

Gallup McKinley County Schools  
2025-2026



**GALLUP-McKINLEY**  
**COUNTY SCHOOLS**

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## Preface

This handbook has been prepared to serve as a reference for Gallup McKinley County Schools staff to support improved work performance and ensure high standards of cleaning in the facilities within the District. It provides general information, policies, and procedures with regards to maintaining District facilities, cleaning, and proper use of equipment and products.

The responsibilities of school custodians are varied. The custodian is responsible for the care of the physical building and the safety and comfort of school staff and students. By promoting high standards of cleanliness, the custodian can promote goodwill for their assigned building and provide conditions for a better teaching and learning environment. The custodian should attend to all situations as they arise and use diplomacy in working with staff, students, and the public. A clean, attractive, and well-maintained school gives the community, staff, and students a feeling of confidence.

This handbook is an evolving document. The policies, practices and procedures stated in this handbook are subject to change. They are not intended to be all inclusive. There may be situations that arise that are not covered, either directly or indirectly, by these policies, practices, or procedures. Such instances will be addressed on a case-by-case basis and will not be considered precedent setting.

## Principal's Responsibilities

- The Principal is responsible for assuring the cleanliness, neatness, orderliness and appearance of the building and grounds of their assigned location. The Principal can designate administrative staff to be part of this process, however, the Principal shall be held accountable for oversight of their staff.
- The Principal, or administrative Designee, shall direct the custodial workforce and ensure compliance with District requirements.
- The Principal is responsible for all processes related to recommendation of employment, completion of professional development plans, assignment of growth plans, maintaining formal documentation and recommendation of rehire/termination for their custodial staff to the Director of Personnel.
- The Principal is responsible for ensuring leave or absences are reported in the District system. Days off work must be accounted for as per Board policy. The Principal is responsible for assuring sufficient staff are available to complete duties as required during all periods of the year.
- If a maintenance problem exists that the custodian cannot correct, the head custodian or a Designated Staff Member trained in the work order system shall submit a work order to Maintenance and Operations. Minor repairs shall first be attempted by the custodian.
- The Principal, or Principal Designee, will assure that all Preventative Maintenance duties are complete and reported into the District's workorder system.
- The Principal, or administrative Designee, is responsible for requisitioning custodial supplies and working with the Head Custodian to assure sufficient supplies are on-hand to meet the needs of the school site.
- The Principal, or administrative Designee, is responsible for reporting damage, due to vandalism, that has occurred to the building or grounds to the proper authorities.
- The Principal, or administrative Designee, is responsible for setting each custodian's work schedule using a 37.5-hour work week for full-time custodians. Custodian schedules may be adjusted by the principal as needed to meet building requirements without prior consent.
- The Principal, or administrative Designee, is responsible for approving the custodians' vacations in their building to assure all duties as required are completed timely.
- The Principal, or administrative Designee, must ensure that all custodial staff are equipped with walkie-talkies and have them readily accessible and remain reachable at all times while on duty.

## Head Custodian Responsibilities

- The Head Custodian is responsible for:
  - o Inventory of site tools and equipment
  - o Ensuring cleaning logs are being filled out between visits
  - o Supply inventory requests (RTO)
  - o Supply inventory monitoring
    - Keep a list and mark when used. This should be updated weekly.
  - o Respond promptly to emergencies at school sites
  - o Contractor or vender assistance
  - o Monitoring that all trash has been removed from site after contractors finish their job(s) and reporting any concerns to the District Custodial Supervisor in a timely manner.
  - o Communication with Principal, or Principal Designee, when custodians fail to show on site
  - o Notify Principal, or Principal Designee, regarding any lack of performance of custodial staff members
  - o Monitoring grounds, ensuring custodial areas are clean and Maintenance is notified when identified areas need clean-up
  - o Events from set up to event clean-up
  - o Cleaning and appropriate storage of bleachers
  - o Collecting and maintaining up to date contact list for all on-site custodians, and providing this information to District Custodial Supervisor. Please make sure this is done so information can be sent to the custodians.
  - o Ensuring that sports fields have been cleaned and appropriately prepared before seasonal sports
  - o Monthly Fire Extinguisher inspection and sign off on blue tag. Email to Custodial Supervisor each month.
  - o Walk through with District Custodial Supervisor on site visits and evaluations
  - o Communication with Maintenance Techs for information on work done and work needing to be done to building
  - o Ensuring communication with admin on vacation regarding building checks
  - o Ensuring snow day clean up before students and staff arrival (shovel snow, spread salt, make sure building is heated)
  - o Notify Principal regarding any dress code violations for site custodians
  - o Ensuring their Custodial Handbook Weekly, Monthly, Quarterly and Yearly duties are completed and appropriately documented
  - o Ensure that all custodial staff are equipped with walk-talkies and remain reachable at all times while on duty.
  
- The Principal (Administrator) or school Dean will work with Head Custodian and Custodial staff to assure all processes and procedures are being followed.

## Custodial Staff Responsibilities

- **Custodial staff shall arrive at work ready to perform duties, maximize the use of worktime to assure tasks are completed timely and efficiently** and to notify the Principal or Designee of any immediate facility or grounds concerns. **Custodial staff are allowed one 15-minute break per day.**
- Custodian will follow the requirements of the Custodial handbook which will include:
  - Completing daily, weekly, monthly, quarterly, and yearly duties
  - Maintaining the cleanliness and safety of all facilities and grounds
  - Make minor repairs timely, reporting major repair needs to Head Custodian, Principal or Principal Designee (if you see something, say something)
  - Paint, clean, and perform maintenance sufficiently to prevent rapid deterioration of the building
  - Open building for staff as directed by the Principal or Principal Designee
  - Be on duty according to the time specified by the Principal or Principal Designee
  - Properly store, maintain, care for, and clean tools, supplies, chemicals, and equipment.
  - Follow the instructions of the Principal, or Principal Designee, and or the District Custodial Supervisor
  - Be professional in dealing with staff, students, and the public
  - Monitor school and grounds conditions to assure timely completion of necessary duties
  - Keep a walkie-talkie on hand and remain accessible at all times while on duty.
- Custodial staff will maintain timely communication regarding the need for additional supplies or equipment with the Head Custodian and Principal or Principal Designee.
- Custodial staff will follow all assigned preventative maintenance tasks and enter on their iPad's.
- Custodial staff will ensure that facilities are appropriately secured, including but not limited to the following: windows, doors, gates, roof hatches, etc...
- Report any facility violations or illegal/unallowable activities in writing to the Principal, or Principal Designee, and the Custodial Supervisor.
- Custodial staff will wear the uniforms provided by the District unless prior consent given by principal for special events.
- Positively impress upon the students, when the situation dictates, that their cooperation is needed in keeping the building and grounds neat, clean, and attractive.
- Custodial Staff will turn into the office any item they find while cleaning or checking facilities. This can include, athletic shoes, computers, ear buds, phones, textbooks, jackets, backpacks, etc. The office can then put the items in the lost and found. Do not property home as it is a serious violation and may lead to disciplinary action, including termination.

## PROCEDURES - GENERAL MAINTENANCE CHECKLISTS

### DAILY

- Raise flags when you arrive at work and lower flags at the end of the day.
- Remove snow and ice accumulations from sidewalks and entry areas as needed.
- Sweep sidewalks and entryways.
- Remove trash from building and grounds. (lawn, shrubs, bushes, sidewalks, stairway & parking lots, etc...)
- Replace damaged and soiled ceiling tiles as needed.
- Replace electrical lamps as needed.
- Keep entry area clean by sweeping, vacuuming, cleaning windows, picking up trash, etc.
- Check boiler, mechanical, electrical and telephone rooms; listen for unusual noises.
  - o Check for excessive heat and equipment vibrations.
- Ensure doors, windows, gates, and roof accesses are secured every night.
- Test lighting fixtures.
- Empty trash receptacles.
- Sweep entrances, lobbies, and corridors.
- Completely sweep floors and vacuum carpets.
- Clean drinking fountains and bottle refill stations.
- Sweep and damp mop or scrub toilet rooms.
- Clean all toilet fixtures and replenish toilet supplies.
- Replenish restroom supplies.
- Deposit of all trash and garbage generated in or about the building.
- Wash inside and out or steam clean cans used for collection of food remnants from snack bars and vending machines.
- Dust horizontal surfaces that are readily available and visibly require dusting.
- Spray buff resilient floors in main corridors, entrances, and lobbies.
- Clean elevators.
- Remove carpet stains.
- Sweep loading dock areas and platforms.
- Verify that there is adequate janitorial supply on hand.
- Disinfect using Clorox 360 "Room Spray".
- Sweep and/or vacuum stairs.
- Mop all resilient floors in toilets and health units.

### THREE TIMES A WEEK:

- Spray buff resilient floors in corridors, entrances, lobbies, cafeteria, and offices.

### WEEKLY

- Re-lamp exterior building and site lighting as needed.
- Remove rubbish from property.
- Trim lawn edges and mow professionally to 2" during growing season.
- Remove lawn trimmings.
- Remove visible weeds.
- Sweep walks & gutters.
- Rake and clean gravel and mulch areas.

- Damp mop and spray buff all resilient floors in toilets and health units.
- Sweep sidewalks, parking areas and driveways. (weather permitting)
- Thoroughly dust furniture.
- Damp wipe toilet wastepaper receptacles.
- Damp wipe all stall partitions.

**EVERY TWO WEEKS:**

- Clean area around where the dumpsters are located.

**MONTHLY/QUARTERLY/SEMI-ANNUAL/ANNUAL**

- Reset time clocks. (Daylight Saving Time)
- Verify proper cycling of sewage pumps.
- Restore cracks and blemishes on building exterior.
- Apply pre-emergent weed control.
- Apply broad leaf weed control in lawns.
- Aerate lawns.
- Fertilize lawns. M&O has fertilizer.
- Fertilize trees and shrubs.
- Prune trees and shrubs.
- Sweep Parking lots, sidewalks, and curbs.
- Supervise elevator maintenance service.
- Check all door operations and adjust hardware including overhead doors and operators.
- Replace burned out and flickering lamps. (light bulbs)
- Check for tripped circuit breakers.
- Check elevators and dock levelers for proper operations.
- Supervise annual fire protection test.
- Supervise annual fire sprinkler system test.
- Supervise annual backflow protection valve test.
- Rotate all plumbing fixtures shut off valves.
- Rotate all water valves serving floor drains.
- Rotate all hose bib valves.

**MONTHLY:**

- Sweep storage space.
- Spot clean all wall surfaces.
- Perform preventative maintenance on all fire extinguishers.
- Perform preventative maintenance on all exit and emergency lighting.
- Perform preventative maintenance on all eye wash stations.

**EVERY TWO MONTHS:**

- Damp wipe doors.
- Damp wipe windowsills & frames.
- Shampoo entrance & elevator carpets.
- Wash all interior and exterior windows and other glass surfaces.

**THREE TIMES A YEAR:**

- Dust wall surfaces.
- Dust vertical surfaces & under surfaces.
- Clean metal & marble surfaces in lobbies.
- Wet mop or scrub garages.

**TWO TIMES A YEAR:**

- Strip and apply four coats of finish to resilient floors in toilets.
- Strip and refinish main corridors and other heavy traffic areas.
- Shampoo carpets in corridors and lobbies.
- Strip and refinish floors in classrooms, corridors, offices and lobbies and apply at least 4 coats of wax. (floor finish)
- Clean flat roofs.

**ONCE A YEAR:**

- Wash all Venetian blinds and dust six months from washing.
- Vacuum or dust all surfaces in the building including light fixtures.
- Vacuum all drapes in place.
- Strip and refinish floors in offices and secondary lobbies and corridors.
- Clean balconies, ledges, courts, and areaways.
- Shampoo carpets throughout the building.
- Repaint. (At least 1/3 of the building, or more, is to be painted)

**ONCE EVERY TWO YEARS:**

- Dry-clean or wash (as appropriate) all drapes.

**ONCE EVERY THREE YEARS:**

- All of the building should have been painted in the three-year window, including door frames.

# SAFETY ON THE JOB

## A. SAFETY RULES

- Any accident requiring more than minor first aid or any accident resulting in damage of equipment or property will be immediately reported to the employee's Supervisor, Principal or Director. The injured employee will fill out the GMCS Accident Report. Employees shall always use proper lifting techniques and ask for assistance when needed.
- Employees are to use caution when working around any bodily fluids and are to take universal precautions against contact with any Blood Borne Pathogen.
- All chemicals shall be properly labeled and stored. Employees will use all chemicals according to label instructions. If there is a question about its safety, they will consult the Safety Data Sheets.
- OSHA standards must be followed in disposal of hazardous waste such as chemicals, oil, and paint.
- Rubber gloves shall be worn when there is a danger of contact with chemicals or bodily fluids.
- Approved safety glasses or full-face shield will be worn when working in a situation where there is a reasonable probability of any foreign object, or liquid, coming in contact with the eyes.
- Employees will use only ladders and scaffolding, for climbing, that meet OSHA standards. They shall visibly inspect any ladder before using it. If it is deemed unsafe for any reason it will be immediately taken out of service and reported to the Maintenance Department.
- **Employees are not to store any item within three (3) feet of any electrical panel. Fire pull station, or fire extinguisher.**
- **Electrical Rooms and Boiler Rooms must not be used as storage rooms. This is a fire code violation, and the school will be written up.**
- Only trained, authorized personnel will operate any equipment such as electric drills, scrubbers, electric buffers, carpet extractors, and lawn equipment such as push/riding mowers, weed eaters, pressure washers, hedge clippers, etc. Those personnel will follow all safety guidelines regarding any equipment they are operating.
- Employees will abide by all D.O.T. safety regulations when operating any vehicle.
- Footwear must completely cover foot. Open toed/open heeled footwear is unacceptable.

*These safety rules may not incorporate all aspects of safety as they may relate to each employee's specific job requirements. All employees will use common sense and good judgment as to the safe performance of their duties. If potential or questionable safety hazards exist or are observed, they should be corrected where possible or otherwise reported to the supervisor. No task is so urgent that safe procedures cannot be used.*

# Hazard Communication Policy

## Purpose

The purpose of this policy is to ensure that all employees of the District are informed about hazardous chemicals they may encounter in the workplace and are trained to handle such materials safely in accordance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR 1910.1200) and applicable state regulations.

## Scope

This policy applies to all District employees, contractors, and temporary workers who may be exposed to hazardous chemicals during the course of their duties, including maintenance, custodial, transportation, food service, nursing, and classroom staff (e.g., science and vocational teachers).

## Policy Statement

The District shall maintain a comprehensive Hazard Communication Program designed to:

1. Identify and inventory all hazardous chemicals used within District facilities.
2. Ensure that all containers of hazardous chemicals are properly labeled.
3. Maintain up-to-date Safety Data Sheets (SDS) for all hazardous materials.
4. Provide employees with effective training and information about the hazards of chemicals in their work areas.
5. Establish procedures for safe handling, storage, and disposal of hazardous materials.

No employee shall be required to work with a hazardous chemical without proper training and protective measures.

## Responsibilities

### **Maintenance Coordinator:**

- Ensures overall compliance with OSHA Hazard Communication requirements.
- Appoints appropriate Facilities managers to oversee implementation.

### **School and Department Supervisors:**

- Maintain a list of hazardous substances present in their areas.
- Ensure that all containers are properly labeled and SDSs are accessible.
- Schedule annual employee training and refresher sessions.

### **Employees:**

- Attend required training.
- **Read container labels and SDSs before using any chemical.**
- Follow safe handling procedures and report damaged containers or unsafe conditions.

## Chemical Inventory and Safety Data Sheets (SDS)

Each work site shall maintain an updated inventory of all hazardous chemicals used or stored on-site. A Safety Data Sheet for each listed chemical shall be readily accessible to all employees during each work shift via the provided websites.

The SDS must include the chemical's identity, hazard classification, safe handling procedures, exposure controls, and emergency measures.

**The following websites provide links to the necessary Safety Data Sheets and general safety information for:**

1. School Science Lab Chemicals – [Carolina Biological Supply](#) and [Flinn Scientific](#)
2. Custodial Cleaning Chemicals – [Diversey](#), [Coastwide/Staples Brands](#)
3. [SDS Search by Name and Manufacturer](#)

## Labels and Warnings

All chemical containers must be labeled with:

- The product identifier,
- Appropriate hazard warnings (pictograms, signal words, hazard statements), and
- The manufacturer's name and contact information.

Secondary containers (e.g., spray bottles, smaller containers) must be labeled if not used immediately by the employee who filled them.

## Employee Information and Training

Employees shall receive hazard communication training:

- At the time of initial assignment;
- Whenever a new chemical hazard is introduced; and
- At least annually as part of refresher training.

Training must include:

1. An overview of the District's Hazard Communication Program;
2. The location and accessibility of the written program, SDSs, and chemical inventory;
3. The labeling system and how to read SDSs;
4. Methods for detecting the presence or release of hazardous chemicals;
5. Physical and health hazards of chemicals; and
6. Measures employees can take to protect themselves.

## Non-Routine Tasks

Supervisors must inform employees of potential chemical hazards before they perform non-routine tasks (e.g., maintenance work involving cleaning agents, asbestos, or lead paint removal).

## Contractors and Vendors

Outside contractors working on District property must be informed of hazardous chemicals they may encounter and are responsible for providing SDSs for chemicals they bring on-site.

## Recordkeeping

The District shall maintain documentation of employee training, chemical inventories, and SDS updates for a minimum of three years or as otherwise required by law.

## Program Review

The Hazard Communication Program shall be reviewed annually and updated whenever new chemicals or procedures are introduced.

## References

- OSHA Hazard Communication Standard, 29 C.F.R. § 1910.1200
- U.S. Occupational Safety and Health Administration (OSHA): <https://www.osha.gov>
- New Mexico Occupational Health and Safety Bureau (NM OSHA):  
<https://www.env.nm.gov/occupational-health-safety/>

## Clorox 360

When preparing the clorox360 machine please do the following:


- Check all power connections on the cart, there is a power connector that is round in the front of the cart.
- To double check connection, firmly press in the connection located to the front of the cart. Double check the power cable to make sure there is no visible damage to the power cable or to the plug. ***Do Not Use The Power Cable To Pull The Cart To You!***
- Note the connection to the front of the cart should never be twisted or hammered, this will damage the connection and cause performance issues (inconsistent spraying as well as weak spray output.)
- Check for buildup and crystallization around the spray nozzle. Any exterior build up can be cleaned with a wet rag.
- To clean the feed tube that is inserted into the cleaning solution, remove the “straw” from the cap that is connected to the machine. Rinse under warm water to allow any build up to dissolve. After the “straw” has been cleared of buildup, replace in its rightful place.
- To clean the nozzle, grip the front of the sprayer and turn the exterior cover counterclockwise until the cover has been completely removed.
- To remove the spray nozzle, grip the base of the black nozzle and turn counterclockwise. Once the piece has been removed from the sprayer, rinse thoroughly under hot water until all build up has been flushed. After cleaning has been completed, reassemble.
- Plug in Clorox360 and allow the air to push any water out of the spray nozzle. Once plugged in the Clorox360 will automatically power on and begin to spray. Pulling the trigger on the sprayer will allow for larger particles to pass through the nozzle.
- Once all is assembled, insert “straw” into a container of the Clorox360 solution and begin disinfection.

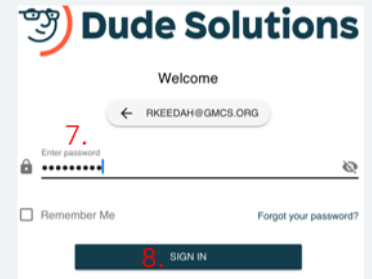
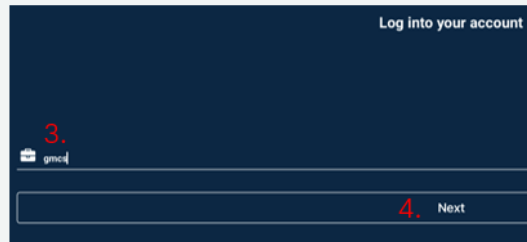
***Note: Only Clorox360 Solution shall be utilized in this equipment.***

Clorox 360 spray disinfectant should be used daily in the classrooms and throughout the building. The custodians should spray Clorox 360 and then wipe down the desks while it is still damp to eliminate spots from forming on the surfaces. The use of Clorox 360 is a directive from the district. The health and safety of our students is the priority of GMCS. Clorox 360 helps to prevent and eliminate the transmission of diseases such as Covid, Flu, Colds and other viruses. The custodians shall clean the rooms with Clorox 360 when no one is in the room. Custodians need to make sure teachers do not leave papers on desks that mist from the machine can damage. Teachers and staff should work with the custodians to allow proper cleaning of all rooms, bathrooms, and all areas of the school. If teachers are not allowing their classrooms to be disinfected with Clorox 360, the custodian will inform the principal so she/he can speak to them. Clorox 360 does not have chlorine bleach in it. It is made by Clorox.

# Asset Essentials (Work Order System)

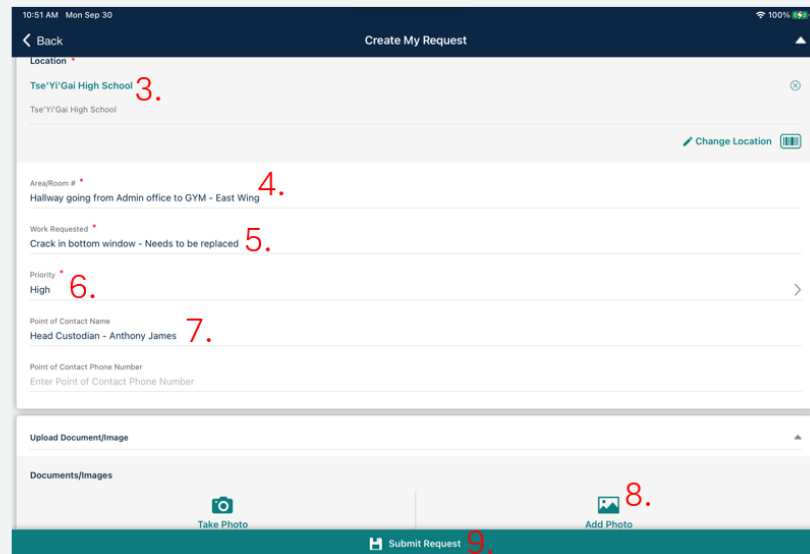
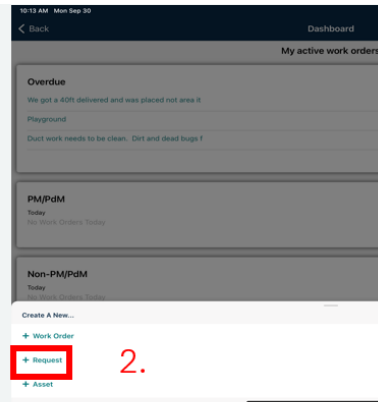
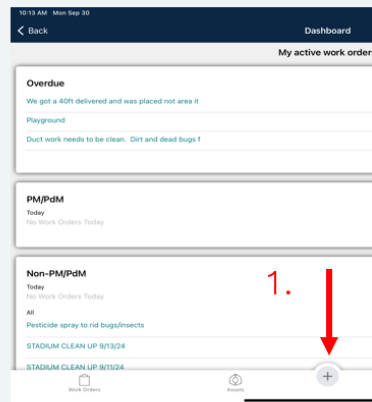
## How to login from iPad:

1. Click on Asset Essentials icon 
2. Dark screen will appear – brief case with caption Client ID
3. Click on Client ID and Type gmcs
4. Click Next
5. Add your username (it will always be your gmcs email address)
6. Click continue
7. Enter your password
  - a) Password you created
  - b) Don't remember click on Forgot your password – email will be sent to you gmcs email account, follow instructions to recreate your password
8. Click Sign in



## Create work order

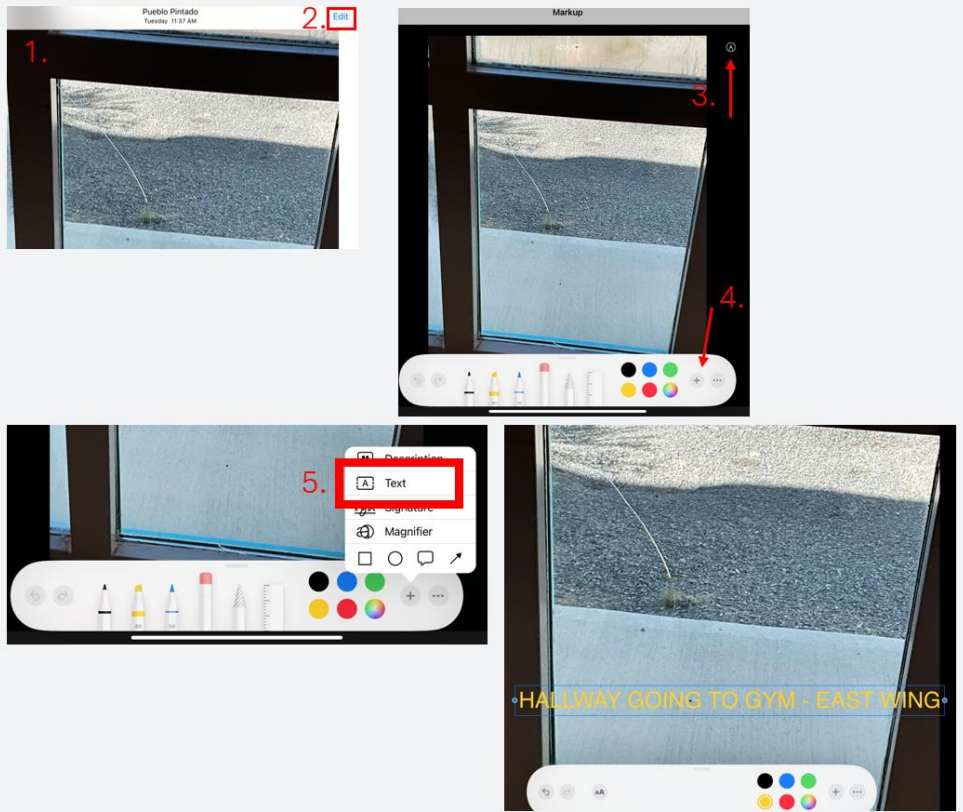
1. From Dashboard – select the add (+)
2. Select Request
3. Add Location (School Site)
4. Add Area – include as much details as possible – Not all GMCS employees are familiar with your school site.
5. Add work requested – describe work that needs to be done – details
6. Add Priority – *use this scale to select level.*
  - CRITICAL – Mechanical Failure, Health, Safety and Wellness (Should also be followed up with a text & e-mail to Maintenance and Custodial Supervisor)
  - HIGH – Serious need of repair to prevent critical status
  - MEDIUM – Needs repairing
  - LOW – Needs maintenance
  - SPARE TIME – When you can get to it, non-essential
  - M&O Supervisor may change the priority
7. Point of Contact – Head Custodian with a phone number & the person requesting the work order are required in this section
8. All work orders are required to have photos – click Add Photo. Add photo you had added caption to
9. Select Submit Request
10. Once you have selected Request no further action is required - **DO NOT ASSIGN WORK ORDER (M&O Supervisor assigns work orders) If you assign the workorder it will not reach M&O's workflow and will not be assigned.**



## How to take a Picture and Add Caption to add to Work Orders

### iPad – Picture for work order – detail information – before creating work order

1. Take picture of work needed
2. Click Edit – Edit is in blue in right corner
3. Click on pin in right corner to add caption
4. Select add (+) in pop next to color section to add text
5. Add text – Location of work that is needing to be done
  - a) Select color of text – for visibility
6. Click Done in right corner in blue



***Custodians will have work orders assigned, these will come from either the district or the site you are currently located (which will include Preventative Maintenance tasks that must be completed and submitted for closure)***

You will see WORK ORDERS on the left-hand side of the screen: This will bring you to a screen that will display listed work orders assigned to you. Clicking on the work order number or the description it will open the work order.

GALLUP-McKINLEY COUNTY SCHOOLS | WORK ORDERS

+ New Delete More ... Print/Report

Location	Category	Work Order #	Title	WO Status	Priority	Origin	Source Asset	Source User	Assigned	Expected
Gallup McKinley County Sch		0000000023	Remove old whiteboards and install 9 new whiteboard	New Request	High	Non-PM				

Page 1 of 1 (1 items)

Create Filter

Location: [All] Bus Transportation Center, Catherine A. Miller Elementary, Chee Dodge Elementary, Chief Manuelito Middle School, Crownpoint Bus Barn, Crownpoint Elementary, Crownpoint High School, Crownpoint Middle School, David Skeet Elementary, Del Norte Elementary, Parkview Christian

Once you are in the work order detail screen you will need to change WO STATUS from new to IN PROGRESS

**WORK ORDER FORM**

**WORK ORDER DETAILS**

WO Status: **In Progress** (highlighted with a red circle)

Work Order #: 002000023

Expected: MM/dd/yyyy HH:mm

Title: Remove old whiteboards and install 9 new whiteboard

Priority: High

Area/Room Number: 125A Training Lab

Work Requested: Remove old whiteboards and install 9 new whiteboards as per admin.

Work Source:

Estimated Hours	Name	Location Path
-	Student Support Center/Tech-Administration	Student Support Center/Tech/Student Support Center/Tech-Administration

TYPE OF WORK

Work Type: Improvements

Problem: - None -

Work Category: [Empty]

Make sure to speak with your point of contact to verify you have received all the information needed for each work order. To find the point of contact scroll down to a field labeled CUSTOM FIELDS

**WORK ORDER FORM**

**CUSTOM FIELDS**

Point of Contact Name: Andrew Clark

Point of Contact Phone Number: 905-721-2205

PLANNING

Project: Click to Select...

ATTACHMENTS

Type	Name	Size (KB)
Image	6MCS.png	55

ASSOCIATED WORK ORDER

LOG

If there are any comments about parts needed in the field above, you will be able to add any concerns or notes about potential wait time. If the ticket is going to be delayed, note this in your comments and scroll to the top and save changes. All comments will be visible from requester and Admin to view. Notes should be updated at each stage of the work order.

The screenshot shows the 'WORK ORDER FORM' interface. The 'COMMENTS' section is expanded, showing a text input field with the placeholder text 'Comments' and a sample comment: 'Waiting information from ATS to prevent breaking the code'. A red arrow points to this text area. Other sections visible include 'PARTS', 'EQUIPMENT USAGE', 'CUSTOM FIELDS' (with 'Point of Contact Name: Andrew Clark' and 'Point of Contact Phone Number: 505-721-2205'), 'PLANNING', 'ATTACHMENTS' (showing a file named 'GMCS.png'), 'ASSOCIATED WORK ORDER', and 'LOG'.

Once work order has been completed, make sure to note in ACTIONS TAKEN everything that was done to fix the issue or to complete the task that was assigned. Make sure when doing so you also change the time and date to show completion when the job has been finished.

The screenshot shows the 'WORK ORDER FORM' interface with the 'ACTION TAKEN' section expanded. A red arrow points to the 'Completed' date field, which is labeled 'TIME AND DATE COMPLETED'. Another red arrow points to the 'Action Taken' text area, which is labeled 'NOTE ACTIONS TAKEN HERE'. The 'Action Taken' text contains the following description: 'Contact with requester to find locations desired, measured and mapped hanging locations, all but one board hung due to file alert equipment on the wall, we will come back to hang the remaining board after we get more information on relocation of the AV.' Below this, the 'ASSIGNEE' section shows a table with one entry: '1' in the 'Index' column, '0 Days, 0 Hours, 0 Minutes' in the 'Estimated Hours' column, and 'Derek Harper' in the 'Employee #', 'First Name', and 'Last Name' columns. Other sections visible include 'TASKS', 'LABOR', 'PARTS', 'EQUIPMENT USAGE', 'COMMENTS', and 'CUSTOM FIELDS'.

When finished with inputting actions taken, make sure to include pictures to validate you have completed your work order. Scroll to the bottom of the page to the ATTACHMENTS field. Here you can add the photos. (The more pictures the better, use this area to mark parts numbers as well as to document any additional issues or work that was mandatory that have been found.

The screenshot shows the 'WORK ORDER FORM' interface for Gallup-McKinley County Schools. The 'ATTACHMENTS' section is highlighted with a red arrow, and the 'ADD' button in the 'ASSOCIATED WORK ORDER' section is circled in red. The interface includes sections for PARTS, EQUIPMENT USAGE, COMMENTS, CUSTOM FIELDS, PLANNING, and ASSOCIATED WORK ORDER. The 'ATTACHMENTS' section contains a table with columns for Type, Name, and Size (KB), and an 'Actions' column with a 'Delete' button. The 'ASSOCIATED WORK ORDER' section has an 'ADD' button.

Make sure to keep track of hours on each assigned job. This can be done in the ASSIGNEE field. To the right you will see an option marked LABOR ENTRIES, upon clicking on this you will need to add time worked on assigned jobs.

The screenshot shows the 'WORK ORDER FORM' interface for Gallup-McKinley County Schools. The 'ASSIGNEE' section is highlighted, and the 'LABOR ENTRIES' button is circled in red. The interface includes sections for ACTION TAKEN, ASSIGNEE, LABOR, PARTS, EQUIPMENT USAGE, COMMENTS, and CUSTOM FIELDS. The 'ASSIGNEE' section contains a table with columns for Index, Estimated Hours, Start at: Days:Hours:Minutes from the Assigned date/time, Employee #, First Name, Last Name, and Department. The 'LABOR' section has an 'ADD' button.

Once you have completed all these fields you can scroll to the top of the work order page and save. Once you hit save and fill out all the fields above you can then change the status to completed, at this point it will be up to your supervisor to close the ticket (please notify your supervisor the task has been completed).

**GALLUP-MCKINLEY COUNTY SCHOOLS | WORK ORDER FORM**

GO TO [dropdown] | App | Help | Profile

**SAVE** | **CANCEL** | **SUMMARY** | **WORK ORDER DETAIL**

**WORK ORDER DETAILS**

WO Status: **In Progress** | Work Order #: **000000023** | Expedient: **MM/DD/YYYY HH:MM** AM | [dropdown] | [calendar]

Title: **Remove old whiteboards and install 9 new whiteboard** | Priority: **High** | Estimated hours: **0** | Estimated by: **User**

Location Number: **125A Training Lab**

**WORK REQUESTED**

Work Requested: **Remove old whiteboards and install 9 new whiteboards as per admin.**

**WORK SOURCE** | **ADD LOCATION**

LOCATIONS

Estimated Hours	Name	Location Path	Actions
-	Student Support Career Tech - Administration	Student Support Career/Tech/Student Support Career/Tech - Administration	[button]

**TYPE OF WORK**

Work Type: **Improvements** | Problem: **- None -**

Work Category: **Carpentry** | Case: **Equipment Wear**

**ORIGIN INFO** | **CONTACT USER**

Origin: **Web PM** | Originated: **08/31/2022 02:40** PM | [dropdown] | [calendar]

Assigned: **Harry Korman** | Assigned: **08/31/2022 04:29** PM | [dropdown] | [calendar]

## Training Video Links

Clorox360: [Gallup McKinley County Schools 2020 Custodial Training](#)



Classroom cleaning: [Classroom Cleaning by Diversey](#)



Restroom Cleaning: [Janitorial Restroom Cleaning Step-By-Step Training](#)



Diversey Chemicals: [SmartDose | The next gen revolution in Cleaning](#)



## Written Resources

*Click links below or download embedded files.*



Daily Checklist.pdf

[Daily](#)



playgroundchecklist.pdf

[Playground Safety Checklist:](#)



Two Wks  
Checklist.pdf

[Every Two Weeks:](#)



Monthly  
Checklist.pdf

[Monthly:](#)



Quarterly  
Checklist.pdf

[Quarterly:](#)



Semi & Annual  
Checklist.pdf

[Semi Annual & Annual:](#)

## Employee Attestation

All tasks in the custodial handbook must be performed at the designated intervals. I understand that if changes are made to this handbook, I will receive an updated copy. I will complete an attestation each time a custodial handbook is issued.

Name: \_\_\_\_\_  
(Print)

Title: \_\_\_\_\_  
(Print)

My signature below indicates that I have received a copy of the GMCS Custodial Handbook and that I am responsible for reading and following the Districts Policies, Procedures and Expectations contained herein.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)