



Maskwacîs Education Schools Commission

P.O. Box 58
Maskwacîs, AB
T0C 1N0
P: (780) 585-3333

Re: Custodians Update

Oct 12, 2018

Request process

All requests for supplies, issues, complaints, custodial work (extra hours) are to be addressed through the **Help Desk App**. If furniture within the school is required to be moved please coordinate this with the custodian coordinator through the Help Desk.

Custodial regular scheduled hours:

Weekdays: 8:00 am to 4:00 pm

Weeknights: 2:00 pm to 10:00 pm

Monday to Friday with statutory holidays off

General Information

If the schools are occupied over the holidays or on weekends it is the school's responsibility to arrange with the custodian coordinator any additional custodial hours. This will be a school expense of \$20/hour per custodian.

If teachers request the custodian to not come into their classroom during the night shift it is the teacher's responsibility to clean the classroom. If the teacher requests no cleaning this will require a written notice to be given to the custodian with the date and signed by the teacher.

All student work needs to be picked up off the floor and please have the students put their chairs away at the end of the school day for the custodians to be able to sweep and wash the floors.

If you have any questions or require any additional information please contact me or the Custodial Coordinator Vince Yellowbird Cell: 780-360-9237

Thank you

Julia Burrill

Facility Services Director

CC Kevin Wells- Assistant Supervisor - Central Services

Vincent Yellowbird - Custodial Coordinator

Crystal Samson-Admin Assistant Central Services