Measuring What Matters: How to Identify & Communicate Success

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Pewaukee School District

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What are some things that you are tracking in your district?

Turn and talk to someone at your table....what is one thing in buildings & grounds that is worth sharing and you are tracking or could track??

Share out?

FM is Changing!

Collect the Right Data to Reflect: Insights from highperforming operations leaders



In the following report, Hanover Research outlines best practices in facilities and maintenance management in a school district. The report discusses efficient facilities maintenance, including a discussion of maintenance department staffing.







TRADITION

JUST BECAUSE YOU'VE ALWAYS DONE IT THAT WAY DOESN'T MEAN IT'S NOT INCREDIBLY STUPID.

TWWAD

That's the Way We've Always Done It

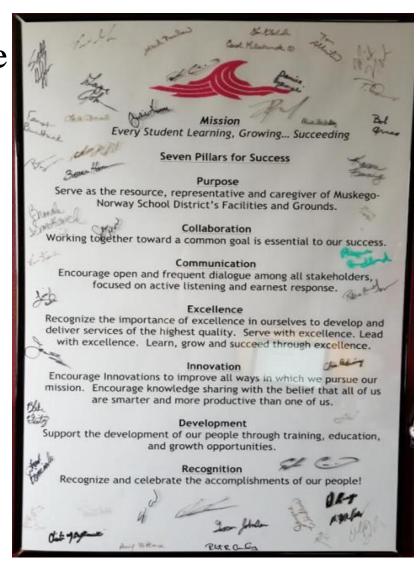
The definition of insanity is changing nothing and then pretending something will change. Or worse, changing nothing and pretending things have changed. If we don't change anything, we shouldn't be surprised if we get the same results. Don't expect to see a change if you don't make one. If you want to do something new, you will have to stop doing something old. That's TTWWADI!

Why?

- ► Selling our programs
- Creating buy in from all stakeholders
- Quieting the critics
- Speaking the language of colleagues
- ► Substantiating your staff and budget
- ► Telling your story
- ► Continuous improvement

Getting Off The Ground or Re-focusing

- Meet with/interview everyone involved in your area
- ► Stakeholder feedback
- ► Employee buy-in
- ▶ Get "The Scoop"
- Support District Mission & Strategic Plan
- ▶ Builds trust & culture

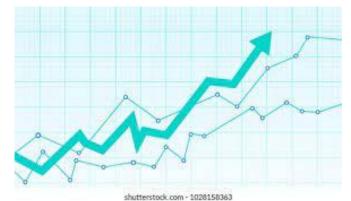


Measuring What Matters

- > Where to start?
- > Operationalizing helping people students & staff
- > Answer specific question related to a specific concept you are interested in
- > Trying to provide a minimum of 3 data points
- > Display data in an understandable format

Set in front of the BOE at least once a year on

improvements



School Profile

Supervisor Responsibilities

Services

Fire Detection &

Access Contro

nmental Control Mechanical

Maintenance &

Digital Video

Software Controls

- HVAC Controls
- Lighting Controls
- Exac Vision Cameras
- Fire Alarm Controls
- Access It Controls (Fobs/Readers)
- Work Orders
- Building Data
- On Call Alarms/Notifications

Safety

- Building Safety Walk
- Emergency Response Team
- Playground Inspections
- Weekend/Evening Inspections
- Two-Way Radios
- MSDS Compliance
- Water Testing
- Bleacher Inspections
- Fire Suppression Systems
- Indoor Air Quality Compliance

Budgeting/Employees

- Operation Budget
- PCard Reconciliation
- Energy Specialist
- Time Card/Vacation Approvals
- Training/Cleaning Evaluations
- Supply Ordering
- Employee Coverage/Overtime
- Performance Evaluations

Buildings and Grounds

- Preventative Maintenance
- Summer Restoration/Planning
- Equipment Maintenance
- Lift Station/Generator/Utility Maint
- Snow Removal
- Integrated Pest Management
- Event Setups
- Project Coordinator
- Contractor/Vendor Management
- Support with Cleaning/Lunch

Supervisor's District Wide Responsibilities

Camera Support - Key/Cores
- Gym Restoration

- Assist W/Access It support

Water Managemen

- Interviewing Panel

Energy Information

On-Site Technical Service

Lighting Control & Retroft

Smoke Control

Indoor Air Quality

Energy Supply & Load

Services

- Assist HVAC/Lighting Support
- Planning for District PD for staff

		Day Custo	odian Resp	onsibilities							
- Cleaning area: 46,000 Sq Ft	- Customer Servi	ice									
- Cafe duty (11am-1pm)	- Open up Schoo	اد									
- Hall Cleaning (8:00am/1:30pm)	[a	124 126 128 1 1 1 12 007	138 1 142	11 152 140		- Eye Wash/Show	wer PM				
- Clean Up Calls	311	- Setups									
- Summer Restoration	Danie 119	117 Art Tuch Sal 111	(S)	Caferonia /	37.7	- Grounds Litter/Trash Removal					
- Deliveries		X	25	April 1		- Lead when Supervisor is Absent					
- Fire Extinguishers Maintenance					E .	- Snow Removal					
			odian Res	ponsibilities							
- Cleaning Area	- Event Setup/Te	ardown		- Maintenance/W	Vork Orders	- Customer Servi	ice for Events				
- Emergencies	- Snow Removal	E.		- Building Lockup	р	- Summer Restor	ration				
MUSKEGO LAKES UPPER	MUSKEGO LAKES LOV	WER	2nd shift staffing	MUSKEGO LAKES UPPH	ER	MUSKEGO LAKES UP	PER				
27,986 sq ft (8 Hour)	31,718 sq	ft (8 Hour)		18,353 sq ft	t (5.5 Hour)	8,798 sq	q ft (3 Hour)				
	102000000000000000000000000000000000000		Staffing				2320				
Total Sq footage	114,026 sq ft				Total Acres		31.83 acres				
APPA Cleaning Staffing Standards (Level #2)	54.4 hours a day	Total Operat	tions Budge	et \$281,700	(Minimum Lev	s Care/Cleaning rel #5)	10.4 hours				

Current Staffing

day 32 hours

Current Staffing

	Work O	rders			\	Energy Co	nsumption
	Total Savings (2022-23)	29,382.78		4	7)	2021 (690,459kW)	\$115,423.00
WORK ORDER	Avg work order cost savings	\$22.16				2022 (624,988kW)	\$106,858.00
	Avg work order time	1.25 hrs				Annual Savings	\$8,565.00
				SURVEY	<u></u>		esults - Overall all 8 questions"
	After School	l Activities		SURVE			4.63/5
					×	2022	4.62/5
	Avg per year	5,820.04 hrs					Results "School ell maintained"
	Total since 2019	17,460.14				2019	
	10001 011100 2010	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				2022	4.67/5
Energystar Facility	6 Certified: After	r School Safety	1 Certified Fac	ility Manager	1 Certified Sa	fety Coordinator	
	/11						
-energy S			as as	B	(
					WSS	SCA	

Wisconsin School Safety Coordinators Association

ENERGY STAR

Benchmarking/Evaluation Tools

- Identify standards
- Compare to both your baseline data & performance from others
- How do you utilize data?
 Is it quantifiable data or qualitative?
 Performance based compensation model
- > Inspections
- > Audits
- Learning walks



Walk Thru Example/Google Forms

DI	STRICT GOALS
1)	Door, hand & foot plates cleaned.
[Comments: Send Resource Links
2)	No burnt out lights.
[Comments: Send Resource Links
3)	Garbages empty with a clean liner.
[Comments: Send Resource Links
4)	Floors clean/sanitized & free of debris.
[Comments: Send Resource Links
5)	Ceiling/tiles clean and damage free, no water marks.
[Comments: Send Resource Links
6)	Clean corners and behind doors.
[Comments: Send Resource Links
8)	Walls reasonably free of removable marks.
[Comments: Send Resource Links
15	Bubblers cleaned/sanitized & floors beneath.
[Comments: Send Resource Links

Tiered Metrics

Tier One

Work orders – routine & scheduled

Energy Management

Budget

Employee Engagement

Staffing

Safety/Security

Tier Two

Studer

Annual or district

satisfaction Surveys

Facilities Scheduling

Visitor Management

Transportation

Here are tiered metrics any Buildings & Grounds Department should be able to track & evaluate

Tier Three

Indicators of Emergency Preparedness Bus riders and timelines Parent satisfaction surveys Perceptions of safety % of Occupied Space School usage Turf Usage Traffic safety Overtime Customize to your district needs



Your Culture Dictates This List

Stakeholder Satisfaction – Voice of The Customer

- >Studer
- > Annual or district satisfaction surveys
- > Work orders routine & scheduled
- > Safety & cleanliness questions
- ➤ Do you track & follow results?

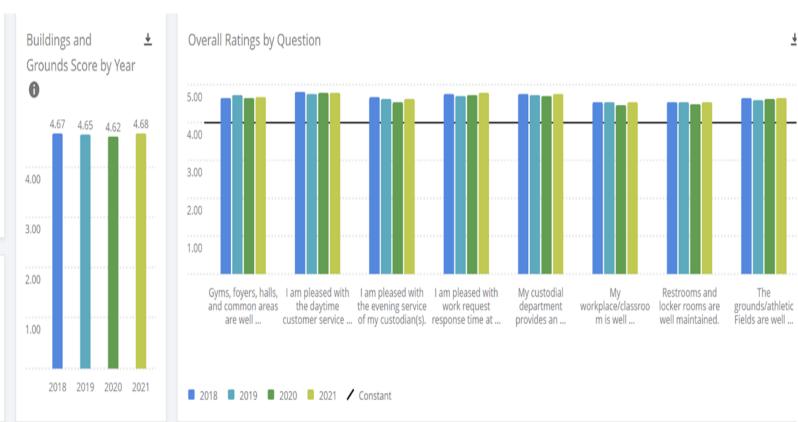
All Staff Satisfaction Survey



4.68

Buildings and Grounds Score Change 2020 to 2021

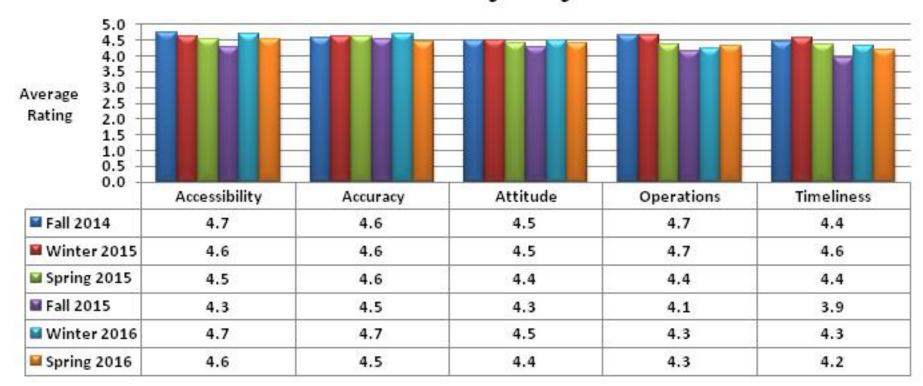
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District Services Satisfaction Survey

District Services Survey with Secretaries: Buildings & Grounds

Average Rating



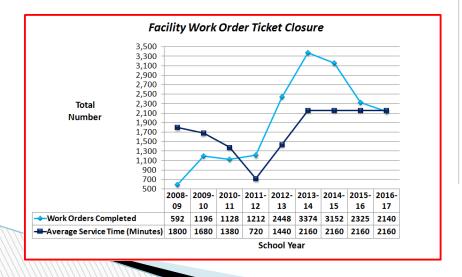
Employee Engagement

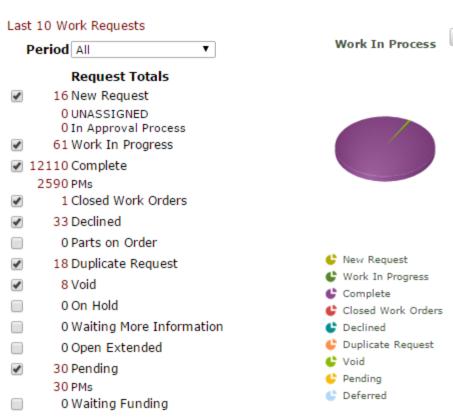
My admin. team provides me good processes and resourses to do my job	4.29	4.39
My admin. team provides feedback on my strengths as an employee	3.93	4.22
My admin. team led staff meetings make efficient use of time and are productive	3.86	4.33
My admin. team recognizes good performance	4.07	4.33
My admin. team demonstrates a genuine concern for my welfare	4	4.5
My admin. team makes the best use of availble funds	4.07	4.39
My admin. team consults me on decisions that affect my job	3.86	4.28
The expectations for judging my job are clear	4	4.11
My admin. team provides the support neended to accomlish my work objectives	4.07	4.28
My admin team provides feedback concerning areas for improving my performance	4.07	4.17

Work Order Management

2 Deferred

- Work order completions
- > By craft
- > By employees
- > Service time
- > Highlight the positives





Dashboard

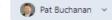
Requests

Calendar

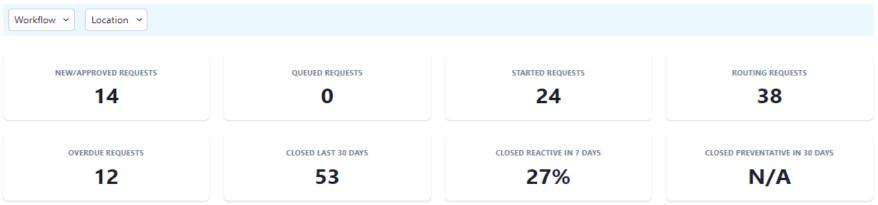
Transactions

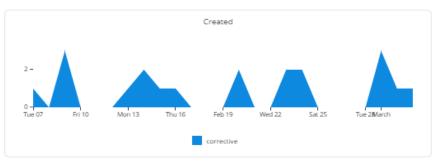


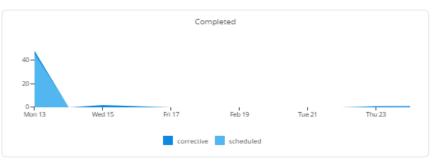


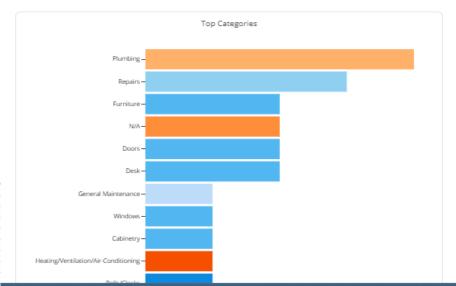


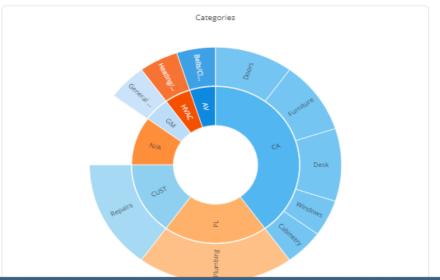
Pat, you are currently logged into Pewaukee School District



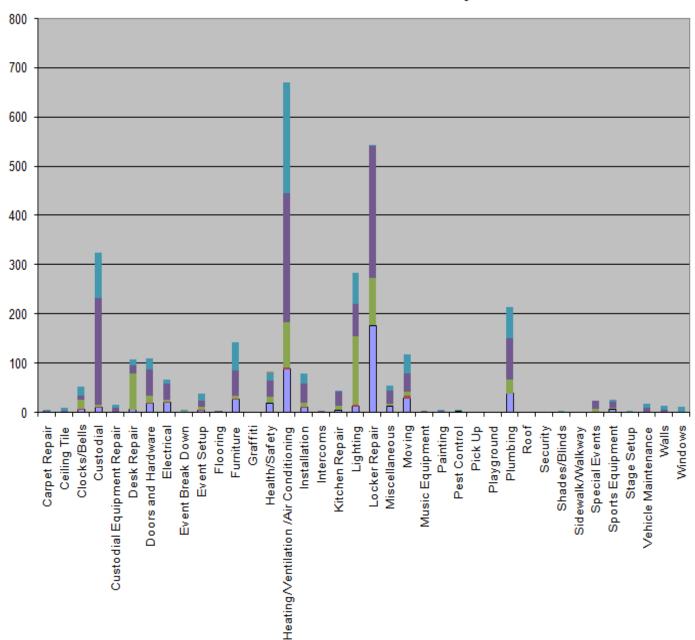








Work Orders By Craft 14-15

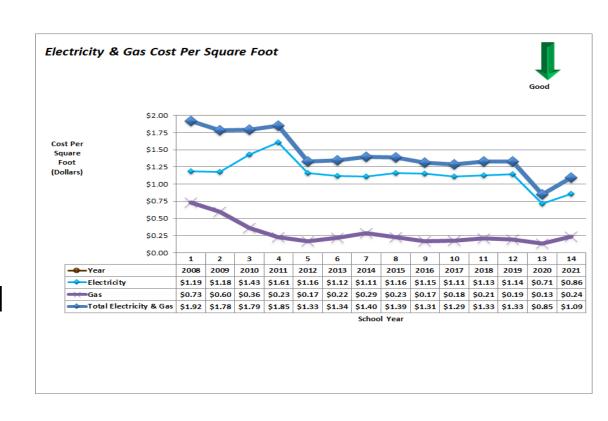




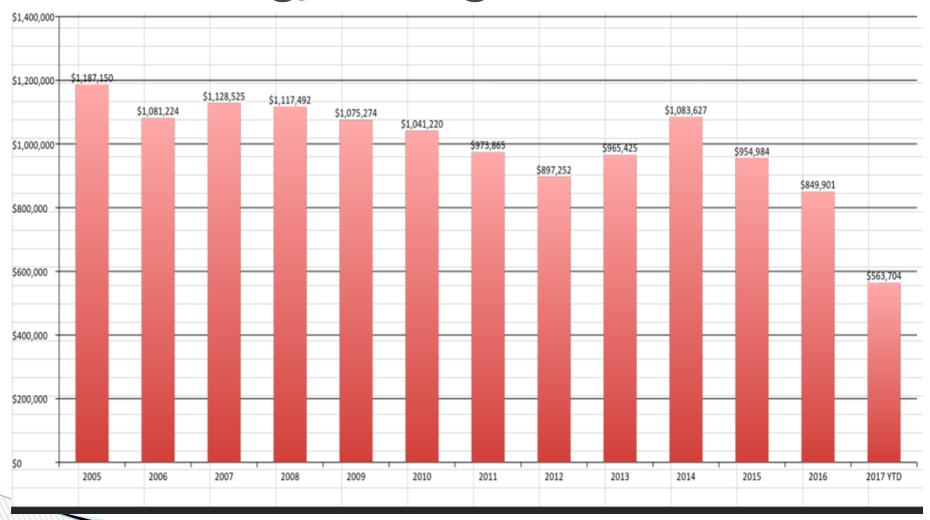
Energy Management

Cost Per Sq ft
Usage by building
kWh
On Peak/Off Peak
Avoidance

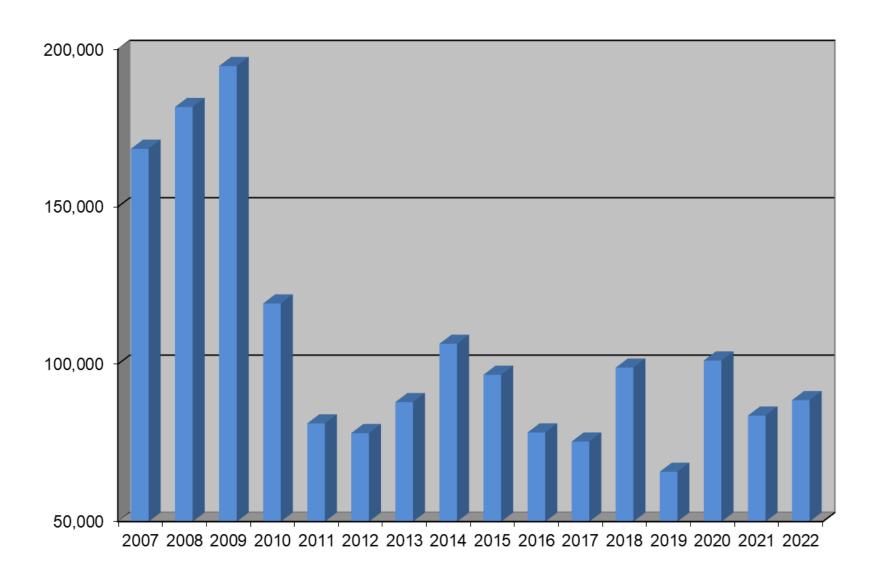
- Energy Star Ratings
- Energy Star award
- Green Ribbon



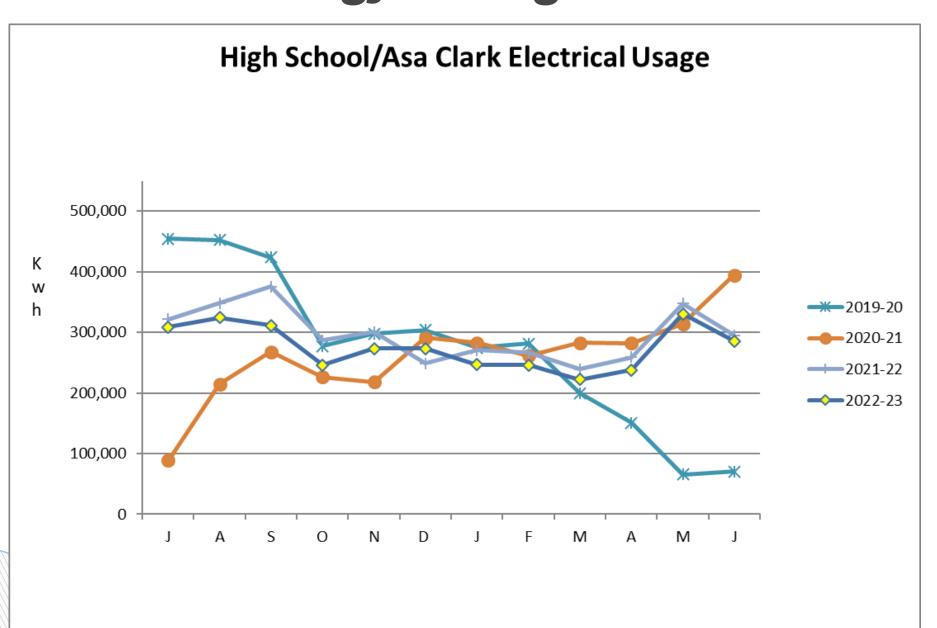
Energy Management (LED)



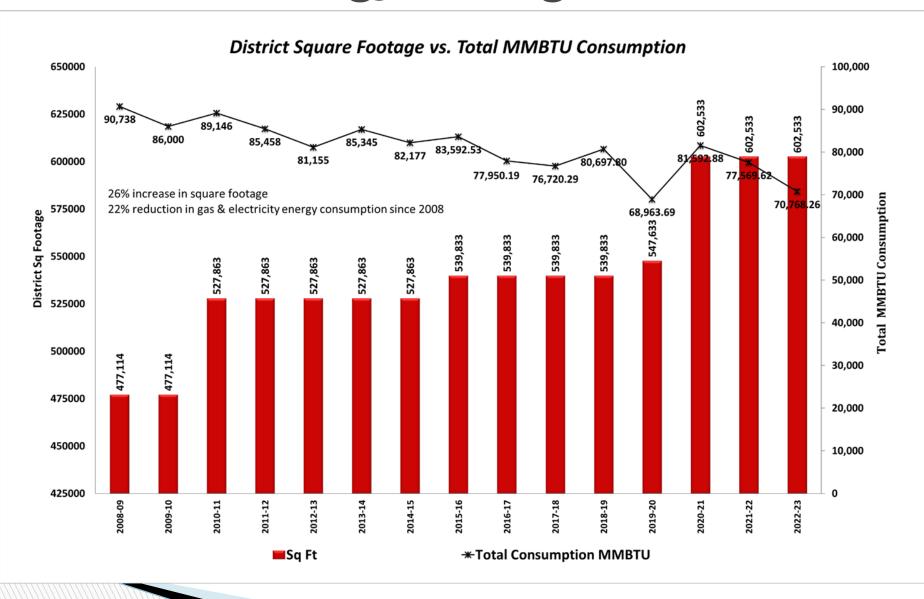
Pewaukee High School and Middle School Gas Usage - 2007 thru 2022



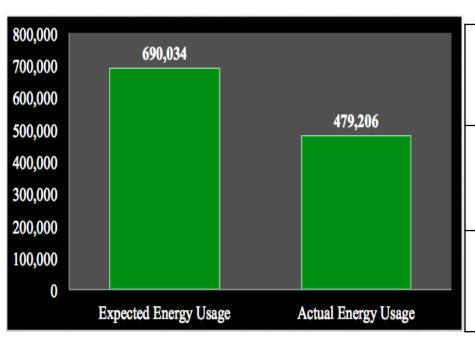
Energy Management



Energy Management



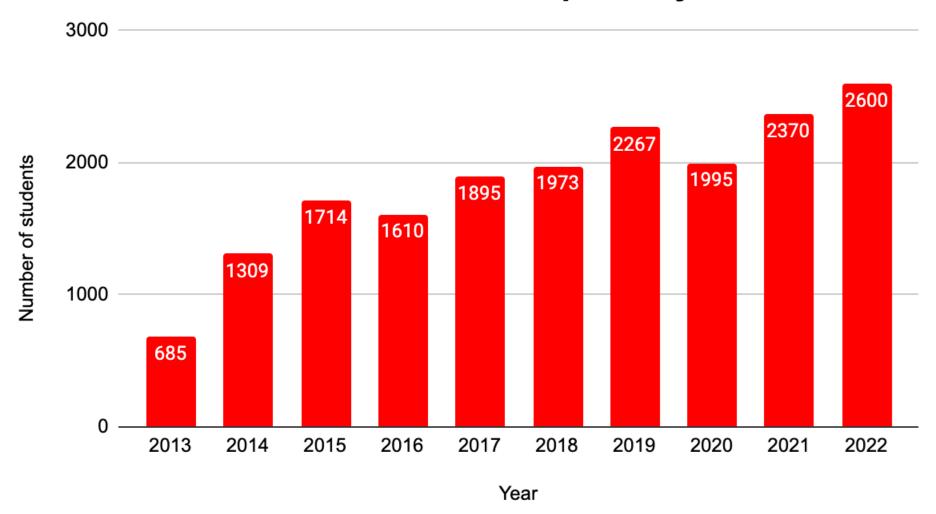
Energy Reports & Shared Goal Setting





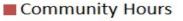
Summer School

Number of Student Participants by Year



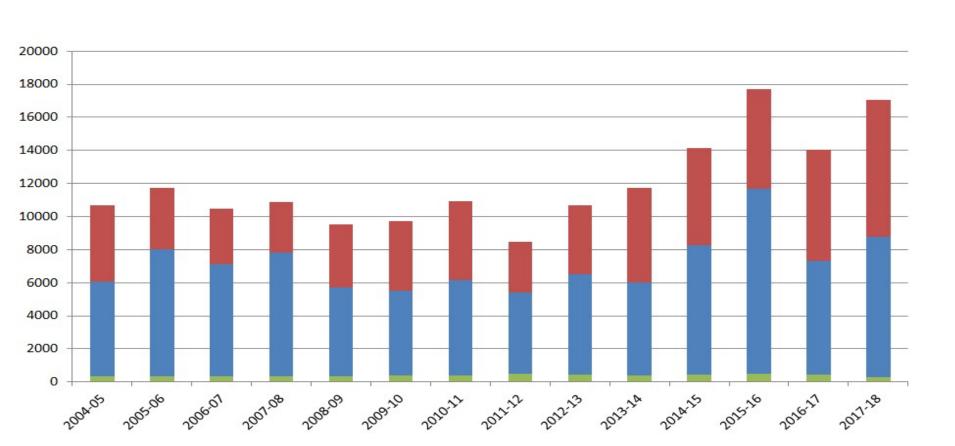
Facilities Scheduling

Facility Hours of Usage By Year (Outside of School Day)

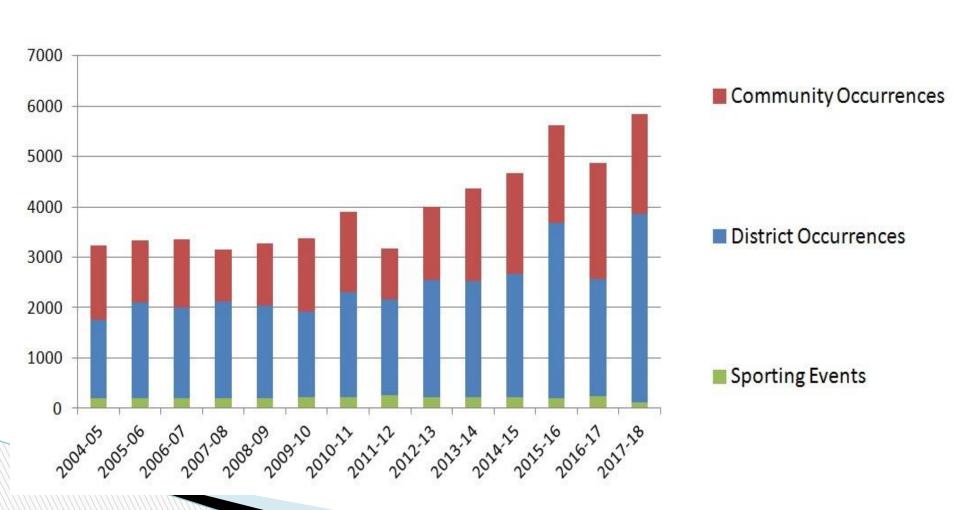


District Hours

■ Sporting Event Hours



Scheduled Events By Year



Safety Program

WORKI	ER'S	S C	ON	IPF	INS	SAT	IO	N					WORK	ER	'S (CON	API	ENS	AT	IO	N				
INJURY DATA													JU	RY											
	Ţ	TOTAL	. INJU	RIES										LC	SS TI										
MONTH	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	TOTAL BY MONTH	MONTH	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	TOTAL BY MONTH
January	0	16	8	8	5	14	6	3	0	6	1	67	January	0	3	0	0	1	0	1	2	0	0	0	7
February	0	11	4	7	0	6	2	5	6	2	4	47	February	0	4	1	0	1	0	0	0	1	0	0	7
March	0	2	4	4	7	7	1	2	5	3	2	37	March	0	1	0	0	1	1	1	0	0	0	0	4
April	0	4	1	3	3	2	2	4	4	1	5	29	April	0	0	0	1	0	0	1	1	0	0	0	3
May	0	5	5	2	4	5	2	9	4	1	7	44	May	0	1	3	0	1	0	0	0	0	0	1	5
June	1	1	5	0	2	0	0	1	2	0	2	14	June	1	0	0	0	0	0	0	0	0	0	0	1
July	0	1	0	0	2	2	0	3	3	0	0	11	July	0	1	0	0	0	0	0	0	0	0	0	1
August	4	4	1	1	2	2	2	1	2	2	0	21	August	1	1	0	0	0	0	0	0	0	0	0	2
September	3	7	10	1	5	3	3	2	5	4	4	47	September	1	1	2	0	1	0	0	2	0	0	1	7
October	7	5	5	2	5	4	6	5	4	2	2	47	October	2	0	0	1	1	1	0	0	1	1	1	5
November	3	8	4	2	4	3	2	6	2	1		35	November	0	0	0	0	1	0	1	1	0	0		3
December	4	5	0	2	7	2	3	2	2	1		28	December	2	2	0	1	0	1	0	1	1	0		8
TOTAL BY YEAR	22	69	47	32	46	50	29	43	39	23	27	427	TOTAL BY YEAR	7	14	6	3	7	3	4	7	3	1	3	51
													•												

Safety & Security

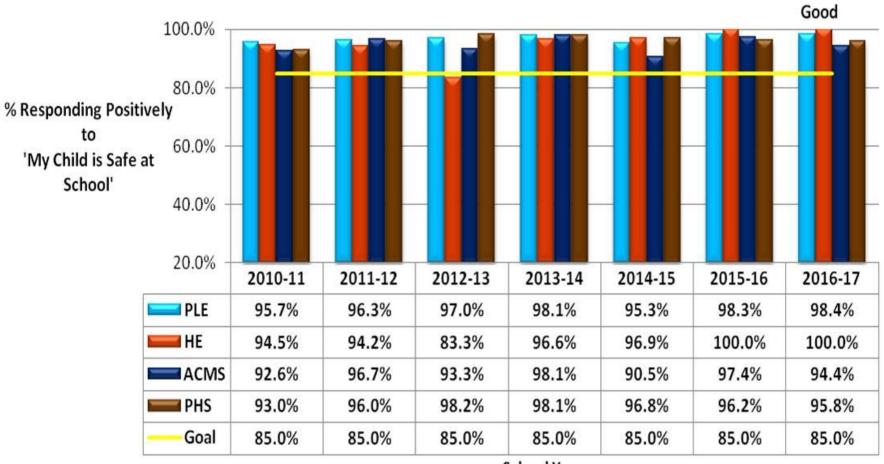
- >Access controls
- Cameras -determining locations
- >Safety Committee

- > Mod factor
- > Claims
- > Preventative measures

Safety & Security

Parent Satisfaction: Safety



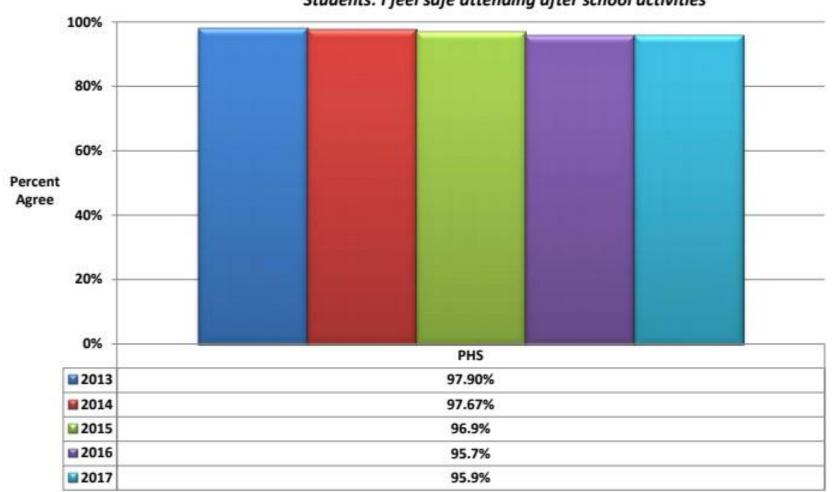


School Year

Safety & Security

After School Safety





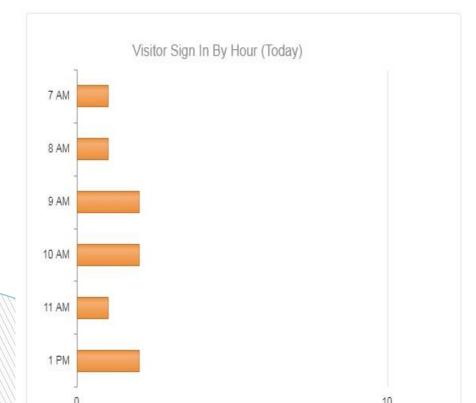
Visitor Management

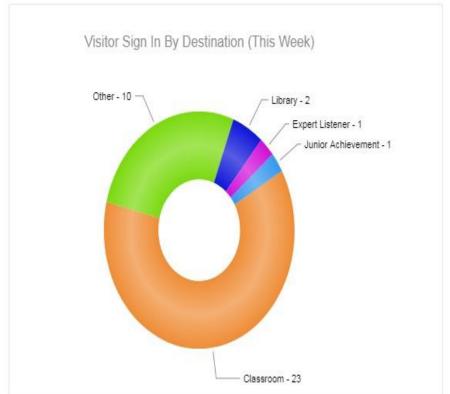
Active Volunteers

4 111 227

Currently Signed In Total Hours For The Week Total Hours For The Month



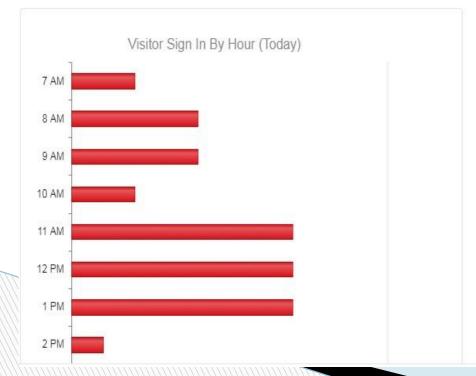


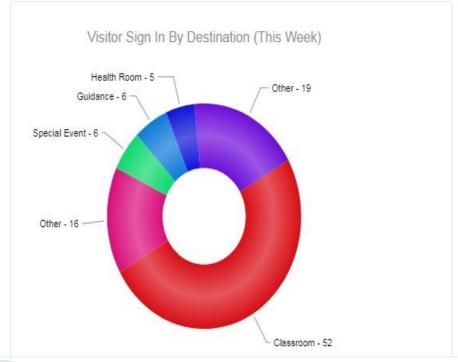


Visitor Management

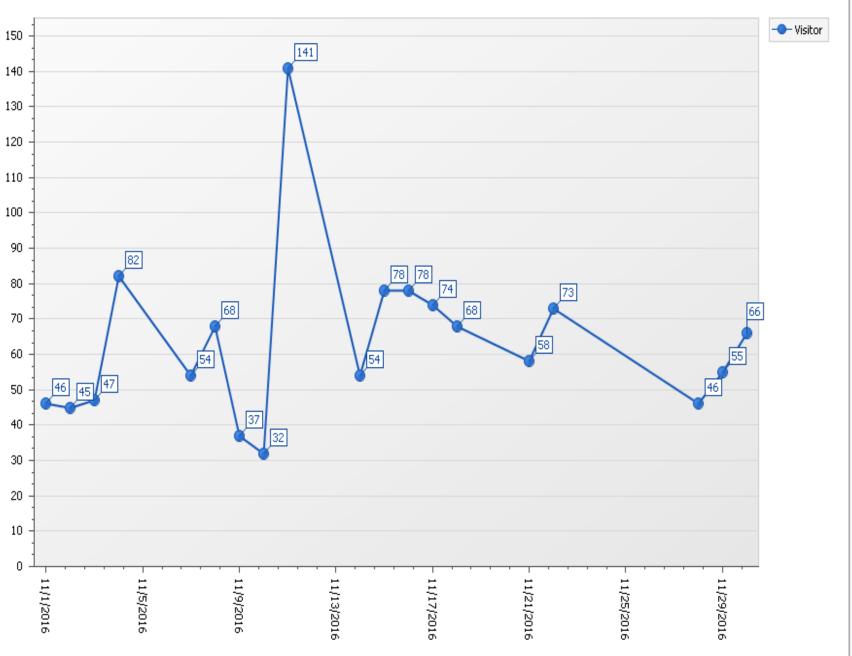


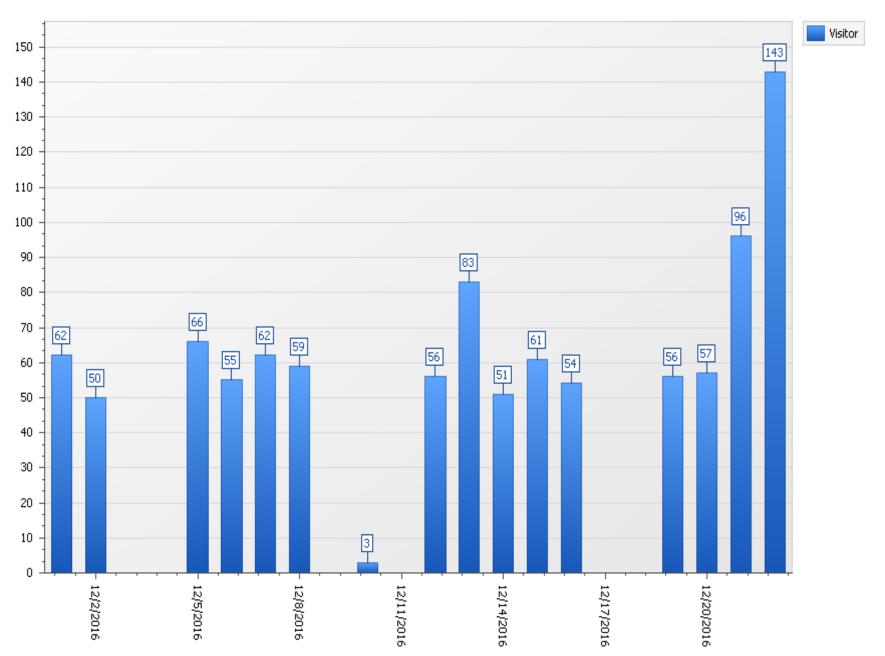












Best Practices-Cleaning



Staffing levels

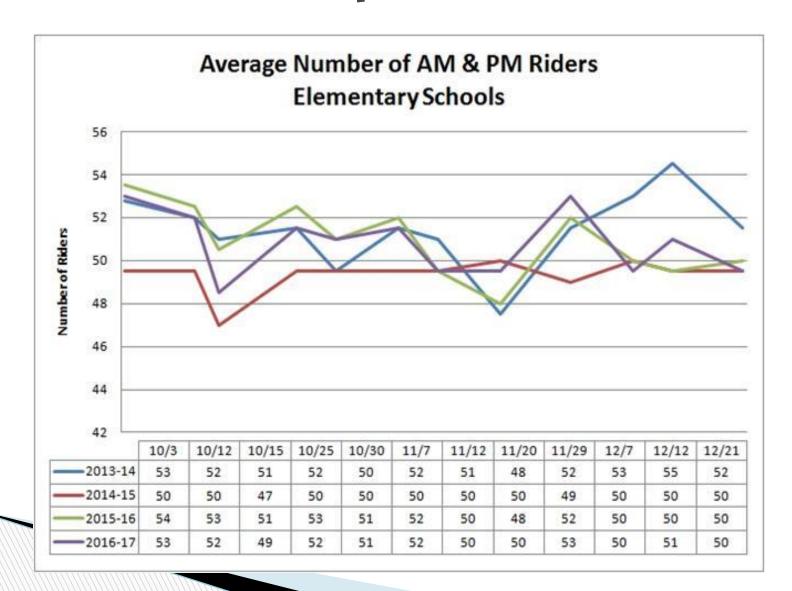
Time study – cleanable sq ft Data driven approaches vs. saying short staffed

Custodian Name	Primary Responsibility	Primary Shift	Sq. Ft. of Cleaning Area	Assinged Hours	Sq. Ft. Per Hour
	E wing and Customer				
Mary Patzke	service during the day	1st	20,000	7.5	2,666
Pat Downs	A wing and Library	2nd	36,805	7.5	4,907
	Athletics and Encore				
Bob Arnas	Wing	2nd	36,087	7.5	4,811
Forrest Broadhead	B wing and Main Office	2nd	32,263	7.5	4,302
				30	
Total Sq Ft	132,000				
Total Custodial FTE	3.75				
Hours of Facility Use	6419				
Hours of Facility Use Per FTE	1711				
Work Requests per Custodian	250				

Turf Usage

Pewaukee	2012-13		2013-14		2014-15		2015-16		2016-17		2017-18	
Turf Usage	Occ	Hours	Occ	Hours	Occ	Hours	Occ	Hours	Occ	Hours	Occ	Hours
PHS Football Practice			80	163	80	176	80	161	80	188	80	163
PHS VR/Frosh Games	7	14	8	16	9	18	8	16	10	20	6	12
PHS Varsity Games	6	18	6	18	4	12	4	12	7	21	6	18
PHS Camps			18						2	14	3 8 3 %	
Youth Practices	(18)						42	125			3 (8	
Youth Football Games	4	32	4	30	6	45	4	32.5	7	52.5	5	46.5
PHS Soccer Practice			11	20.5					15	60	1	2
PHS Soccer Games	0.00		2	4	2				5	10		
SS/Speed & Strength			- 100		15	75	33	153	26	135	10	55
Band Practice	28	34.25	25	31.25	27	37.5	22	35.5	4	18	4	11
Powderpuff	1	3	1	3	1	3	1	3	1	3	1	3
Other Sports practices			1	2	ý.							
Outside Games							1	3	1	3		
Other			1	2	1	5	5	10	1	7		
Totals	46	101.25	139	289.75	143	371.5	200	551	159	531.5	113	310.5

Transportation



Dashboards/Scorecards

- Once you have collected and displayed your data you can simply update your data on a regular basis and show it off
- Monitoring & maintenance
- > Keep it in excel or word keep document and not just as an image
- ➤ Be ready to "sell" your program or idea to anyone at anytime

Dashboard/Scorecard

		Op	erational K	ey Performa	ance Indica	itors			
	2014-15 Summative	2015-16 Summative	2016-17 Summative	2017-18 Summative	2018-19 Summative	2019-20 Summative	2020-21 Summative	2021-22 Goals	2021-22 Summativ
Transportation - Student Engagement Survey (I feel safe on the bus.)	3.83	3.82	3.85	3.82	3.63	Didn't administer survey		>= .10 increase in score	
			Infras	structure Manag	ement				
Bandwidth	500MB	1GB	1GB	1GB	1GB	1GB	10GB	10GB	
Technology Up-Time		98	99%	99.80%	100	100	10000%	100%	
Facility Use Hours	38250	33,550	33,500	40,364	34,400	28,900	40,898	>30,000	34,986
School Closures	1	0	0	0	4		1	0	1
			Pr	ocess Managem	nent				
Lost Time Injuries	7	3	4	3	200%	1	1	0.00%	0
Safeschools Completions	100%	100%	100%	100%	100%	100%	100%	100%	100%
% of Emergency Drills Complete	100%	<u>100%</u>	<u>100%</u>	<u>100%</u>	100%	100%	100%	100%	100%
Student Safety Satisfaction	428%	413%	411%	401%	3.96	3.63	4.14	>4.10	4.1
Energy Use Per Sq Ft	\$1.15	\$1.23	\$1.07	\$0.90	\$0.88	\$0.74	\$0.87	=0.9</td <td>\$1.01</td>	\$1.01
Student Drug Testing Results		9/150	8/150	6/150	16/150	11/90	21/150	=6 Positive</td <td>21/150</td>	21/150
KOA-IIII O-III D-III	7.5	7.4	5.0	7.4		54	0.0	>/=7 Searches;	0.0
K-9 Assisted Search Results	7:5	7:1	5:3	7:1	11:1	5:1	8:0	=1 pos</td <td>9:0</td>	9:0
Parent Safety Satisfaction-Engagement Survey	4.25	4.28	4.27	4.32	4.33	4.36	4.47	aintain 4.25 o	4.42

Dashboard/Scorecard

Indicator of Health	18-19 Goal	18 F	18 S	17 F	17 S	17 W	16 F	16 S	16 W	15 F	15 S	15 W	14 F	14 S
Studer Engagement Results Avg	>4.4	4.5	4.3	4.4	4.3	4.48	4.36	4.40	4.50	4.22	4.46	4.6	4.58	
Accessibility	>4.4	4.6	4.3	4.4	4.3	4.5	4.5	4.6	4.7	4.3	4.5	4.6	4.7	
Accuracy	>4.4	4.4	4.5	4.3	4.4	4.5	4.3	4.5	4.7	4.5	4.6	4.6	4.6	
Attitude	>4.4	4.6	4.1	4.6	4.4	4.7	4.5	4.4	4.5	4.3	4.4	4.5	4.5	
Operations	>4.4	4.6	4.3	4.4	4.4	4.4	4.4	4.3	4.3	4.1	4.4	4.7	4.7	
Timeliness	>4.4	4.4	4.3	4.3	3.9	4.3	4.1	4.2	4.3	3.9	4.4	4.6	4.4	
Employee Engagement	>4	4.33	4.08	4.18	3.98		4.01	3.83	3.77		3.99			
Parent Engagement-Cleaning	>95		,	Ø (8	99.2	ž.		99.3		3	98.9			98.7
Student Engagement-Cleaning	>95			3 (8)	à.	*		93.2	1	8	94.6			93.9
Parent Engagement-Safety	>95			9 (8)	98.2			95.4		8	98.4			99.4
Student Engagement-Safety	>95			0 0	94.6	*		95.2		8	96.2			95.9
Teacher Engagement-Safety	>95			9 (9				97.9		8	96.3			97.9
W/O Completed	3	1661		2 (2	2140	*		2325	2	0	3152			3374

How to share/leverage

- > Engage staff
 - ➤ Make them part of the process
 - ➤ Build Ownership
- > Engage Leadership team
- Engage School Board/ Community



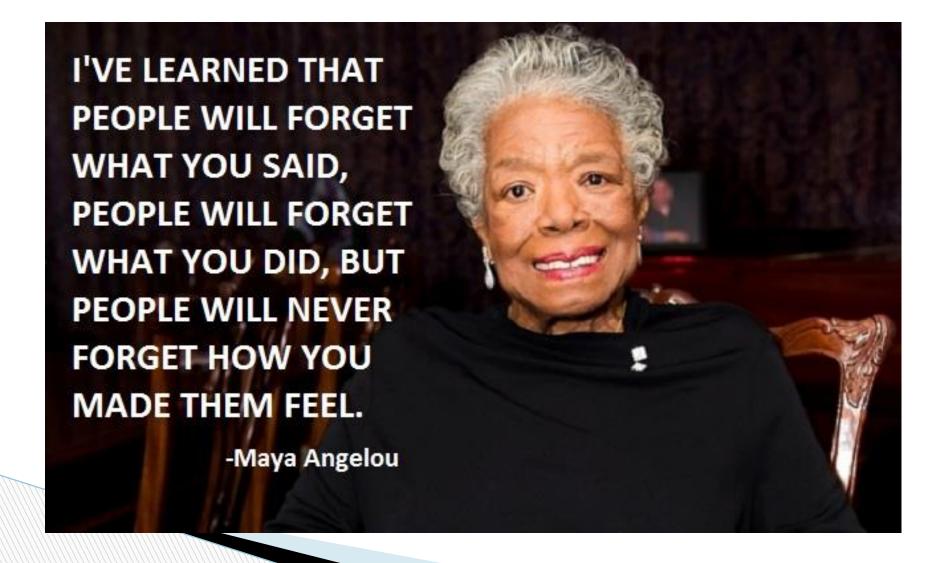
Get Your Message Out!

- School Board
- > Parents
- > Teachers
- Building staffs (secretaries, paraprofessionals)
- > PTO/PTA
- Administration and Principals

- > Recreation Department
- > Local Government
- Citizens without children in the District
- > Senior Citizens
- Chamber of Commerce/ Business Leaders

Customize your list to your District.

Recognizing Success



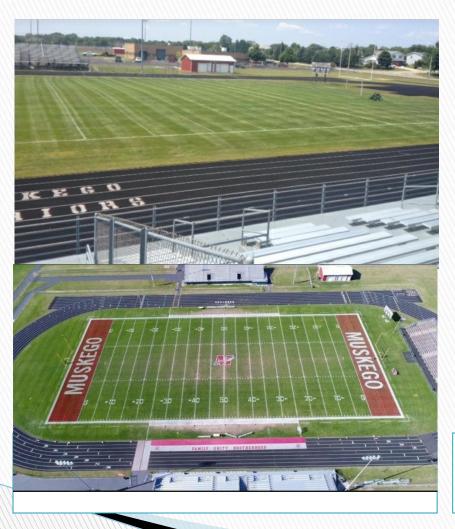
Recognizing Success

- > Before and after pictures
- > Animotos
- > Building tours
- > Document savings
- Kudos from public
- > Praise previous projects
- Identify benefits of projects appearance, savings, comfort, improve safety, etc.
- > Recognition from Media





ROI





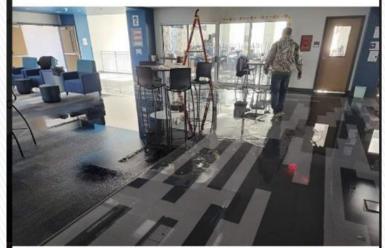
Social Media



Muskego-Norway Buildings & Grounds

Dec 25, 2022 · 3

Thankful for our custodial crew who came to help clean up a pipe break at Muskego Lakes, during Christmas. Hopefully when students and staff return they will have no idea!









See insights and ads

Boost post



4 comments



Muskego-Norway Buildings & Grounds

Jun 14, 2022 · 3

Well, on occasion, all you can do is chuckle. These items were all found in the ceiling of a locker room. Among the items were a bike tire, a vehicle exhaust and several small Christmas trees.





See insights and ads

Boost post



5 comments

Social Media



Recognition







Facility Team Of the Year









Employee of the Year/Recognition





Jeremiah Johnson SHRM-CP

Director of Operations & Human Resources... 3mo

Thanks Mark McGinnis for training the Muskego-Norway staff on being "Weather Ready". Excellent training!



CONTACT INFORMATION

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