

General Safety Duties

1. The custodian shall make regular reports to the principal as required.
2. The custodian shall be responsible for all supplies kept in the storeroom and building at all times when the principal is not in the building. No supplies or property of any description shall be destroyed, disposed of, or removed from any place of use, storage, or school building unless by authority from the principal.
3. Replace electric light bulbs where they have burned out.
4. Replace needed electric fuse plugs.
5. Keep desks and seats in proper adjustment.
6. Keep all screws and bolts in furniture tight.
7. Keep fire escapes in repair.
8. Regularly inspect all playground apparatus, furniture, and buildings for all weak points which may prove a source of danger to children or others and either repair them or report them to the principal.