

EDINBURG C.I.S.D.
PROCEDURES FOR ACCOUNTABILITY OF
CUSTODIAL CONSUMABLE ITEMS FOR CAMPUSES AND DEPARTMENTS

- WAREHOUSE DELIVERS CONSUMABLE ITEMS TO CAMPUSES OR DEPARTMENTS
 - HEAD CUSTODIAN SIGNS FOR ALL CUSTODIAL ITEMS AND PERSONAL PROTECTIVE EQUIPMENT DELIVERED.
- HEAD CUSTODIAN WILL PLACE ITEMS IN SECURED STORAGE AND IS RESPONSIBLE FOR THE ACCOUNTING AND DISTRIBUTION OF ALL OF CUSTODIAL ITEMS AND PERSONAL PROTECTIVE EQUIPMENT.
- HEAD CUSTODIAN IS THE ONLY PERSON THAT WILL ISSUE/PROVIDE/DISTRIBUTE CUSTODIAL PRODUCTS AND PERSONAL PROTECTIVE EQUIPMENT TO CUSTODIANS TO HELP MAINTAIN AND DOCUMENT CHAIN OF CUSTODY FOR PRODUCTS AND PERSONAL PROTECTIVE EQUIPMENT.
- WHEN CUSTODIAN REQUESTS ITEMS - HEAD CUSTODIAN WILL REQUEST SIGNATURE FOR ITEMS ON A "CUSTODIAL PRODUCT AND EQUIPMENT ACCOUNTABILITY SHEET" DEVELOPED FOR EACH CUSTODIAN.
- WHEN CUSTODIAN REQUESTS ITEMS SUCH AS AEROSOL CANS - QUART AND GALLON CONTAINERS OF CHEMICALS - ETC. - AFTER FIRST ISSUE HEAD CUSTODIAN WILL REQUEST EMPTY CONTAINERS FROM CUSTODIAN BEFORE REISSUANCE OF CHEMICALS IN CONTAINERS.
- AFTER FIRST ISSUE - TORN, WORN AND UNUSABLE PERSONAL PROTECTIVE EQUIPMENT SUCH AS BACK SUPPORT BELTS, CHEMICAL GLOVES ETC. WILL BE RETURNED TO HEAD CUSTODIAN BEFORE NEW PERSONAL PROTECTIVE EQUIPMENT CAN BE ISSUED.
- ONLY THE HEAD CUSTODIAN WILL BE ALLOWED TO DISPOSE OF EMPTY CHEMICAL CONTAINERS, AEROSOL CANS OR UNUSABLE PERSONAL PROTECTIVE EQUIPMENT.
- PAPER PRODUCTS WILL ALSO BE NOTED ON "CUSTODIAL PRODUCT AND EQUIPMENT ACCOUNTABILITY SHEET" AND CUSTODIAN WILL SIGN FOR AND SECURE ALL ITEMS PROVIDED.
- WHEN AUDITTED HEAD CUSTODIAN WILL PROVIDE "CUSTODIAL PRODUCT AND EQUIPMENT ACCOUNTABILITY SHEETS" TO CUSTODIAL SUPERVISOR DOCUMENTING WHEN AND WHO WAS ISSUED CUSTODIAL PRODUCTS.
- NOTEBOOK CONTAINING "CUSTODIAL PRODUCT AND EQUIPMENT ACCOUNTABILITY SHEETS" WILL BE AUDITTED BY CUSTODIAL SUPERVISOR OR DESIGNEE AT LEAST ON A MONTHLY BASIS AND REPORT DESPARITIES IN USE OF PRODUCTS TO THE COORDINATOR OF MAINTENANCE AND FACILITIES.
- UNATHORIZED REMOVAL FROM SCHOOL PROPERTY OR THEFT OF CHEMICALS, PAPER PRODUCTS OR PERSONAL PROTECTIVE EQUIPMENT WILL BE REPORTED TO POLICE DEPARTMENT FOR FURTHER ACTION.
- HEAD CUSTODIAN WILL IMMEDIATELY REPORT TO CUSTODIAL SUPERVISOR IF NOT ABLE TO ACCOUNT FOR CHEMICALS, PAPER PRODUCTS OR PERSONAL PROTECTIVE EQUIPMENT DELIVERED BY WAREHOUSE TO CAMPUSES OR DEPARTMENT.
- CUSTODIANS WILL NOT BE ALLOWED TO REMOVE FROM ANOTHER CUSTODIANS CART - CHEMICALS, PAPER PRODUCTS OR PERSONAL PROTECTIVE EQUIPMENT SIGNED FOR AND/OR ISSUED TO OTHER CUSTODIAN. (THIS ACTION WILL CONSTITUTE THEFT)
- CUSTODIANS WILL IMMEDIATELY REPORT LOSS OF CHEMICALS, PAPER PRODUCTS AND/OR PERSONAL PROTECTIVE EQUIPMENT IN THEIR CARE, CUSTODY AND CONTROL TO HEAD CUSTODIAN. HEAD CUSTODIAN WILL NOTIFY CUSTODIAL SUPERVISOR FOR FURTHER ACTION/INVESTIGATION.

**EDINBURG C.I.S.D.
MAINTENANCE AND FACILITIES DEPARTMENT
"LOST, MISSING OR STOLEN" REPORT FORM**

NAME _____ S.S. _____

DATE _____ TIME _____

CAMPUS OR DEPARTMENT _____

ITEM(S) REPORTED AS (CIRCLE ONE)

LOST

MISSING

STOLEN

DESCRIPTION OF ITEM (S) _____

DESCRIBE CIRCUMSTANCES BY WHICH YOU FOUND ITEM (S) TO BE LOST, MISSING OR STOLEN USING (WHO, WHAT, WHERE, WHEN, HOW AND WHY)

WERE ITEM (S) IN YOUR CARE, CUSTODY AND CONTROL AT TIME OF DISAPPEARANCE?
YES OR NO?

EXPLAIN _____

NAMES) OF WITNESS (S) _____

APPROXIMATE COST FOR REPLACING ITEM (S) \$ _____

SIGNATURES

EMPLOYEE

SUPERVISOR

COORDINATOR

DATE

DATE

DATE

PLEASE FILL OUT THIS REPORT TO THE BEST OF YOUR KNOWLEDGE. IT MAY BE USED BY LAW ENFORCEMENT OFFICERS DURING THE INVESTIGATION INITIATED BY THIS REPORT. REPORTING ITEM (S) LOST, MISSING, OR STOLEN AS SOON AS KNOWN MAY HELP EXPIDITE THE RECOVERY OF ITEM(S).

CC: MR. RUDY ZAMORA, INTERIM COORDINATOR
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CAMPUS/DEPARTMENT FILE