

## Standards for custodians relations with Principal

- a. The custodian shall be directly responsible to the principal and under his direction.
- b. Requisitions for supplies shall be cleared through the principal's office.
- c. The custodian shall have a daily schedule of duties posted in his supply room and a copy in the principal's office. This schedule should be worked out with the principal and signed by him.

To be sure, certain deviations will have to be made from time to time from the prepared schedule, but anyone can perform his duties more systematically if he has a plan of work.

- d. Personal Appearance and Habits
  1. The custodian should be reasonably clean and appropriately dressed for the job.
  2. He shall refrain from the use of objectionable language around the building or on the premises.
  3. Use of intoxicating liquor or narcotics are strictly forbidden. The penalty for violation shall be immediate dismissal.
  4. The custodian shall treat the children, the teachers, and visitors courteously.
  5. The custodian shall attend to his duties, but shall be aware of unsafe or unauthorized conditions. If unsafe or unauthorized conditions are discovered, the condition(s) must be reported to the principal.