

JANITOR SHIFT AT TOWN HALL (full time and substitution)

EFFECTIVE DATE:
December 10, 2004

REVISION DATE:

The following guidelines are the regulations that must be followed while employee's perform the janitor shift, 4:00pm to 12:30am Monday through Friday at Town Hall.

1. Meeting & door lock schedules: On nights where public meetings are scheduled for the Knightly Meeting Room, the back glass double doors will be programmed to lock at 11pm unless otherwise told. This means a janitor must be present until at least the 11pm timeframe or to the end of the meeting if the meeting continues past 11pm to monitor the building.
2. Manual door locking: If a meeting in the Knightly Meeting Room has been scheduled and ends earlier than 11pm, the janitor is responsible for securing the building via barring the doors with the Allen wrench temporarily until the mag-locks engage at 11pm. The janitor must remember to remove the bars before leaving the building.
3. Procedure for leaving early: Prior to accepting the shift, the janitor must notify the foreman ahead of time to if the janitor needs to leave early to arrange for coverage. In the case of an emergency, contact the foreman immediately for coverage.
4. Proximity cards and assignment sheet: All janitors or substitutes must complete and sign an IT Status Form acknowledging their responsibilities in regarding to the proximity card. Proximity cards are to be used on all doors with a proximity reader attached to it. No one is to use any other card or code assigned to another employee. We will review all regulations on the IT Status Form.
5. Access to restricted areas: All elected & non-elected officials, town employees and non-employees will not be allowed to gain access to restricted areas other than those assigned by their town job function. The janitor may be required to ask for proper ID of persons wishing to gain entry into restricted areas and call the DPW Director for verification. Restricted areas are defined by those that have either manual key locks or proximity card readers. Board and Committee members other than BOS are only allowed access to the upper level to check their mailbox. BOS members are all assigned proximity cards and should carry them at all times. BOS members have access to the Selectmen's office within the TM area & upstairs conference room without question.
6. Voter registration: Several times throughout the year, there are 3-4 voter registration ladies that will need access to the downstairs Collections area during after-hours times. A list of names will be provided.
7. No doors, interior or exterior, shall be propped open allowing access into restricted areas at any time.