

This document does not detail every contractual duty and responsibility. It is intended to be a reference for clarity between departments.

Who Does What?

EnviroClean (Custodial and light maintenance)	Oakridge (Maintenance)
<ul style="list-style-type: none"> ● Light bulb replacement ● Clean facilities ● First call clogged toilet/plumbing issues ● First call locker issues ● Garbage ● Replace/install pencil sharpeners ● Hang small items on walls (plaques, pictures, teacher items) ● Setup/take down building events ● Pest management ● Spills ● Biohazard accidents ● Lock up building and set security alarms ● Set clocks and replace batteries ● Move furniture between classrooms and storage sheds ● First call minor fixes of desks, chairs, and furniture ● Deliver HS loading dock packages and copy center copies to building offices daily ● Deliver packages (those that can't be carried by teacher) from office to classrooms daily ● Replace broken dispensers 	<ul style="list-style-type: none"> ● Light switches ● Electrical outages/shorts ● Toilet/plumbing issues (after first call to EnviroClean) ● Locker issues (after first call to EnviroClean) ● Fix broken windows, screens, and doors ● Hang large items on the walls or items requiring a ladder ● Painting ● Move furniture between <u>buildings</u> ● Boiler, heating, and cooling issues ● Fix bell systems and PA systems ● Assemble new furniture ● Fix/replace broken clocks ● Fix broken desks, chairs, and furniture (severe damage) ● Door access system hardware ● Deliver loading dock packages too heavy for Enviroclean
<ul style="list-style-type: none"> ● Setup indoor sporting events ● Take down indoor/outdoor sporting events ● Snowblow/shovel and salt entryways and sidewalks that cannot be plowed ● Clean bleachers (above and below) ● Outdoor bathroom cleaning (high school) ● Garbage cans (indoor/outdoor) ● Garbage on building grounds 	<ul style="list-style-type: none"> ● Set up outdoor sporting events ● Snow plow and salt parking lots and plow accessible sidewalks ● Lawn care ● Sprinkler system
Tech Support Consortium	Building Secretaries
<ul style="list-style-type: none"> ● Phone System (PA over phone) ● Networked infrastructure ● Internet/wifi ● Classroom technology and computers ● Digital projectors (bulb replacement) ● Audio/Visual for presentations ● Hook computer wires back up after summer cleaning (EnviroClean will not remove wires unnecessarily). ● Video Surveillance System ● Door Access System networking ● Key card door training 	<ul style="list-style-type: none"> ● Scheduling of keycard access door locks (vacations, half days) ● Printer/Copy machines (call 3rd party support - Applied Imaging)