

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 100-5
Subject: AUXILIARY CUSTODIANS	Date of Issue: 7/1/06
Preparing Office: Office of the Superintendent	Amended: 1/28/08

I. Policy 203

II. Procedures

A. Purpose

The purpose of this regulation is to define the use and role of auxiliary custodians. Auxiliary custodians are representatives of an outside user group that are authorized by an FCPS school principal to perform basic custodial tasks on behalf of that user group when an FCPS employee is not available to perform that function.

B. Criteria for Use of an Auxiliary Custodian

In all cases either a responsible FCPS staff member or an auxiliary custodian will be present for any outside user group program or event.

The FCPS school principal shall seek custodial support for an outside user group from (listed in order of priority):

1. Volunteers from the school principal's custodial team, or
2. An auxiliary custodian, or
3. Another member of the principal's school staff, or
4. Another FCPS employee who is acceptable to the principal.

Note: Any noncustodial FCPS staff member who serves in this capacity assumes all custodial responsibilities and shall be instructed in access procedures, emergency response procedures, cleanup, and related tasks. The rate of compensation shall be as provided in Regulation 100-1, Section II. A. 5. Table II – Hourly Building Charges/Rates – "Labor Charges per hour."

Outside user groups that are given permission to use an auxiliary custodian shall not pay the labor charge as provided in Regulation 100-1.

C. School Principal Responsibilities

The school principal will determine who will provide custodial support for any outside user group activity. In the event an auxiliary custodian is assigned to a community group event, the following applies:

1. *Number of Auxiliary Custodians* – The school principal shall determine the number of Auxiliary custodians that can be authorized for each outside user group.
2. *Training* – School staff shall train auxiliary custodians in the location of cleaning equipment and supplies, alarm system procedures, appropriate emergency response procedures and related information.

3. *Provisions* – The school principal shall provide an emergency contact list, one set of keys or magnetic access card, as appropriate, and a form for the auxiliary custodian to report any missing, damaged, or defective items in the facility.
4. *Meetings* – The school principal may convene meetings with auxiliary custodians to provide training and to address any outstanding issues or concerns. Auxiliary custodians are required to attend such meetings.

D. Responsibilities of an Auxiliary Custodian

1. *Supervision and Support* - Auxiliary custodians are entrusted with safeguarding FCPS facilities and fulfilling tasks related to use of the building in order to ensure safe and responsible occupancy. Basic tasks will include opening the facility, disarming the alarm system, ensuring proper behavior by the user group participants, cursory inspection and housekeeping, re-arming the alarm system, and securing the facility. The auxiliary custodian shall be present during the entire time the outside user group occupies the facility and shall provide the necessary supervision and support.
2. *Criminal Background Check* – Individuals designated as auxiliary custodians will be subject to fingerprinting for the purpose of a criminal background check. The fingerprinting shall be scheduled by the auxiliary custodian by contacting the Human Resources Division. The outside user group shall be responsible for this expense.
3. *Auxiliary Volunteer Custodian Agreement* – All auxiliary custodians shall sign an FCPS “Auxiliary Volunteer Custodian Agreement” for each school in which they are authorized to act as an auxiliary custodian. Each agreement shall be renewed annually.
4. *Cleaning* – The auxiliary custodian is responsible for cleaning any areas used by the outside user group, to the standards required by the school principal or designee.
5. *Missing, Damaged, or Defective Items* – The auxiliary custodian shall promptly report any facility defects discovered when first entering onto the facility grounds or building and immediately report any item that poses an immediate hazard using the emergency contact list. Any item not posing an immediate hazard must be recorded and subsequently submitted to the school principal or designee.
6. *Keys and Magnetic Access Cards* – Each auxiliary custodian is solely responsible for safeguarding the keys and magnetic access cards that they are provided. Lost or stolen keys and magnetic access cards shall be reported immediately to the school principal. Duplication is strictly forbidden. Keys and magnetic access cards shall not be loaned or transferred to anyone, unless trained as an auxiliary custodian and authorized by the school principal. The keys and magnetic access cards shall be returned to the school principal within seven (7) calendar days of the conclusion of the authorized use by the outside user group, as indicated on the “Application for Use of School Facilities.”

7. *Controlling Building Access* – The auxiliary custodian shall not permit any unauthorized groups or individuals to enter the building and assure that all authorized occupants vacate the property before the auxiliary custodian leaves. The auxiliary custodian shall not access the facility outside of the dates and times designated on the “Application for Use of School Facilities.”
8. *Mandatory Meetings* – Auxiliary custodians shall attend any meetings scheduled by the school principal to obtain training or discuss any issues or concerns.
9. *Fire Safety* – Auxiliary custodians shall become familiar with the location of fire extinguishers, fire alarm stations, and emergency exits. Under no circumstances shall the auxiliary custodian permit fire exits to be blocked. The auxiliary custodian shall be familiar with the procedures for safely evacuating the facility, including ensuring that occupants are properly accounted for and stationed at a sufficient distance from the facility.
10. *Other* – The facility manager may require further items particular to their facility when the “Application For Use of School Facilities” is approved, or at other times as may be appropriate.

E. Corrective Actions and Penalties for Failing to Uphold Auxiliary Custodial Duties

1. *Inadequate Cleaning* – Any cleaning that has to be performed by FCPS custodial employees to compensate for improper cleaning by an outside user group will be invoiced for the actual cleaning time based upon the premium rate as well as the cost of cleaning supplies should the situation require unusual treatment.
2. *Destruction or Theft of FCPS Property* – The outside user group shall be responsible for the repair or replacement of any property stolen or damaged during their occupancy of the facility.
3. *False Alarms (Security and Fire)* – The Outside User Group shall be responsible for any fines and services resulting from false alarms.
4. *Lost or Stolen Keys and Magnetic Access Cards* – The Outside User Group is responsible for any costs associated with lost or stolen keys and magnetic access cards. This may include the cost of re-keying a facility to re-establish adequate security.
5. *Penalties* – Violations of any of the above may result in loss of facility use privileges and/or the option to use the auxiliary custodian.

Approved:

Original signed by

Linda Burgee
Superintendent

**Frederick County Public Schools
AUXILIARY CUSTODIAN VOLUNTEER AGREEMENT**

Frederick County Public Schools and _____ hereby agree
(Volunteer's Name – please print)

as follows this _____ day of _____, 20_____.

1. In consideration of the school system's approval to allow _____
(Organization)
to use _____ located at _____,
(Area of school to be used) (Name of school)
the volunteer agrees to serve as the auxiliary custodian during the dates and times as specified on the "Application for Use of Facilities Form."
2. The auxiliary custodian will perform all such duties as may be reasonably required by Frederick County Public Schools; and in the performance of such duties, the auxiliary custodian will obey Frederick County Public Schools regulations and instructions.
3. FCPS shall not pay the auxiliary custodian for his services, the sole consideration being the permitted use of the school facility by the organization listed above.
4. The auxiliary custodian agrees to abide by the requirements listed on the attached FCPS Regulation 100-5, Section D. "Responsibilities of an Auxiliary Custodian."
5. This agreement may be terminated by the FCPS at any time upon for failure to abide by the terms and conditions outlined in this regulation.
6. The auxiliary custodian is responsible for contacting the Human Resources Division to schedule fingerprinting prior to assuming duties of the auxiliary custodian.
7. Frederick County Public Schools hereby accepts the volunteer auxiliary custodian upon the terms herein stated.

(Volunteer's Signature)

(Principal's Signature)

Volunteer Phone # _____

Address: _____

(To be completed by the Building Principal)

Access to building will be through _____ door.
Key card access restricted to _____ during hours _____ to _____.

NOTE: Contact Cliff Cornwell, Coordinator of School Security, (301-696-6808) to restrict swipe key access.