

ADMINISTRATIVE GUIDELINES FOR ALLOCATION
AND UTILIZATION OF CUSTODIANS

The staff shall use the following guidelines for allocation of custodians for Lafayette Parish school facilities:

<u>Sq. Footage Cleaned Per Day</u>	<u>FTE's</u>
0 --20,000	1
20,001--30,000	1.5
30,001--40,000	2
40,001--50,000	2.5
50,001--60,000	3
60,001--75,000	3.5
75,001--90,000	4
90,001--105,000	4.5
105,001-120,000	5
120,001-135,000	5.5
135,001-150,000	6
150,001-170,000	6.5
170,001-190,000	7
190,001-210,000	7.5
210,001-230,000	8

These figures are based on 20,000 square feet of cleaning area per custodian up to 60,000 square feet; from 60,000 to 150,000 square feet, add one additional custodian for each additional 35,000 square feet of cleaning area; from 150,000 to 230,000 square feet, add one additional custodian for each 40,000 square feet of cleaning area.

Additional factors to consider in allocating custodians for buildings in the Lafayette Parish School System are:

1. The number of special education classrooms at the facility. Special education classrooms require continual care.
2. The total student enrollment. Schools with heavy student enrollment require additional custodial care.
3. The age of the buildings. Older buildings require more care than the newer buildings and are difficult to maintain.
4. The amount of grounds to keep. The amount of grounds and the extent to which the configuration of buildings, sidewalks, covered walkways, fences, outbuildings, and athletic fields contribute to the need for custodial services shall be considered.

No deviation from the above guidelines should occur except in the case of serious financial conditions wherein the Board has prescribed a reduction in force.

Utilization Guidelines:

1. Custodial Duties. Custodial utilization shall be confined to those duties normally associated with the cleaning of the buildings, maintenance of grounds, porter duties, moving and storing, and other duties of a custodial nature as assigned by the principal. Assignment of duties which are not related to custodial services are to be avoided.
2. Staggered Shifts. The staff is authorized to implement staggered shifts in which some custodians are scheduled to arrive late in the day and clean school facilities during evening hours. The following guidelines are suggested:

Schools with three custodians.

One custodian	6:30 a.m. - 3:30 p.m.
One custodian	10:00 a.m.- 7:00 p.m.
One custodian	12:00 p.m.- 9:00 p.m.

Schools with four or more custodians.

One custodian	6:30 a.m. - 3:30 p.m.
Head custodian	10:00 a.m. - 7:00 p.m.
One custodian	10:00 a.m. - 7:00 p.m.
All others	3:00 p.m. -12:00 p.m.

Care should be taken to involve school level administrators in implementing staggered shifts and reasonable adjustments should be made to accommodate unforeseen or special conditions or events which may arise.

Adopted: 6/19/91