

## **CUSTODIAL SURVEY QUESTIONS**

Maintenance Division- Washington D.C.

Date: \_\_\_\_\_

Location: \_\_\_\_\_

**Please remember to fill out the Minutes per day and Days per year sections for each identified task. If you have any questions about how to fill out this form please contact Idowu Balogun at [MaintStaffing@apwu.org](mailto:MaintStaffing@apwu.org)**

1. *How many tours of operation do you have?*

1 tour

2 tours

3 tours

2. *Who handles the recycling in the building and how much time is spent daily for its removal?*

Minutes per day: \_\_\_\_\_ Number of Days per year: \_\_\_\_\_

3. *Who handles the UBBM mail removal in this office? How much time is spent daily for its removal?*

Minutes per day: \_\_\_\_\_ Number of Days per year: \_\_\_\_\_

4. *Do custodians go out on errands such as Express delivery or picking up supplies purchased locally? If so describe the errands.*

*How are the hours recorded (i.e. Operation Number, Work Order, Note pad,) and how often is this task completed?*

Minutes per day: \_\_\_\_\_ Number of Days per year: \_\_\_\_\_

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5. *During the winter months what is the local policy or practice regarding melting snow, slush and salt/sand in the lobby, entryways and locker rooms?*

*How is extra (winter) mopping assigned and recorded? How often is this task completed?*

Minutes per day: \_\_\_\_\_ Number of Days per year: \_\_\_\_\_

6. *How often are sidewalks treated to prevent and/ or remove ice build-up?*

*How is this work assigned and recorded?*

Minutes per day: \_\_\_\_\_ Number of Days per year: \_\_\_\_\_

7. *How often do custodians move/ rearrange furniture? Include set-up and tear down of meeting or conference rooms.*

*How is this work assigned and recorded?*

Minutes per day: \_\_\_\_\_ Number of Days per year: \_\_\_\_\_

8. *How often does this office have employee/customer appreciation days?*

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9. *Does this office put up holiday and/ or seasonal decorations? If so, how often and long is spent on this task?*

Minutes per day: \_\_\_\_\_ Number of Days per year: \_\_\_\_\_

10. *Do custodians perform any work not included in the survey? If so how is it assigned & recorded? Include how often this work is performed.*

Minutes per day: \_\_\_\_\_ Number of Days per year: \_\_\_\_\_

11. *Does this office have and use Form 4776 to issue and track custodial work? If not, how is work assigned?*

12. *Do custodians raise and lower the Flag at this office? If so, how often?*

Minutes per day: \_\_\_\_\_ Number of Days per year: \_\_\_\_\_

13. *Estimate how much time is needed for loading and unloading supplies.*

Minutes per day: \_\_\_\_\_ Number of Days per year: \_\_\_\_\_

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14. *Do custodians perform any VOMA duties? (Taking postal vehicles for maintenance, oil changes, etc.) If so, how often and how is the time recorded?*

Minutes per day: \_\_\_\_\_ Number of Days per year: \_\_\_\_\_

15. *Please list other non-custodial tasks and estimate the weekly time needed for these duties? (Such as Maintenance Duties that are not custodial in nature like checking the HVAC systems, lock changes, assisting FMO employees when at this office, delivering supplies.)*

Minutes per day: \_\_\_\_\_ Number of Days per year: \_\_\_\_\_

16. *Does this office have a Building Maintenance Custodial Position?*

17. *How often are the lights/lamps replaced and who performs this function?*

Minutes per day: \_\_\_\_\_ Number of Days per year: \_\_\_\_\_

18. *How often are the windows cleaned?*

Minutes per day: \_\_\_\_\_ Number of Days per year: \_\_\_\_\_

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19. *Has anything changed at this office in the last 20 years that would have changed the duties of a custodian? (Such as renovations, additions, demolition, environmental change, etc.) Estimate any additional work hours that this requires.*

Minutes per day: \_\_\_\_\_ Number of Days per year: \_\_\_\_\_

20. *Other tasks not listed above*

Minutes per day: \_\_\_\_\_ Number of Days per year: \_\_\_\_\_

**These questions were completed by:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Contact Information:**

Phone: \_\_\_\_\_

Email: \_\_\_\_\_