

CARE OF THE BUILDING  
SUPPLIES AND SECURITY DUTIES

1. The custodian shall have general supervision of, and be directly responsible for the care, maintenance, protection, and preservation of his school building and the contents thereof. He shall see that the buildings and grounds, are at all times maintained in a satisfactory condition for school use and occupancy. He is directly responsible for cleanliness, sightliness, and orderliness of the building and its equipment.
2. The custodian shall have full charge of and be directly responsible for the condition, safety, and proper operation of the mechanical plant considered as a whole, including all heating, ventilating, plumbing, and lighting, apparatus and equipment.
3. The custodian shall, if possible, obtain the name of and necessary information regarding any person damaging school property and report name to the principal.
4. The custodian shall see that supplies and fuel are requested at least five days before they are needed.
5. The custodian is responsible for the keys entrusted to his care and shall not give them to others at any time, or under any pretext, unless he is directly instructed to do so by the superintendent or principal.
6. The custodian shall perform such duties as may be assigned by the principal, but he should not be used to run errands or perform work which is not connected with his duties.
7. The custodian shall immediately notify the principal in case of burglary and loss of property.