

## **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.

Once 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 <b>MAIN</b> 7-4 JA <b>MAIN</b> 9-6 LC <b>MAIN</b> 7-4 VP <b>MAIN</b> 9-6 DT <b>MER</b> 9-6	<i>Holiday Independence Day</i>	JL <b>MAIN</b> 7-4 JA <b>MAIN</b> OFF LC <b>YON</b> 7-4 VP <b>MAIN</b> 9-6 DT <b>MAIN</b> 7-4	JL <b>MAIN</b> 7-4 JA <b>BAR</b> 9-6 LC <b>MAIN</b> 7-4 VP <b>MAIN</b> OFF DT <b>MAIN</b> 9-6	JL <b>MAIN</b> 7-4 JA <b>MAIN</b> 7-4 LC <b>MAIN</b> 7-4 VP <b>MAIN</b> 8-5 DT <b>MAIN</b> 8-5	<b>MAIN</b>  JA 8-5 VP 8-5
10	11	12	13	14	15
JL <b>MAIN</b> 7-4 JA <b>MAIN</b> 9-6 LC <b>MAIN</b> 7-4 VP <b>MAIN</b> 9-6 DT <b>MER</b> 9-6	JL <b>DED</b> 9-6 JA <b>AGT</b> 9-6 LC <b>MAIN</b> 7-4 VP <b>MAIN</b> 9-6 DT <b>MAIN</b> 7-4	JL <b>MAIN</b> 7-4 JA <b>MAIN</b> 7-4 LC <b>YON</b> 9-6 VP <b>MAIN</b> 9-6 DT <b>MAIN</b> OFF	JL <b>MAIN</b> OFF JA <b>BAR</b> 9-6 LC <b>MAIN</b> 7-4 VP <b>MAIN</b> 9-6 DT <b>MAIN</b> 7-4	JL <b>MAIN</b> 7-4 JA <b>MAIN</b> 7-4 LC <b>MAIN</b> 7-4 VP <b>MAIN</b> 8-5 DT <b>MAIN</b> 8-5	<b>MAIN</b>  JL 8-5 DT 8-5
17	18	19	20	21	22
JL <b>MAIN</b> 7-4 JA <b>MAIN</b> 7-4 LC <b>MAIN</b> OFF VP <b>MAIN</b> 9-6 DT <b>MER</b> 9-6	JL <b>DED</b> 9-6 JA <b>AGT</b> 9-6 LC <b>MAIN</b> 7-4 VP <b>MAIN</b> 9-6 DT <b>MAIN</b> OFF	JL <b>MAIN</b> 7-4 JA <b>MAIN</b> OFF LC <b>YON</b> 9-6 VP <b>MAIN</b> 9-6 DT <b>MAIN</b> 7-4	JL <b>MAIN</b> 7-4 JA <b>BAR</b> 9-6 LC <b>MAIN</b> 7-4 VP <b>MAIN</b> 9-1 DT <b>MAIN</b> 9-6	<i>Holiday Liberation Day</i>	<b>SRP Wrap-Up</b> LC 8-5 JA 8-5 VP 7-11 DT 7-4
24	25	26	27	28	29
JL <b>MAIN</b> 7-4 JA <b>MAIN</b> 9-6 LC <b>MAIN</b> 7-4 VP <b>MAIN</b> OFF DT <b>MER</b> 9-6	JL <b>DED</b> 9-6 JA <b>AGT</b> 9-6 LC <b>MAIN</b> 7-4 VP <b>MAIN</b> 9-6 DT <b>MAIN</b> 7-4	JL <b>MAIN</b> 7-4 JA <b>MAIN</b> 7-4 LC <b>YON</b> 9-6 VP <b>MAIN</b> 9-6 DT <b>MAIN</b> 9-6	JL <b>MAIN</b> OFF JA <b>BAR</b> 9-6 LC <b>MAIN</b> 7-4 VP <b>MAIN</b> 9-6 DT <b>MAIN</b> 7-4	JL <b>MAIN</b> 7-4 JA <b>MAIN</b> 7-4 LC <b>MAIN</b> 7-4 VP <b>MAIN</b> 8-5 DT <b>MAIN</b> 8-5	<b>MAIN</b>  JL 8-5 VP 8-5
31	Aug 1	2	3	4	5
JL <b>MAIN</b> 7-4 JA <b>MAIN</b> 7-4 LC <b>MAIN</b> OFF VP <b>MAIN</b> 9-6 DT <b>MER</b> 9-6	JL <b>DED</b> 9-6 JA <b>AGT</b> 9-6 LC <b>MAIN</b> 7-4 VP <b>MAIN</b> 9-6 DT <b>MAIN</b> 7-4	JL <b>MAIN</b> 7-4 JA <b>MAIN</b> 7-4 LC <b>YON</b> 9-6 VP <b>MAIN</b> 9-6 DT <b>MAIN</b> OFF	JL <b>MAIN</b> 7-4 JA <b>BAR</b> 9-6 LC <b>MAIN</b> 7-4 VP <b>MAIN</b> 9-6 DT <b>MAIN</b> 9-6	JL <b>MAIN</b> 7-4 JA <b>MAIN</b> 7-4 LC <b>MAIN</b> 7-4 VP <b>MAIN</b> 8-5 DT <b>MAIN</b> 8-5	<b>MAIN</b>  DT 8-5 LC 8-5