Custodial Division Policy/Directives are designed to:

- Promote safe practices
- Ensure compliance with Federal, State, and Local laws and guidelines
- Establish reasonable standards
- Provide direction and guidance to all team members
- Regulate training and operations
- Improve performance
- Reduce waste and inefficiencies
- Enhance customer service and perception

Custodial Division Policy/Directives will be issued as necessary and will remain in effect until cancelled or superseded. It is the responsibility of all team members to be familiar and comply with Custodial Division Policy/Directives. Lead Custodians will ensure copies of Custodial Division Policy/Directives are maintained in key custodial closets and/or custodial break areas.

- **Compliance with Custodial Division Policy/Directives is mandatory.**
  
  Failure to comply will result in the use of progressive corrective action up to and including dismissal.

SAMUEL A. LEVIS
Custodial Services Supervisor