



# A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
<b>Business Management</b>	<b>Dust Mop Delivery</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-110-7</b>	<b>June 1997</b>	<b>October 2003</b>

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The custodian shall be responsible for dust mops. Dust mops are owned by the Knox County Schools Maintenance and Operations Department. An ample supply has been placed at each school. Dirty dust mops are picked up by the warehouse, and clean ones are delivered. The mops need to be placed in a designated place for pick-up and exchange.