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CUSTODIAL SAFETY

1.0 PURPOSE AND INTRODUCTION

The purpose of this program is to establish safe procedures for custodial staff and to comply with Federal and State regulations and fire codes. This program is to assist custodial staff in its use of chemical products. All other safety and environmental concerns are covered in this program as well.

2.0 SCOPE

Coverage includes all Pitt County Schools custodians.

3.0 RESPONSIBILITIES

3.1 Principals and Site Administrators

Responsible for the oversight and adherence of all custodians to the Custodial Safety Program.

3.2 Assistant Director of Facility Services

- a) Responsible for evaluating and revising this procedure annually or as regulations change.
- b) Provide technical assistance to schools regarding custodial safety.
- c) Conduct periodic safety inspections of all facilities.
- d) Maintain a list of all asbestos materials and their locations.
- e) Maintain all Safety Data Sheets (SDS's) for custodial products.

3.3 Custodians

- a) Responsible for abiding by this procedure.
- b) Exercise safe work practices.
- c) Assist the principal in providing a safe, secure, and healthy learning environment.
- d) Report unsafe conditions or actions to the principal.
- e) Perform all duties in accordance with applicable safety requirements. This primarily affects the operation of equipment and use of cleaning chemicals.



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Should a question arise concerning the safe use of equipment or chemicals, it is the custodian's responsibility to seek assistance from the Principal or Facility Services prior to use.

- f) Check school grounds daily to remove trash, rocks, sticks, bottles, cans, and other items that could become a safety or environmental hazard. This includes checking playgrounds for obvious hazards.
- g) Remove all snow and ice from steps and walkways prior to staff and student arrival.
- h) Report excessive pest activity to the Environmental Specialist.

4.0 TRAINING

Participate in periodic technical and safety training.

5.0 HAZARDOUS COMMUNICATION AND CHEMICAL SAFETY

Pitt County Schools has developed a Hazardous Communication Program to ensure that the hazards of all chemical substances produced or used are evaluated and information concerning hazards is transmitted to all affected employees.

The Hazardous Communication Program covers hazardous chemicals, infectious agents, harmful physical agents, container labeling, maintaining Safety Data Sheets (SDS's), and hazardous chemical inventories.

The full Hazardous Communication Program can be seen on Pitt County Schools website or by contacting the Assistant Director of Facility Services. Shown below are some regulations that apply to custodians.

- 5.1** It is the responsibility of each custodian to ensure that all chemical products used are properly labeled. Do not use chemicals from unlabeled containers.
- 5.2** Chemicals that are removed from original containers and placed in secondary containers must be labeled with the chemical's name and hazard warning.
- 5.3** Existing labels on chemical containers shall not be removed or defaced and must remain readable.
- 5.4** Safety Data Sheets (SDS's) must be obtained from vendors for all chemicals obtained by the schools. SDS's contain a listing of the chemical hazards as determined by manufacturer and are an important part of hazard determination. The Assistant Director of Facility Services maintains a master SDS file of all chemicals supplied by Facility Services. [Custodial SDS's](#) are found on Pitt County Schools website or by contacting Facility Services.



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5.5 Chemicals should be used only in the manner and for the purpose for which they were intended. Before using any chemical, the custodian should learn about possible hazards and handling procedures. All of this information can be found on either the label on the product or it's Safety Data Sheet (SDS).

5.6 Mix chemicals only in approved combinations and to the proper dilution levels.

Note – Too weak of a solution may not provide proper cleaning or disinfectant power. Too strong of a solution will waste supplies, may damage the surface intended for cleaning, or cause injury.

DANGER – Do not mix bleach with urine or any chemical containing ammonia or acid as this can produce a deadly gas.

5.7 Do not splash or spill liquids.

5.8 Do not store chemicals in electrical rooms, mechanical rooms, or boiler rooms.

5.9 Keep chemicals away from sources of heat, such as furnaces or boilers.

5.10 Do not store chemicals on overhead shelves. Store them on lower shelves to prevent splashing or spilling in your face.

5.11 Custodial closets must remain closed and locked at all times.

5.12 If you are called away from your work area, the custodial cart should be locked in a custodial room or an empty classroom.

5.13 Custodial supplies from Facility Services are for custodial use only. Custodians may not bring into the school, use, or request any cleaning products or supplies other than those supplied by Facility Services.

5.14 Food cannot be kept near chemicals

5.15 Chemical Disposal

Improper disposal of substances such as cleaning chemicals used on the job can cause serious problems.

Remember to never pour, dump, or flush corrosive (such as floor stripper) or volatile materials into the storm water system. This is a finable offense and the cleanup process is costly.



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5.16 Mercury

Per the School Children's Health Act of 2006, Pitt County Schools does not allow the usage or storage of any mercury or mercury containing devices. To have mercury-containing devices properly disposed of, contact Facility Services.

6.0 SLIPS, TRIPS, AND FALLS

Generally, more injuries in school districts are associated with slips, trips, and falls than any other area/situation.

6.1 Immediately clean up spills, water, oil, and other liquids from the floor by using a mop, "wet-dry" materials, paper towels, and/or cloth materials.

Post "CAUTION WET FLOOR" signs to warn of slippery areas.

6.2 When cleaning floors, place a "CAUTION WET FLOOR" sign to warn people using the area. Floors should be cleaned when traffic is lightest and should be dried as soon as possible. If the task calls for walking on a wet surface, the custodian should place feet carefully and move slowly.

6.3 When stripping floors, custodians should wear slip resistant shoes, boots, or pullovers to prevent slipping.

6.4 During cold weather, snow and ice removal controls, such as rock salt, shall be used at each facility. It is each facility's responsibility to use rock salt. Rock salt can be obtained from Facility Services.

6.5 Do not run electrical and drop cords across doorways, aisles, landings, or any other walk area.

6.6 Pick up all foreign objects such as boxes, trash, pencils, tools, etc., from floor surfaces, hallways, or stairs to prevent slipping or tripping.

6.7 Turn on lights before entering a dark room.

6.8 Report torn, ripped, or loose carpet to Facility Services.

6.9 Take short steps, walk slowly, and use handrails when you have to walk on slippery surfaces.

6.10 Do not run up and down stairs or steps. Take only one step at a time.



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- 6.11** Only carry loads you can handle safely. Avoid blocking your view when carrying/pushing large objects – especially objects that are difficult to see around.

7.0 FIRE PREVENTION

The Fire Prevention Program establishes procedures for a fire safe environment through safety practices and procedures.

The full Fire Prevention Program can be seen on Pitt County Schools website or by contacting the Fire Safety Specialist. Shown below are some regulations that apply to custodians.

- 7.1** Verify that any missing or damaged ceiling tiles are replaced as soon as possible. Ceiling tiles act as a fire barrier. When ceiling tiles are removed, the fire rating of the ceiling may change and most importantly, it creates a "chimney effect" in the event of a fire.

- 7.2** Periodically check interior and exterior lights and replace lights that are not working as soon as possible. Proper lighting is essential for many things including safety and campus security.

Periodically check nighttime security lighting around the school. Submit a work order to Facility Services noting the light number or light location.

Exit signs and emergency lights shall be checked monthly. Anything not functioning properly should be reported to Facility Services for repair.

- 7.3** Gasoline-powered equipment such as lawn mowers, weed trimmers, and blowers must be stored in sheds or exterior rooms that can be entered from outside the school. Rooms attached to the school must have solid masonry walls and cannot be connected to the main building's ventilation system. Detached storage sheds are preferred.

- 7.4** Mezzanines, mechanical rooms, boiler rooms, and electrical rooms shall not be used for storage and must remain locked at all times.

- 7.5** Artwork and teaching materials may be attached directly to walls, but may not exceed 50 percent of any individual wall area inside a classroom. Artwork and teaching materials may not exceed 20 percent in hallways.

- 7.6** Flame producing devices, such as scented candles, shall not be used in general classrooms. Exceptions include science and vocational classrooms where open flames are part of an experiment or curriculum.



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7.7 Also prohibited are plug-in oil scent warmers/air fresheners/deodorizers that use electrical current to warm the fragrance. Plug-in air fresheners use heat to disperse a fragrance and in some cases fires have resulted from the usage of these products.

7.8 Electric space heaters shall be prohibited in schools except in emergency situations and with the authorization of Pitt County Schools Facilities Services Director.

7.9 Science chemical storage rooms shall be kept locked at all times.

7.10 Fire Exits and Fire Doors

7.10.1 Exit doors must be kept unlocked and shall not have any type of locking device (ex. chains, ropes, tape, etc.) that impedes safe exiting through a doorway.

7.10.2 Fire exits must never be obstructed, even temporarily.

7.10.3 Doors and exits shall have free and easy operation should an emergency evacuation be required. Any condition likely to interfere with safe exiting shall be reported to Facility Services for repair.

7.10.4 Exit doors and exit windows shall not be covered with or concealed by decorative or combustible materials such as drapes, curtains, blinds, paper covered doors, cardboard, etc.

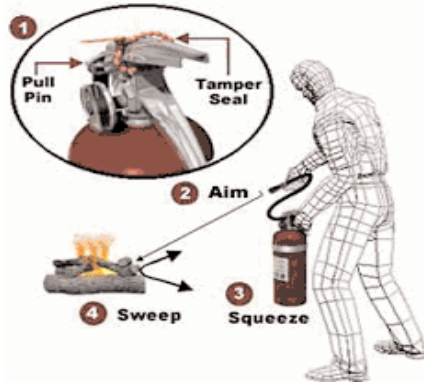
7.10.5 Corridors and stairwells shall be kept clear of combustibles and any materials that would delay or prohibit the exit of staff and students during a fire or emergency evacuation.

7.10.6 Magnetic door holders are found on corridor fire doors. Do not prop these doors open any other way. The magnetic door holders allow the doors to remain open until a fire alarm is activated and then automatically release allowing the doors to close and seal.

7.10.7 Vehicles, including motorcycles and scooters, shall not be parked near exterior doors as this may impede the flow of traffic from an exit.

7.11 Fire Extinguishers

7.11.1 Employees are not required to put out fires with fire extinguishers. If a fire is discovered, evacuate the building and dial 911.



If you must use a fire extinguisher, remember the **PASS** method:

Pull the pin
Aim the extinguisher nozzle at the base of the flames
Squeeze the trigger while holding the extinguisher upright
Sweep the extinguisher from side to side, covering the fire

7.11.2 Fire extinguishers shall not be obstructed or obscured from view.

7.11.3 Discharged fire extinguishers should be reported to Facility Services.

7.12 Automatic Fire Sprinkler Systems

7.12.1 Items should not be hung or attached to sprinkler heads or piping.

7.12.2 Sprinkler heads should never be obstructed or tampered with in any manner.

7.12.3 Items should not be hung or stored within 18 inches of sprinkler heads.

7.12.4 Nothing should be stored directly in front of or beside the sprinkler system risers.

7.13 Fire Curtains

7.13.1 Nothing should be in the path of the fire curtain or on the stage below the fire curtain should an emergency occur.

7.13.2 The fire curtain shall not be tampered with in any way, including manually lowering the fire curtain.

8.0 ELECTRICAL SAFETY

Besides the risk of electrical shock, many fires are caused by electrical misuse or malfunction.

Electric current flows through the path of “least resistance”. This path can be a custodian’s body, such as when a defective piece of electrical equipment is handled



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when standing on a wet surface. The risk of shock is lessened by the use of a grounding plug or wire, which provides a better path.

8.1 Periodically examine permanent electrical cords on equipment and machinery and drop cords for breaks and fraying. Contact Facility Services to replace equipment cords if needed.

8.2 Always grasp the plug, not the cord, to unplug equipment.

8.3 A minimum of three feet of clearance is required in front of all electrical panels.

8.4 Extension Cords

8.4.1 Use extension cords only when necessary on a temporary basis.

8.4.2 Extension cords shall be of continuous length without any splicing.

8.4.3 Extension cords shall not be used in lieu of permanent wiring to connect permanently placed computers, appliances, and other electrical equipment. Use all existing electrical outlets first and when the number of power cords exceeds the number of available outlets then a surge protector is allowed.

8.4.4 Do not remove, bend, or modify any metal prongs or pins.

8.4.5 Do not run electrical cords or drop cords through doorways, windows, and holes in the ceiling, wall, or floors.

9.0 BLOODBORNE PATHOGENS

The Bloodborne Pathogens Program eliminates or minimizes exposure to bloodborne pathogens, such as Hepatitis B and HIV, and other infectious materials by:

- Educating all employees regarding policy and procedures related to exposure and infection control.
- Protect employees designated as "at occupational risk" from the health hazards associated with bloodborne pathogens.
- Providing appropriate treatment should an employee be exposed to bloodborne pathogens.

The full Bloodborne Pathogens Program can be seen on Pitt County Schools website or by contacting the Assistant Director of Facility Services. Shown below are some regulations that apply to custodians.



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9.1 Universal Precautions

All human blood and bodily fluids such as blood, semen, and vaginal secretions are treated as if they are known to be infectious for Hepatitis B, HIV, and other bloodborne pathogens. In circumstances where it is difficult or impossible to differentiate between body fluid types, all body fluids are assumed to be potentially infectious.

9.2 Hepatitis B Vaccination

Custodians are given the opportunity to receive the Hepatitis B Vaccine, which is provided at no charge. The vaccination program consists of a series of three inoculations within a six-month period. The shots are followed up with a post-vaccination serology test. As a part of the bloodborne pathogens training, employees will receive information regarding Hepatitis B vaccination, including its safety and effectiveness.

9.3 Employees shall wash their hands or any other skin with soap and water, or flush mucous membranes with water immediately, or as soon as feasible, following contact with blood or body fluids. When hand washing facilities are not available, employees should use antiseptic hand cleaners or towelettes. When antiseptic cleaners or towelettes are used, employees should still wash their hands with soap and water as soon as possible.

9.4 Employees will wash their hands immediately or as soon as feasible, after removal of gloves or other Personal Protective Equipment (PPE) used in close proximity to bloodborne pathogens even if an exposure has not taken place.

9.5 Pitt County Schools will provide at no cost to the employee, appropriate Personal Protective Equipment (PPE) needed to protect employees against exposure.

10.0 BACK SAFETY AND PROPER LIFTING

Improper lifting techniques and excessive loads are one of the greatest causes of injuries. Get help if there is any doubt of your ability to lift an object. Follow the steps listed below when lifting and carrying objects.

1. First, make a preliminary "lift" to be sure that the load lifts easily with your lifting capacity. Get help if the weight, size, bulk, or shape of the article prevents you from maintaining balance and/or puts excessive strain on your back or abdominal muscles.
2. Place your feet close to the base of the object to be lifted.
3. Get a firm grip on the object.

4. Take a balanced stance; feet shoulder width apart.
5. Bend at the knees, not at the back. The leg muscles are bigger and stronger than the back muscles.
6. Keep your back straight.
7. Lift slowly and evenly with leg muscles and not with back muscles.
8. Keep objects as close to the body as possible.
9. Set objects down in the same manner as you picked them up, but in reverse.



10.1 Avoid twisting your back to turn when lifting. If you must change direction while lifting, pivot with your feet and turn your entire body to change direction.

10.2 Perform movements smoothly and gradually. Never run with a load.

10.3 Avoid wet and greasy hands when lifting.

10.4 Prior to adjusting or changing grip, set the object down.

10.5 When two or more persons are carrying materials, all should face forward whenever possible. If one must walk backward, be especially alert to slipping, tripping, or bumping hazards.

10.6 Use carts or hand trucks when possible to move loads.





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11.0 LADDERS

- 11.1** Inspect ladders before each use for any defects. Do not use any ladder with cracked or damaged rails, steps, or rungs. Defective ladders should be repaired or destroyed.
- 11.2** Fully extend the stepladder spreader and set the locking device before climbing.
- 11.3** When working on a ladder, do not work on the top step or cap.
- 11.4** All straight extension ladders must have nonskid feet.
- 11.5** Do not use a stepladder as an extension ladder.
- 11.6** Ascend or descend ladders one step at a time, facing the ladder, and using both hands. Follow the rule of keeping your belt buckle between the side rails.

Maintain 3 points of contact and control at all times.
- 11.7** Keep both feet on a ladder. Do not overreach.
- 11.8** Do not shift a ladder's position or "walk" a ladder while on it.
- 11.9** Desks and chairs shall not be used in lieu of ladders.

12.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Personal Protective Equipment (PPE) Program is required by Pitt County Schools for the protection of its employees. Personal Protective Equipment (PPE) for the eyes, face, head, ears, extremities, and respiratory system shall be provided, used, and maintained when and where needed because of a hazard that cannot be eliminated or lessened with engineering controls and/or administrative controls.

Shown below are PPE regulations that apply to custodians.

- 12.1** ANSI Z87.1 approved safety glasses are required when exposed to the possibility of flying objects (ex. weed eating and pressure washing).
- 12.2** Non-latex gloves are to be utilized by custodial staff when in contact with cleaning chemicals.



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12.3 When dealing with dusts or debris in work areas, dust masks may be worn as an optional piece of PPE. If you decide to use a dust mask, complete the Request for Voluntary Respirator Usage form located in the appendix.

12.4 Ear plugs will be provided as optional hearing protection for use when operating weed eaters and lawn mowers.

13.0 PRESSURE WASHER SAFETY

13.1 Wear safety glasses to protect your eyes.

13.2 Shut off the unit and open the trigger, to release the pressure before removing the spray tip or before servicing the unit.

13.3 Make sure that the water is running before starting the machine.

13.4 Do not point the spray gun at anyone or at any part of the human body.

Do not put your hand or fingers over the spray tip.

13.5 Do not attempt to operate the system without water or with an inadequate water supply.

13.6 Do not operate a gas powered pressure washer within a school or building.

14.0 ASBESTOS MANAGEMENT

Pitt County Schools has been inspected for asbestos following AHERA requirements.

Asbestos is harmful when you breathe it. When asbestos-containing materials are crushed they do not produce ordinary dust. Instead, the asbestos breaks into tiny, sharp microscopic fibers. The fibers are small enough to make it into your lungs. Asbestos is most hazardous when it crumbles easily or is “friable”. Some materials are more friable than others. For example, sprayed on insulation is easily airborne, but floor tile is not. It is important to remember that the more friable a substance, the greater the release of fibers and the greater the hazard.

Asbestos management plans detailing asbestos locations, asbestos descriptions, inspections, and response actions involving asbestos-containing materials, are to be maintained on-site for each facility with asbestos-containing materials. A master copy of each school’s asbestos management plan is located at Facility Services and Pitt County School’s website.

Note – All asbestos maintenance, repair, or removal activities are performed under contract with a qualified asbestos abatement contractor.



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Note – If your facility was built prior to the late 1980's, then it may have asbestos-containing materials within it.

The following asbestos-containing materials are present in various locations throughout Pitt County Schools:

9"X9" floor tile and associated adhesive	12"X12" floor tile and associated adhesive
Linoleum flooring	Flooring backing
Pipe Insulation, aircell pipe insulation, and hard pipe insulation	Cement pipes
Surfacing materials found in ceilings and walls	12"X12" ceiling tiles
Fire doors	Boiler insulation
HVAC duct insulation	Flexible fabric ductwork connections
Fireproofing materials	Laboratory hoods and tabletops
Fire curtains	Exterior sidings (cement panels)
Windowpane glazing and putty	

The above list of building materials is a sample representation of the most common forms of asbestos-containing building materials. Many other types of building materials not listed may also contain asbestos.

The Asbestos Management Program can be seen on Pitt County Schools website or by contacting the Assistant Director of Facility Services. Shown below are some regulations that apply to custodians.

- 14.1** Do not damage asbestos floor tile or ceiling tile. This includes no chipping, sanding, sawing, drilling, or scraping.
- 14.2** **High-speed buffers and burnishers are prohibited on asbestos floor tile.**
- 14.3** If damaged asbestos materials are found, notify the Environmental Specialist as soon as possible.

15.0 INDOOR AIR QUALITY (IAQ) AND MOLD

Indoor air quality (IAQ) refers to the quality of air inside a building as opposed to the quality of ambient air outside a building. The IAQ program helps monitor and improve the quality of air in school buildings. Pitt County Schools will try to reduce



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the levels of indoor air pollutants through preventive measures such as routine maintenance activities and periodic building evaluations and inspections.

Types of Air Pollutants and Potential Sources

<u>Pollutant</u>	<u>Potential Sources</u>
Combustion Byproducts	Furnaces, generators, outdoor air, vehicles
Biological Contaminants	Wet or damp materials, humidifiers, A/C coils or drain pans, damp duct insulation or filters, condensation, reentry of exhausts, bird droppings, cockroaches or rodents, animal dander, pollen, dust mites, body odors
Sewer Gas, VOCs, Methane	Sewer drain leak, dry drain traps
Pesticides	Termiticides, insecticides, rodenticides, fungicides, disinfectants, herbicides
Particles and Fibers	Printing, paper handling, smoke and other combustion, deterioration of materials, construction or renovation, vacuuming, perfumes, and insulation.

Mold

Mold is a common indoor air quality complaint. Mold is found almost everywhere. Mold grows on any organic substance as long as moisture and oxygen are present. It is impossible to eliminate all indoor mold and mold spores, but mold growth can be controlled. Mold needs three things to survive:

Temperature (warmth)
Food (paper, cardboard, dirt, dust, ceiling tile, etc.)
Moisture (high humidity, water leaks, roof leaks)

Water intrusion can come from several sources. Usually it comes from plumbing and roof leaks. Other sources include backed-up drains, condensation on windows, excessive rain entering due to door and window openings, appliances such as refrigerators, extreme humidity, and when too much water is applied to tile or carpeted floors. When the moisture stops it does not mean that the mold has stopped growing.

15.1 Report all roof leaks to Facility Services as soon as possible.

15.2 Change ceiling tiles with visible water stains to prevent mold growth.



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- 15.3** Clean up carpet spills as soon as possible to prevent mold growth. Carpets need to be cleaned and dried within 24 hours.
- 15.4** As soon as observed, remove mold from surfaces with the disinfectant provided by Facility Services.
- 15.5** Drain traps in sinks and floor drains can present a problem when water in the trap evaporates due to infrequent use, allowing sewer gasses to enter the room. At least once a week make sure that sinks and floor drains have water poured in. Run the sink for a while or pour water in the floor drain.
- 15.6** Make sure return grills in classrooms are not blocked. If they are blocked they will not remove the air within the classroom.
- 15.7** Do not store used mops, cleaning equipment, or chemicals in the air handler rooms.
- 15.8** Periodically clean ventilation diffusers and grills.

16.0 INTEGRATED PEST MANAGEMENT (IPM)

The Integrated Pest Management (IPM) Program manages pest activity in such a manner that provides the staff and students a healthy learning environment with limited exposure to pests and pesticides. This program strives to preserve the integrity of the buildings and structures of the school.

The full Integrated Pest Management (IPM) Program can be seen on Pitt County Schools website or by contacting the Environmental Specialist. Shown below are some regulations that apply to custodians.

- 16.1** Effective pest management should not rely entirely on the application of pesticides but rather a variety of techniques and devices. Some of these include sealing of cracks and crevices during renovations, improvement of surface water drainage off campuses, improved sanitation, and the removal of food and food products from the classrooms. Alternative methods of pest removal such as glue boards will be used when and where it is feasible.
- 16.2** Chemical pesticides will be applied according to need, not according to schedule. The determination to use pesticides will be based upon inspections and monitoring.

16.3 The following things can be done at the school level to prevent pest problems:

- A.** Clean up spills immediately.
- B.** Store all food items in tightly sealed containers.
- C.** Do not store food products in classrooms.
- D.** Ensure all exterior doors seal properly.
- E.** Fix or report leaking water fixtures.
- F.** Seal cracks and crevices around walls, pipes, and windows with caulking.
- G.** Do not spray any pesticides in schools that have not been approved by Facility Services.
- H.** Do not use pesticides in rooms occupied by people.
- I.** Limit eating anywhere but the Cafeteria.
- J.** Limit appliances in classrooms.

16.4 Classrooms, corridors, cafeterias, and other common areas will not be treated during school hours.

16.5 Custodians are not authorized to bring any pesticides onto school property other than those supplied by Facility Services.

16.6 For help with certain wildlife, (ex. cats, dogs, squirrels, snakes, and bats) schools should contact their local animal control officer.

16.7 Cardboard boxes should be removed as possible and products stored on shelving in open view. Cardboard is an excellent home for roaches.

17.0 PLAYGROUND SAFETY

Periodic playground inspections are conducted at each applicable facility by Facility Services following guidelines from the Consumer Product Safety Commission (CPSC) and the American Society for Testing and Materials (ASTM). Repairs are conducted based on the inspection results and periodic maintenance by Facility Services.

17.1 Custodians should conduct routine inspections of playgrounds checking for obvious hazards such as:

- Damage or broken parts on equipment
- Vandalism to equipment
- Broken glass, trash, and animal feces
- The need for raking surfacing material back under the fall zones of play equipment



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If any of the above items are found they should be cleaned up, removed, or reported immediately to Facility Services before the playground is put in use for the day.

18.0 HEAT STRESS

Heat Rash also known as “prickly heat” can keep your body from releasing heat. Heat rash occurs in humid conditions when perspiration cannot evaporate from the skin. To prevent heat rash keep skin dry and clean and wear loose fitting clothing.

Sunburn can stop your body from thermo regulating efficiently. Skin that is already hot may not release body heat to the air. Sunburn may also lead to skin cancer over the long term. If you are sunburned, stay out of the sun as much as possible.

Dehydration can trigger a very dangerous chain reaction. When your body perspires, perspiration glands secrete salts and water onto your skin for evaporative cooling. You must replace these vital body fluids with 5 – 7 ounces of water every 15 – 20 minutes or risk dehydration. When you are dehydrated, your body stops perspiring and retains internal body heat. You risk hypothermia in which heat overwhelms your body temperature control. Uncontrolled hypothermia can lead to heat exhaustion or heat stroke.

Note – Often your body needs fluids before you feel thirsty, so do not wait for thirst to drink fluids.

Note – Many people do not realize that a hot meal adds to body heat. Heavy meals can also reduce your ability to release heat because your blood flow is redirected to your stomach instead of to your skin for cooling. A light cool lunch may actually provide more work energy for the rest of the day.

Heat Cramps are severe muscle cramps. They occur when your body’s cellular fluid is depleted through perspiration, cooling, or decreased mineral content. Heat cramps cause your arm, leg, or abdominal muscles to cramp while working or later while relaxing. If you are suffering from heat cramps, move into the shade and drink lightly salted water.

Heat Exhaustion occurs when your body’s thermoregulation is overwhelmed but not completely broken down. Since perspiration glands have secreted salts and water onto your skin for cooling, fluid loss increases, and blood volume drops. You may suffer headache and nausea and eventually collapse. During heat exhaustion, pain from heat cramps is possible. You may risk heat stroke if you do not take action. Victims of heat exhaustion must be given immediate medical attention.

Heat Stroke is the most severe of the heat disorders. Heat stroke is a life-threatening emergency that requires immediate medical attention. Outwardly a



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victim may experience heat cramps or heat exhaustion, and then fall into a rapid physical and mental decline. Heat stroke victims must be given immediate medical attention.

- 18.1** Do not drink liquids that contain caffeine or large amounts of sugar as these actually cause you to lose more body fluids.
- 18.2** Limit your outdoor activity to morning and late evening hours.
- 18.3** Try to rest often in shady areas.

19.0 COLD STRESS

- 19.1** Wear proper clothing for cold, wet, and windy conditions, including layers that can be adjusted to changing conditions.
- 19.2** In extremely cold conditions take frequent, short breaks in warm dry shelters to allow your body to warm up.
- 19.3** Try to schedule work for the warmest part of the day.
- 19.4** Avoid exhaustion or fatigue because energy is needed to keep muscles warm.

20.0 LOCKOUT/TAGOUT

The Lockout/Tagout standard establishes a program that will protect employees from the dangers of stored energy in machinery or equipment or in the event of an unexpected start up while machinery is in service. This could potentially affect any Pitt County Schools employee, including custodians. Lockout is accomplished by installing a lockout device (commonly a lock, but could also be a block, chain, or other means of lockout) at the power source so that equipment powered by that source cannot be operated.

- 20.1** Only trained and qualified employees will be allowed to lockout electrical equipment. This will usually include only Facility Services or a Facility Services contractor.
- 20.2** All other employees must follow precautions and warnings near locked out electrical equipment. Only the person who attached the lock or tag may restart the equipment.

21.0 CONFINED SPACES

A confined space is defined as a space that is large enough for an employee to enter, has restricted means of entry or exit, and is not designed for continuous



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employee occupancy. Generally, this regulation will not affect employees, but employees should be aware of confined spaces within our facilities, such as boilers, hot water tanks, sewer manholes, and pipe tunnels.

Confined Spaces are potentially hazardous because of the following variables:

- **Oxygen deficiency** that is less than 19.5% of the air. At 16% a person will feel disoriented and between 8% and 12% will generally become unconscious.
- **Combustible materials** stored in confined spaces pose a fire hazard because trapped fumes and vapors can cause them to ignite.
- **Toxic air contaminants** occur from chemicals located within the confined space and have nowhere else to go.
- **Physical hazards** include steam lines, machinery, equipment with moving parts, electrical equipment, and others.

Only trained and qualified employees are allowed to enter confined spaces. This will usually include only Facility Services or a Facility Services contractor. General employees do not usually perform duties that require confined space entry.

22.0 ENERGY SAVING STRATEGIES

- 22.1 Keep exterior doors closed when air conditioning is running. If you open classroom doors while the air conditioning is running you are letting heat and humidity into the building and forcing the system to work harder to remove it.
- 22.2 Check that all doors and windows are closed properly.
- 22.3 Turn the lights off when a room is unoccupied.
- 22.4 Turn off auditorium, gymnasium, and sports field lighting when not in use.
- 22.5 Turn off televisions and VCRs when not in use. Like the lights, leaving equipment running when not in use wastes energy.
- 22.6 Unplug appliances such as televisions and VCRs over the summer. Appliances like these draw a small amount of power even when turned off. Although the savings on each appliance is small, the number of TVs and VCRs throughout the county magnifies it.



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23.0 DEFINITIONS

Acidity – A measure of the acid strength of a chemical, which has a pH of less than 7.

Adhesive – A substance that causes materials to stick together, such as glue. Most commonly found in conjunction with floor tile, wall tile, and cove base. Floor tile glue is commonly called “mastic”.

AHERA – Asbestos Hazard Emergency Response Act.

Algae – Very small plants that cause green or brown "scum" on water or damp surfaces.

Alkalinity – A measure of the caustic or basic strength of a chemical, which has a pH of more than 7.

Asbestos – A general name given to naturally occurring minerals that possess a unique crystalline structure that is separable into fibers. When fibers are present in the air, they are normally invisible to the naked eye. Asbestos is heat resistant, chemical resistant (particularly to acids), bacterial resistant, pliable, very strong, is fire resistant, and has excellent insulating properties. Asbestos is used in many building products such as floor tile and pipe insulation. Asbestos in Pitt County Schools is found in facilities built before the mid 1980's.

Asbestos-Containing Material – Any material or product that contains more than 1% asbestos.

Bacteria – Tiny, living organisms that can only be seen under a microscope. Bacteria often cause disease.

Bactericide – Any substance that will kill bacteria.

Bloodborne Pathogens – Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV).

CO² Fire Extinguisher – Carbon dioxide fire extinguisher. A colorless, odorless, and electrically nonconductive inert gas that should be used for extinguishing electrical fires.

Concentrate – An undiluted substance.

Confined Space – A space that is large enough for an employee to enter, has restricted means of entry or exit, and is not designed for continuous employee



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occupancy. Examples of a confined space include: boilers, man holes, and pipe tunnels.

Corrosion – Eating or wearing away of a material by chemical action.

Efflorescence – A white, powdery, or crystalline substance found on concrete, masonry, and plaster. Efflorescence appears when water evaporates through a wall, floor, or ceiling bringing the salts to the surface. If found indoors it can indicate a potential moisture problem.

Flammable Liquid

Class IA – Flash point less than 73° F, boiling point less than 100° F.
(Ex. Petroleum ether and Pentane)

Class IB – Flash point less than 73° F, boiling point equal to or greater than 100° F. (Ex. Gasoline and Toluene)

Class IC – Flash point equal to or greater than 73° F, but less than 100° F.
(Ex. Xylene)

Flammable Solid – A non-explosive material that is capable of producing fire as a result of friction or heat retained from production.

Flash Point – The minimum temperature at which a liquid produces a sufficient concentration of vapor above it that it forms an ignitable mixture with air. The source of ignition need not be an open flame, but could be for example, the surface of a hot plate, or a steam pipe.

Hazardous Chemical – Any chemical that presents a physical or health hazard to an employee.

Humidity – Moisture contained in the air. Most notable during the summer months.

IAQ – Indoor Air Quality

IPM – Integrated Pest Management. A system of controlling pests in which pests are identified, action thresholds are considered, all possible control options are evaluated and selected controls are implemented. Control options, which include biological, chemical, cultural, and mechanical methods, are used to prevent or remedy unacceptable pest activity or damage. Choice of control options is based on effectiveness, environmental impact, site characteristics, worker/public health, safety, and economics. **Integrated Pest Management is proactive rather than reactive.**



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Means of Egress – A continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three separate and distinct parts: (1) the exit access, (2) the exit, and (3) the exit discharge.

Exit Access – The portion of an exit route that leads to an exit.

Exit Discharge – The part of the exit route that leads directly outside or to a walkway, refuge area, public way, or open space with access to the outside.

Mold – Types of fungi that grow on almost any substance, providing that moisture is present, and can be found almost anywhere. Mold is unsightly, can cause odor, and can cause allergic reactions in susceptible individuals.

NC-DPI – North Carolina Department of Public Instruction

NFPA – National Fire Protection Association. A standards organization whose aims are to promote and improve fire protection and prevention.

OSHA – Occupational Safety and Health Administration. A federal agency under the Department of Labor that publishes and enforces safety and health regulations.

pH – A number describing the acidity or alkalinity of water. The scale ranges from 1 to 14, with 7 as the neutral point. pH 1 to 4 is strongly acidic, and pH 11 to 14 is highly alkaline.

SDS – Safety Data Sheet. A document which describes pertinent information related to the use of a chemical product, including its physical and health hazards, the permissible exposure level, precautions for safe handling, spill cleanup, emergency and first aid procedures, Personal Protective Equipment (PPE) needs, and the name and telephone number of who can be contacted to obtain emergency procedures or other related information.

Sprinkler System – An integrated system of piping and sprinklers installed in an area or building to suppress or extinguish a fire when activated.

24.0 REFERENCE DOCUMENTS

Brevard County Schools – Viera, FL. (2010). **Custodial Procedures.**

Broward County Schools – Fort Lauderdale, FL. (2006). **Facilities Servicepersons Guidelines and Procedures Handbook.**

Centers for Disease Control and Prevention. **Tips for Prevention of Heat-Related Stress.**



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Jefferson County Public Schools – Louisville, KY. (2007). **Housekeeping Standard Operating Procedures.**

National Fire Protection Association. **NFPA 10 Standard for Portable Fire Extinguishers.**

National Fire Protection Association. **NFPA 17A Standard for Wet Chemical Extinguishing Systems.**

National Fire Protection Association. **NFPA 101 Life Safety Code.**

North Carolina Occupational Safety and Health Administration. **Occupational Safety and Health Standards for General Industry: 1910.106, Flammable/Combustible Liquids.** Raleigh, NC: N.C. Department of Labor.

North Carolina Occupational Safety and Health Administration. **Occupational Safety and Health Standards for General Industry: 1910.157, Portable Fire Extinguishers.** Raleigh, NC: N.C. Department of Labor.

Pitt County Schools – Greenville, NC. **Facility Services Standard Operating Procedures.**

Seminole County Public Schools – Sanford, FL. **Custodial Handbook.**

Union County Public Schools – Monroe, NC. (2008). **Custodial Handbook.**

APPENDIX

1. Monthly Exit Sign and Emergency Light Log
2. [Consent and Release for Hepatitis B Vaccination](#)
3. Request for Voluntary Respirator Usage
4. School Asbestos Inventory