FLEXIBILITY OF THE PROPERTY CUSTODIANS

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During pandemic, property custodians are also a frontliner. Why? They do not only attend to their work but also they check the needs of everyone. They play an important role, which is to safeguard the materials of the school. They make sure that all supplies are in good condition and they prepare these goods so that teachers can easily get them.

Property custodians are the protector of the K to 12 sector. One of the responsibility of the property custodian is to keep the school healthy and safe for all the school staffs and parents who enter in the school during the distribution and retrieval of modules. Property custodians are well-trained in the protocols and procedures as directed by the Inter Agency Task Force (IATF) to keep the school safe from COVID-19. The modules coming from the printing press were placed in a room which is clean and sealed then it will be disinfected using the ultra-violet (UV) light. After disinfecting these resources, it will be recounted. Then, it will be distributed to each grade level chairperson for them to sort and distribute to the parents. The property custodian gives each teacher and other school personnel a personal protective equipment (PPE) before the schedule of module distribution to ensure their safety. In preparation before the schedule of distribution, the school premises were sprayed by a disinfecting solution. The school personnel ensure that all the people who will enter inside the school campus will take their temperature, do proper hand washing, and sanitize their hands with alcohol. They should also wear a mask and a face shield. If not, they will not allow to enter inside the school to ensure the welfare of every individual. After the distribution and retrieval of module, it will undergo of disinfection again. The school premise will be sprayed again with disinfecting solution.
Aside from being a frontliner, property custodians do clerical works, like the inventory of school facilities such as books, tables, chairs and office equipment at the beginning and end of the school year. They prepare the papers needed if there is someone requesting a supply or equipment. They will canvass for the items and then will prepare the documents like Purchase Order, Summary of Canvass, and Inspection and Acceptance Report. After paying the item by the disbursing officer, the property custodian will pick-up the item, count and check the item if it is correct and in good condition. Then, they will give the item to the person who requested it. All items that will be issued will be recorded in the Inventory Custodian Slip. The receiving party or person will fill-out the Requisition and Issue Slip. Monthly, the property custodian will have an inventory of the school supplies and summarize it.

Property Custodians make sure that the properties or other office equipments and supplies are keep in a safe and clean place to avoid damages or defects and also to be robbed. Property Custodians are the ones who are responsible in checking the items if it is still in good condition or need to repair for minor damages. They should have a communication with the Guard on duty to avoid occurrence of problem especially during weekends that no school staff or teachers are there. Property Custodians make sure that they issued a Gate Pass to ensure that the properties or office equipments of the school are accountable to each person who borrows the school properties. Borrowers should fill-out the form and it must be approved by the Property Custodian and School Principal for the incoming and outgoing of the school properties.

In addition, property custodians are also an engineer because they update the building or room location of the school. They organize the Program of Work with the help of the School Physical Facility Coordinator. Then, they will canvass the items needed in the program of work, summarize it and pass it to the Division Office for approval. Once approved, the purchase order will be submitted to the supplier who won in the bidding
for signing. The Physical Facility Coordinator will sign the Inspection and Acceptance Report after the program.

Those are some of the duties and responsibilities of the property custodians not only in this time of pandemic but also in the old normal. These reflect that they are a vital individual in the smooth operation of the school.

References:

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