

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 800 – Facilities and Transportation

**ADMINISTRATIVE PROCEDURE: DIVISION CUSTODIAL STAFF
REQUIREMENTS**

PROCEDURE CODE:	800 AP 005
Policy Reference: 800 – Facilities and Transportation	Exhibits: 800 E 001 – Application to Rent Facilities' Form 800 E 002 – Joint Use Agreement

PROCEDURE

1. The Associate Superintendent and Secretary-Treasurer reviews allocations to all Division buildings prior to school opening.
2. Prior to school opening, the Associate Superintendent and Secretary-Treasurer makes adjustments when necessary, on a temporary basis, to assist with any planned changes for the next school year [i.e. new additions, change in programs, change in enrollment].
3. The Associate Superintendent and Secretary-Treasurer reviews and modifies, when necessary, custodial staff allocations as soon as possible after September 30th of each school year and upon receipt of final enrollment figures and the teaching staff list in effect on September 30th.

FORMULA FOR ALLOCATION OF CUSTODIAL SERVICES

1. The following formula will be taken into consideration when developing manpower requirements for each building.
2. Formula:
 - 2.1. The variables considered in determining the formula are:
 - 2.1.1. Number of teachers [teacher factor] given one custodian for every nine full-time teachers
 - 2.1.2. Number of students [student factor] given one custodian for every 300 students
 - 2.1.3. Number of rooms [room factor] given one custodian for every 12 rooms

Note: each classroom equals one, library one, general-purpose room one, auditorium two, double auditoriums three, health room one, staff room one, cafeteria one, principal's office one, boiler room one.

- 2.1.4. Building size in square feet [including stairways and landings] [square foot factor] given one custodian for every sixteen thousand square feet of building area
- 2.1.5. Number of washroom fixtures [washroom fixture factor] given one custodian for every 35 washroom fixtures
- 2.2. To determine the number of custodial staff needed, add the five factors and divide the total by 5.
- 2.3. Other factors that impact on determining staff allocation are as follows:
 - 2.3.1. An allowance is made for the head custodian to provide maintenance and service, other than cleaning, for the students and staff.
 - 2.3.2. An allowance is made for grounds where the head custodian will spend time in the near vicinity of the school building in picking up paper, sweeping sidewalks, and shoveling snow.
 - 2.3.3. An allowance is made for joint use and other rentals that take place in school buildings from Monday through Friday.
 - 2.3.4. A deduction is made for the large shop areas at Medicine Hat High School where students look after clean-up.

Approved: June 13, 2006

Revised: _____



