

MEMO

TO: All Head Custodians
FROM: Roy Paul, Manager of Custodial Services
DATE: Wednesday, October 10, 2007
SUBJECT: Inclement Weather



All Custodian III's (Head Custodians) play a very important role during times of inclement weather. In most cases they are the first school district employees to arrive on site. Head Custodians are designated by the Superintendent for emergency services and will be expected to remain on site until such time as they have been released by the principal or your immediate supervisor. It is your responsibility to call your principal and supervisor.

Safety of the students is the primary consideration. The custodian is to provide access for students that arrive at the site despite the closure of the school. The process for dealing with these students should be clarified with the Principal at this time.

If you arrive on site to find the facility is without power you are to call me and the maintenance facility. My contact information is as follows: Cell 604 991 0370 Home 604 793 0860. Maintenance 604 792 4327 Leave your response in the general mail box.

cc: Corinne McCabe, Superintendent
District Principals

