Standard Operating Procedure
for
Monthly Maintenance Schedule

The Monthly Maintenance Schedule for the Building Custodians is prepared at least one (1) week prior to month's end.

Factors to consider when preparing the schedule are listed below:

1) **Leave Requests**

   You must verify with the Administrative Office or the Approved Leave Forms file if any leave has been requested for the month you are preparing for.

2) **Holiday's**

   You must factor in any holidays within the month and block off the schedule. No one should be reflecting on the schedule for the holiday.

3) **Branch Openings**

   You must know when the branch locations are open and schedule a building custodian at each branch. Any other available building custodian will report to Hagatna in two shifts (Opening Shift: 7:00a.m. to 4:00p.m. and Closing Shift: 9:00a.m. to 6:00p.m.). Should you have more than two available custodians in Hagatna on any given day, you will have more opening vs. more closing (i.e., 3 custodians – 2 to open and 1 to close). If you have an equal amount of custodian available, split them into shifts evenly. IMPORTANT: If there is only 1 custodian available in Hagatna, you MUST schedule them on the closing shift.

4) **Branch Closure**

   Should for any reason a branch is closed, you will not need to send a custodian to report to that branch unless otherwise specific by the Administrative Office.

One the monthly schedule is prepared; you need to present the schedule to the Administrative Officer for the final approval. Once approval is given, a printed copy is placed into the Building Custodian's box and an electronic copy is e-mailed to all the building custodian and other ASU Staff.

Attached is a sample of the Maintenance Schedule.

JULY 2017
Maintenance Unit Schedule
(pls review carefully as your schedule may change)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	**4**	**5**	**6**	**7**	**8**
JL MAIN 7 - 4 JA MAIN 9 - 6 LC MAIN 7 - 4 VP MAIN 9 - 6 DT MER 9 - 6	*Holiday* *Independence Day*	JL MAIN 7 - 4 JA MAIN OFF LC YON 7 - 4 VP MAIN 9 - 6 DT MAIN 7 - 4	JL MAIN 7 - 4 JA BAR 9 - 6 LC MAIN 7 - 4 VP MAIN OFF DT MAIN 9 - 6	JL MAIN 7 - 4 JA MAIN 7 - 4 LC MAIN 7 - 4 VP MAIN 8 - 5 DT MAIN 8 - 5	MAIN JA 8 - 5 VP 8 - 5
10	**11**	**12**	**13**	**14**	**15**
JL MAIN 7 - 4 JA MAIN 9 - 6 LC MAIN 7 - 4 VP MAIN 9 - 6 DT MER 9 - 6	JL DED 9 - 6 JA AGT 9 - 6 LC MAIN 7 - 4 VP MAIN 9 - 6 DT MAIN 7 - 4	JL MAIN 7 - 4 JA MAIN 7 - 4 LC YON 9 - 6 VP MAIN 9 - 6 DT MAIN OFF	JL MAIN OFF JA BAR 9 - 6 LC MAIN 7 - 4 VP MAIN 9 - 6 DT MAIN 7 - 4	JL MAIN 7 - 4 JA MAIN 7 - 4 LC MAIN 7 - 4 VP MAIN 8 - 5 DT MAIN 8 - 5	MAIN JL 8 - 5 DT 8 - 5
17	**18**	**19**	**20**	**21**	**22**
JL MAIN 7 - 4 JA MAIN 7 - 4 LC MAIN OFF VP MAIN 9 - 6 DT MER 9 - 6	JL DED 9 - 6 JA AGT 9 - 6 LC MAIN 7 - 4 VP MAIN 9 - 6 DT MAIN OFF	JL MAIN 7 - 4 JA MAIN OFF LC YON 9 - 6 VP MAIN 9 - 6 DT MAIN 7 - 4	JL MAIN 7 - 4 JA BAR 9 - 6 LC MAIN 7 - 4 VP MAIN 9 - 1 DT MAIN 9 - 6	*Holiday* *Liberation Day*	SRP Wrap-Up LC 8 - 5 JA 8 - 5 VP 7 - 11 DT 7 - 4
24	**25**	**26**	**27**	**28**	**29**
JL MAIN 7 - 4 JA MAIN 9 - 6 LC MAIN 7 - 4 VP MAIN OFF DT MER 9 - 6	JL DED 9 - 6 JA AGT 9 - 6 LC MAIN 7 - 4 VP MAIN 9 - 6 DT MAIN 7 - 4	JL MAIN 7 - 4 JA MAIN 7 - 4 LC YON 9 - 6 VP MAIN 9 - 6 DT MAIN 9 - 6	JL MAIN OFF JA BAR 9 - 6 LC MAIN 7 - 4 VP MAIN 9 - 6 DT MAIN 7 - 4	JL MAIN 7 - 4 JA MAIN 7 - 4 LC MAIN 7 - 4 VP MAIN 8 - 5 DT MAIN 8 - 5	MAIN JL 8 - 5 VP 8 - 5
31	**Aug 1**	**2**	**3**	**4**	**5**
JL MAIN 7 - 4 JA MAIN 7 - 4 LC MAIN OFF VP MAIN 9 - 6 DT MER 9 - 6	JL DED 9 - 6 JA AGT 9 - 6 LC MAIN 7 - 4 VP MAIN 9 - 6 DT MAIN 7 - 4	JL MAIN 7 - 4 JA MAIN 7 - 4 LC YON 9 - 6 VP MAIN 9 - 6 DT MAIN OFF	JL MAIN 7 - 4 JA BAR 9 - 6 LC MAIN 7 - 4 VP MAIN 9 - 6 DT MAIN 9 - 6	JL MAIN 7 - 4 JA MAIN 7 - 4 LC MAIN 7 - 4 VP MAIN 8 - 5 DT MAIN 8 - 5	MAIN DT 8 - 5 LC 8 - 5

SOP – Monthly Maintenance Schedule