and deodorizer. It is formulated and packaged for maximum economy and convenience wherever food is processed, prepared, served or eaten. Sani-Tyze will not negatively alter or compromise an efficient food service sanitation program. The formula is clear and will not stain surfaces. Sani-Tyze leaves no grit or soap scum. The Sani-Tyze formula is a quat-alcohol blend, which provides light cleaning in addition to its ability to sanitize food contact surfaces. Sani-Tyze can be used as a light duty cleaner on any multi-touch surface such as refrigerators, drinking fountains, ice machines, and cash registers. Sani-Tyze is also an effective deodorizer because it stops the growth of bacteria that can cause odors.

Sani-Tyze is a safe ready to use product used by the Lincoln Public Schools Custodial Department. It is approved for general purpose use. Use of personal cleaning products or store bought chemicals is discouraged as we do not have MSDS information for those items.

IAQ Building Liaisons issued directions to teachers not to use cleaning products brought from home or store.

LPS Custodial staff are instructed to make Sani-Tyze available for their use to clean in classrooms.



Clean by Peroxy® (Product No. 0035)



PH level: 2.0-3.0
Dilution: 1-12 oz./gal.

Clean by Peroxy is a proprietary surfactant blend combined with hydrogen peroxide. This all-purpose cleaner is environmentally compatible and formulated using environmentally conscious raw materials to quickly remove everyday soils, including greasy residues.

[View MSDS for CLEAN BY PEROXY](#)

[View Informative Bulletin for CLEAN BY PEROXY ALL PURPOSE CLEANER](#) [View Informative Bulletin for CLEAN BY PEROXY GREEN SEAL CERTIFICATE](#)



This product was put in to primary use a few of years ago and replaced several other products. This product is best designed for use with automated dispensing systems which precisely measure the amount of chemical to water ratio (Remember: A little more is not necessarily better)