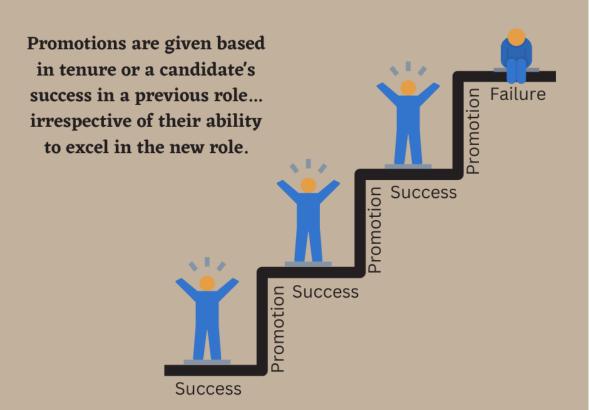
Building Leaders

WASBO Facilities Conference 2024



A "<u>WHY</u>" for all Leaders

The Peter Principle



Empowerment:

Employee Empowerment Defined

- **Involved employees** are asked for their **input**, but are not given ownership of their jobs.
- Empowered employees are given ownership of the process and they are responsible for the products or services generated by those processes.
- Empowered employees take pride in their work and the resulting product or service produced by it.
- Ownership creates a sense of urgency to continually improve processes, products, and services and to strive for customer delight because their signature is on the work.
- An empowered employee will care even more about the quality of the work than the supervisor or CEO.

Have you ever empowered someone to help you at work? What was the outcome? Or, have you ever been empowered what was that outcome?



Increasing Work Demands

Building Automation

- Access Controls
- Cameras
- HVAC
- Vape Detectors
- Safety Softwares

Building Management

- Staffing/Coverage
- Construction
- Work Orders/PM
- Energy Management
- Trainings
- Cleaning Procedures



Safety/Security

- Inspections
- OSS Compliances
- Weather Procedures
- DSPS Compliances
- Building Threats
- Safety Documents

Miscellaneous

- Policies and Procedures
- Increasing Building Activities
- Summer School
- COVID
- Budgeting

Shared Leadership Values



- Distributes power and responsibilities
- Effectively produce positive outcomes
- Continuity
- Maximize effectiveness
- Develop common practices in the department
- Gives ownership
- Reduce workload



Muskego-Norway School District Case Study: Shared Leadership



- 6 Schools 1M Sq Ft
- 220 Acres
- Staff
 - o 26 FTE and 1 Part Time Custodians
 - 5 Student Workers
 - 3 Grounds/Maintenance
 - 2 Head Custodians
 - 4 Operations Supervisors
 - 1 Operations Manager
 - 1 Director
- Wages are median in Waukesha County
- Staffing has been consistent since 2003

Leveraging Talent: How could you strategically use these skill sets to your advantage?

- Firefighter/Paramedic
- Former Banker
- Former Apartment Manager
- Former Golf Course Superintendent
- Former Carpenter
- Former Hospital Manager
- High School Alum



TEAM Building Relations Exercise



Team Relation Questions

- 1. What are attributes of a great leader?
- 2. What are attributes of a bad leader?
- 3. What makes a team/department successful?
- 4. What causes harm to a team/department?

Personal Skill Set Questions

- 1. What are things you enjoy about your current position?
- 2. What do you feel you are good at and could improve on in current position?
- 3. What things you would like to learn?
- 4. What are your skill sets and certifications?

The Purpose of this Team Building Exercise



Developing Standardized Practices Within Our Team

- Motivate to work together as a collaborative team, rather than as a competition
- Supportive each other, develop strengths and address any weaknesses
- Communication, open communication and ask question for clarification
- Encourage collaboration rather than competition
- Buy-in, incorporating shared leadership into the workplace



Staff Survey



Survey Breakdown

- 35 question survey
- Broken down to 2 criteria
 - Management Performance
 - EmployeePerformance/Motivation
- Scale 1-5
- Survey completed by custodial staff

Management Performance



I feel the Buildings & Grounds management team is understanding when I face difficulties which impact my life (Health, family, etc). SCORE = 5

- Birthday Cards
- Sunshine committee

I feel that the Buildings & Grounds management team members effectively handle disagreements SCORE = 3.14

- Have a clear understanding
- Group discussions
 - Be honest if you disagree
 - Work things out as a group
- Open communication

Employee Performance/ Motivation



I am proud to work for the Buildings & Grounds Department. SCORE = 4.57

- Appreciation
- Newsletter
- After work get-togethers
- Lunches

There is a clear understanding of the goals of the Buildings & Grounds team. SCORE = 3.28

- Department Newsletters
- Department Meet/Greets
- Buy in with staff
 - Showing them the why
 - Answering questions
 - Clear understanding

Team Goals for a Successful Path





Building Leaders "Continuously"

- Creating a team environment
- Developing strengths
- Collaborating innovating ideas
- Built our foundation pillars of the our team



Department Goals

- Set our goals
- Set goals to improved areas of survey
- Building leadership within our dept
- Continuous training/improvement/education

Putting it all together



- 1. In-Person Weekly Meeting
- 2. Assigned Roles/Responsibilities
- 3. Accountability (Workflow Doc)



Weekly Meeting



Buildings & Grounds Weekly Meeting 2023/24

Resources

- Drill Calendar
- 2022/23 B/G Budget
- Rounding
- Cleaning Checklist
- Sq Foota
- Sale Items
- Snow Removal Protocol
- CRG Mapping
- Custodial Supplies

- Organization Chart
- Roles/Responsibility
- Summer Custodial Rosters
- Custodian Celebrations
- School Year Calendar
- Winter Records
- Budget Workbook
- Grounds/Maintenance Program
- . Summer Closeout & Staffing

Dec 19th	Updates
	○ Coverage
	 Work Flow Chart
	District Maintenance Sheet
	District Referendum/Projects -
	Buildings & Grounds Project Requests
	 Shared Leadership Responsibilities
	 <u>Delivery Requests</u>
	• Action Items
	✓ Note taker Tony Camacho
	☑ Coverage
	☐ Snow Plowing Plan
	o 6:30-7:30am LD ML, 7:30-8:30 MV, BL, LV
	Grounds times for winter M-F
	 Snow Log - Tabs are old records.
	_
	☐ 2nd shift meetings -
	○ Jan 1st.
	☐ Flu outbreak -
	 Batt are on amazon Tim will send link,
	☐ Winter break -
	 HS -Carpet clean, Chrome Pool, Paint Chris office
	LV - Washing walls

Shared Leadership Roles/Responsibilities





Buildings/Grounds

Shared Leadership Role Responsibilities

Leadership Role	Responsibilities	23/24 Goals/Tasks
District Data Reports Lead: Tim Gorecki Committee	Send out monthly data reports to the building heads Budget Energy Use Coverage Facility Use Maintain Spreadsheets	In Progress • (Tim) • Make out yearly Spreadsheet Reports Not Started • (Tim) • Data in action review monthly
Building Automation (HVAC/Lights) Lead: Matt Van Zeeland Committee Mike Koz Tim Gorecki	Scheduling Uniform schedule at each school Reminders Email Reminders to set holiday schedules Email reminders to order filters in summer Add and Delete users Training New users Yearly training Troubleshooting Assist with questions Work with Brian/Mark on issues	Not Started - Matt • Yearly review training on software for head
Access IT Lead: Matt Van Zeeland Committee Mike Koz Tim Gorecki	Help assist with questions Scheduling Set Holiday Schedules Add and Delete system users Access levels Add and Delete fobs Working with IT for issues Update fobs with turnover Training	In Progress - Switch to Genetec

Master Operations Workflow



	Not Completed	2= In process	3= Completed
Task	Target Month	By Who	Date Completed
Backflow Preventer Inspections	July	Tim	Called III.
Renew/Bid Plow Services	July	Tim	3
Bleacher Inspections	July	Tim	3
Schedule Summer Corn Roast	July	Jeremiah	3
Plan for Summer Custodian Training -Include Crisis App	July	Head Custodians	3
Send Out New Budgets to Custodial Leads	July	Jeremiah	3
Schedule Weekly Head Custodian Meetings	July	Jeremiah	3
Schedule Facility User Meeting	July	Jeremiah	3
Roof Assessments	July	Tim	3
Assess District Trees/Plan for Cutting Down	July	Head Custodians	3
Order Uniforms	July	Tim	3
Renew/Rebid HVAC Contract	July	Tim	3
Youth Football Check In (Storage, Lighting, Facitity Use)	July	Tim	3
Grease Trap	July	Benny	3
Parking lot Crackfill/Striping/Repairs	July	Tim	3
Schedule Staff/Board Member Picture Day/ID Design	July	Jeremiah/Melanie	3
Determine Facility Use Revenue from Previous Year	July	Jeremiah/Julie Kaminski	3
Update Random Drug Test/K9 Search Data	July	Jeremiah/Jessica	3
Review Google Drive & Docs	July	Matt/Mike	3
Pre-Season Football Meeting with Varsity Coach	July	Tim	3
Grounds Review With AD	July	Tim	3
Review Key Log & Cores	July	Matt	3
Party Planning Committee/Celebrations/Sunshine	July	Tony	3
Boiler Inspections	July	Jeremiah/Insurance	3
Check and fix parking lot banners	July	All buildings	2
Review Staffing Plans/Hires for School Year	August	Jeremiah	3
Fire Alarm Inspections	August	Tim	3
Extinguisher Inspections	August	Tim	3
Radon Testing	August	Jeremiah	3
Provide EMC with Water Testing Schedule	August	Jeremiah	3
Summer Custodial Training - Safety	August	Custodial Leads	3
Final Review of Projects and Restoration	•		3
MHS	August	Jeremiah/Steve	3
LD	August	Jeremiah/Steve	3
ML	August	Jeremiah/Steve	3
BL	August	Jeremiah/Steve	3
MV	August	Jeremiah/Steve	3
LV	August	Jeremiah/Steve	3
Gvm Floor Restoration	Annust	Tim	3

What are your key work processes?

- Custodial Staffing/Cleaning
- Building & Grounds/Contracts
- Work Order Management
- Construction/Capital Projects
- > Safety & Security
- Employee
 Engagement/Retention
- > Facility Use/District Data
- Building Automation Softwares

Custodial Staffing/Cleaning



Coverage

- District wide coverage
- Working with custodial subs
- Approving vacation/sick requests

Cleaning Checklist

- Scheduling
- Inspection sheets
- Expectations

Cleaning/Supplies

- Bidding out supplies/equipment
- Communications with vendors
- Equipment upgrading
- Trainings
- Buckeye Training/Quiz
- Update cleaning protocols

Employee/Vendor Contact List

- Employee contact information
- Vendor contact list

<u>Rounding</u>

- Create a document to track rounding districtwide
- Add new staff
- Obtains feedback from building leads regarding any new questions to add
- Set calendar reminder for twice a year rounding
- Roll out themes in a head custodian meeting
 - O What did we learn?
 - What actions will we take?
 - Who was recognized, and how can we celebrate?

Staffing/Coverage

								C	ctober												
Sun	day		Monday			Tuesday		w	ednesday			Thursday			Friday		Satu	rday			
1:	st		2nd			3rd			4th			5th			6th		71	th		Filled	Unfilled
Event	Coverage	Employee Off	Filled Hrs	Unfilled Hrs	Employee Off	Filled Hrs	Unfilled Hrs	Employee Off	Filled Hrs	Unfilled Hrs	Employee Off	Filled Hrs	Unfilled Hrs	Employee Off	Filled Hrs	Unfilled Hrs	Event	Coverage	HS	22.75	14
Pool Check	Bob	Artis (ML)	ОТ	5.5	Joey (Sick)			Jessica (BL)	Joey 5	3	Christian	Joe 8		John M (BL)	OT	8	Youth football	AL 7.5	Grounds		7.5
		Joey (SICK)			Artis (ML)	ОТ	5.5	Riley	Robyn 1.5, Julia .5	1	John M (BL)	ОТ	8	Steve C			Pool Check	Julia	ML	5	15
		Forrest FMLA			Steve .5	Internal		Forrest FMLA			Joe	Julia 3	5	Forrest FMLA					LD	0	0
		Hunter		7.5	Forrest FMLA			Lunch	Nick N 1.5		Artis	Joey 5	0	Nick N (HS)	OT Joe 2.5, Julia, AL 2 hrs, Julia 1	2.5			MV	0	0
					Nick N (Sick)	Bob 1 hrs, Julia 1.75, Al 1.75	3.5				Orlando	Scott 2, Bob 1.25, Al 1.5, Nick N 2		Jordan (BL	Joey 5	0			BL	5	19
											ESC	hrs Greg 1hrs	2.25	Artis	ОТ				LV	0	0
81	th		9th			10th			11th			12th			13th		14	th		Filled	Unfilled
Event	Coverage	Employee Off	Filled Hrs	Unfilled Hrs	Employee Off	Filled Hrs	Unfilled Hrs	Employee Off	Filled Hrs	Unfilled Hrs	Employee Off	Filled Hrs	Unfilled Hrs	Employee Off	Filled Hrs	Unfilled Hrs	Event	Coverage	HS	34	16
Pool Check	Robyn	Forrest FMLA			Forrest FMLA			Forrest FMLA			Forrest FMLA			Forrest FMLA			Boys Volleyball	Bob 6	Grounds		
Team Dabce Comp	Greg 9.25	John M (BL)		8	Robert (HS)	Joey 5	3	Robert (HS)	Joey 5	3	Robert (HS)	Joey 5	3	Robert (HS)	Joey 5	3	Fr Football	Al 2.5	ML	0	8
		Robert (HS)	Joey 5	3	Steve C	Internal		Steve C	Internal		Steve C	Internal		Steve C	Internal		Youth Football	Greg 8.5	LD	0	0
		Steve C	Internal					Lunch	Julia 2					Mike K (ML)	Internal	8	Pool Check	Robyn	MV	0	0
								Rileys Area	Al 1 hr, Greg 1, Nick N1	0				Julia (HS)	Al 1.5, Joe 1.5, Robyn 2, Greg 1	2			BL	0	8
														Matt (Sick)	Mayra	8			LV	0	0
15	ith		16th			17th			18th			10th			20th		21	ct		Em. a	H-en-J

Cleaning Checklist

	1			Cleaning Checklist		
		Name: Greg Fons	School:	MHS Area		
	1 = Proficent n = Nor Proficient	Door, Handle, Footplates No Burnt out lights Garbage Empty Pencil Sharperer Empty Ceiling/Tiles Ceiling/Tiles Clean Glass Area free of cobwebs Straigtt/Organiæd Desks Roor Svert/Yasuumed Spot Clean Walls Sinks/Faucets	Paper/Soap Products Eye Wash Station	No Odor Door, Handle, Footplates No Burnt out lights Garbage Empty Ceiling/Tiles Mirrors Clean/Streak Free Area free of cobwebs Froors Cleaned/Sanitized Spot Clean Walls	Sinke/Faucets Paper/Soap Products Tollets/Urinels Geaned/Sanitized Bubblers Clean/Sanitized Forts Cleaned/Secured Stall Wall Cleared/Dusted Shover Pedestals Sanitized Locker Tops Dusted Hoors Cleaned Free of Back Marks Extinguishers Boxes Debris Free No Burnt Out Lights Areafree of cobvebs/Dust	Walls free of removable marks Garbages Gean gass Stairs clean Carpet Cleaned
	2023/24	Classrooms, Offices		Restrooms and Loc		s and Entrances
æ	Date 10-18-23 Area Boys Bathroom	N/A -	W# - W# -	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	- 1 - 1 - 0 - 1 - N/A - N/F - N/F - N/F - N/A - N/F -	1/A - 11/8 - 11/8 - 11/8 - 11/8 -
	Date 10-18-23 Area Room 262	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	1 + 1/// -	1/7 - N/A - N/F - N/F - N/F - N/A - N/F - N/A - N/F - N/A	! - \(\lambda	1/A - N/A - N/A - N/A - N/A -
	Date	N/A - N/# - N/# - N/A - N/# - N/# - N/# - N/A - N/# -	N/# - N/# -	N/A -	# - N/A - N/	1/A - N/A - N/A - N/A - N/A -
Spring	Date	N/A -	M/4 - M/4 -	1/3 - N/A - N/3 - N/3 - N/4 - N/A - N/A - N/A - N/A - N/3 - N/3 - N/3 - N/4 -	2 - N/A - N/	1/A - 11/8 - 11/8 - 11/8 - 11/8 -
	Date	N/A -	N/A - N/A -	\(\frac{1}{2} -	1 - U/4 - N/A - N/	11/4 - 11/8 - 11/8 - 11/8 -

Standard Work Procedures



Standard Work Procedures

Cafe

Procedure #:

Revised Date: 2023

Cleaning Procedure for Cafe

- 1. All garbage is removed daily. Reline bags that are soiled or leaking
- 2. Wipe down tables with E15 and use gum remover and a scraper to pop off gum
- 3. Straighten lunch tables according to the layout
- 4. Clean glass with glass cleaner and paper/cloth towel
- 5. Corners should be dust-mopped daily and wet-mopped when needed
- 6. Wipe panic bars daily-spray with E15 and then wipe clean until shiny
- 7. Dust vents with a duster or may use a compressor to blow out the vents
- Check for stained ceiling tiles daily. When stained, remove the ceiling tile and replace
- Check and change lights daily. Remove excess bugs from lenses.
- Clean Kick plates with E15 and wipe clean with paper toweling. For tough marks use a-ben-a-gui and then E15 afterward to wipe clean, silver slick after clean
- 11. Use either a tennis ball or your shoe to rub the black marks up. For a mark that doesn't come up try to gently rub with a-ben-a-qui on a sponge. Remove any residuals
- 12. Use a-ben-a-qui, E14, or ink out on the walls to remove any hard spots. Apply the product on a sponge or rag and then scrub wall gently-rinse with water or E15 to remove any chemical residue
- Use a yellow dust rag/ball duster to remove spider webs(occasionally the lift may be needed for HIGH webs)

The reverse side of the sheet contains information about how the cafeteria should look like.



Building & Grounds/Contracts/Work Orders



• District Maintenance

- Building maintenance
- Special projects
- General maintenance

Work Orders

- Help assist with questions
- Training
 - Yearly building head training
 - Ensuring proper info is being entered
- Reports
 - Monthly/Qtr Reports
- PM updates
- Adding/Deleting access

Contracts

- Snow removal
- Landscaping
- Mowing
- Maintenance
- Roofs
- Parking lots
- Bidding

Project Management

- Construction projects
- Bidding
- Scheduling
- Inspections

Inspections/Surveys

								Parking Lot S	urvey 2024 (January)	
	1= Replacen	nent Needed	in the near	future				2 = Good	Condition/Some Cracking	3 = Excellent Condition/Minimal Cracks/ Excellent Structure
						Muske	ego High Sch	1001		ocasper (Modelano) (Modelano (Modela
Lot#	Area	Sq Feet	Paved	Seal	Cracked filled	Grade	EST date of replacement	EST Cost	Comments	
1	Front Lot	60,000	2003	2017		1				
2	PAC Lot	75,000	2003	2017	Y	1				Contractions of the Contraction of t
3	Clinic Drive	10,000	2023			3				
4	Bus Lot	53,000	2003	2017		2				
5	Truck Lot	33,000	2003	2017		1				
6	Activites Lot	52,000	2024	2017		3				
7	Activites Entrances	10,000	2019			3				
8	Receiving Lot		2024			3				
9	Sal Gym Lot	30,000	2024			3				
10	Indoor Practice Facility		2024			3				
11	Inpro Field Lot	90,000	2023			3				
12	ESC Lot	65,000	2020			3				
13	West Athletic Lot	89,000	2003	2017		2				Maria Laboratoria del Companyo
14										A COLUMN TO A COLUMN TO A COLUMN TO THE PARTY OF THE PART
						L	ake Denoon			THE PERSON NAMED IN
Lot#	Area	Sq Feet	Paved	Seal	Cracked filled	Grade		EST Cost	Comments	
1	Main Drive	20,000		2021						
2	Staff Parking	50,000		2021						
3	Bus Lane	23,000		2021						
4	Receving/Loading Loop	7,000		2021						
5	Rear Parking	37,000		2021						
6	Playground	35,000		2021						
7	Emergency Loop	10,000	2017							
						Mu	skego Lakes	5		
Lot#	Area	Sq Feet	Paved	Crack/ Seal	Cracked filled	Grade		EST Cost	Comments	1840
1	Main Entrance Drive	35,000	2018	2021						
2	Teacher Lot	52,000	2018	2021						
3	Vistor/Bus Lot	65,000	2018	2021						The same of the sa
4	Fire I ane	32 000	2018	2021						

Grounds

					Varsity S		Soccer #1						
Total Acres	s - 2.7 acres			Total Sq Ft -	Total Sq Ft - 115,500 sq ft		Diamensions	- 275' x 42	!0'				
2	015	Aer	ation	Seed	ding	Тор	Dress	Fortelinion	Delline	Weed	Turf	C	
Date	Initals	Core	Slice	Overseed	Slit Seed	Soil	Sand	Fertalizing	Rolling	Control	Repair	Comments	
7/2/2015	TG		X-2										
7/6/2015	SC			80/20 mix 200#								Whole field	
7/9/2015	SC						18yrds					whole field	
7/16/2015							<u> </u>	600#s 22-0-6					
7/30/2015	SC		x-1										
8/10/2015	SC			200# rye				300# 18-12-6					
8/28/2015	sc			·									
9/22/2015	SC			50# rye								bare spots goals	
10/30/2015	sc	х2											
11/4/2015	sc							450# 24-0-10					
11/16/2015	SC			150# rye									
3/10/2016	SC	х1							x1				
3/28/2016	SC							450#s gypsum					
4/4/2016	SC							18-12-6 450#					
4/12/2016	SC			150 mix 150 rye									
5/9/2016	sc			200									
5/23/2016	SC							19-0-2 500#					
6-20	SC	x1											
7-25	SC							450 22-0-2					
8-2	SC			400 blue									
8-11	SC							450 22-0-2					
6-20-17	DR	x2		150 90/10				450 19-0-2				Whole field	
				100 90/10,									



			Maintenance l	Log			
			Manufacture	Part #		Manufacture	Part #
Make	Exmark	Oil			Hydraulic Filter		126-8103 Kit
Model	72" Lazer Z (Fuel Ing)	Oil Capacity	2.4	Qts	Hydraulic Oil		
Year		Oil Filter		52-050-02	Hydraulic Belt		126-9835-SL
Model #	LZX980AKC726T0	Air Filter		25-083-01	Deck Wheel Kit		116-9981
Serial #	3156616765	Pre Filter		25-083-04	Stripe Kit		116-6656
Engine	Kohler ECV980	Fuel Filter			Spindle/Seal		116-3341
		Deck Belt		135-5777-SL	Spindle Bushing		103-3037

Date	Hours	By Whom	Maintenance Performed	Oil/Filter Change	Air Filter	Grease Fittings	Description	
11-10-23	780	Randy	Winter ▼	\checkmark	~	~	Winterized mower and went through all maintenance	
			. •					
			(, ▼					
			. •					
			(, ▼					
			(, ▼					
			(, ▼					
			. •					
			(, ▼					
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			(, v)					
			. •					
			(, v)					
			. •					

Preventive Maintenance

Mill Valley School Door Preventative Maintenance									Are	Area D Area A
Interior Doors	Date	Time	Name	PM Door/Frame and Hinges	PM Door Handles, Lube and Check Lock Function	PM Panic Bars and Lube	PM Door Closers	PM Door Mullions	PM Weather Stripping	Notes
Area A - Wing	1/22		R.6	1	/,	1,	1	/	/	Some Mannets not as strong as
Area B - Wing	1/18		R.6	/			1	1	/	others on Hallway Doors
Area C - Wing	1/18		2.6	/	/	//				1,
Area D - Wing	1/22		R.6	/			1		/	V

					PM En	trances	& Exterio	r Doors				
Location	Date	Time	Name	PM Door/Frame and Hinges	PM Door Handles, Lube and Check Lock Function	PM Panic Bars and Lube	PM Door Closers	PM Door Mullions	PM Weather Stripping	ADA Openers	Electronic Strikes	Notes
Receiving Rm	1/14		12.6		//	//	/	-				
Entrance # 1	1/14		2.6	1/				/				
Entrance # 2	1/14		R.6					1				
Entrance # 3	1/14		8.6	/			/	1				
Entrance # 4	1/14		R.6	/		/,	/	1				
Entrance # 5	1/18		R.6	1			/	- 2				
Entrance # 6	1/16		7.6			1	1		/			
Entrance # 7	1/18		R.b	1	1	/		-	1		/	
Entrance # 8	1/18		R.6			/						

Safety/Security



- ERT Team Member
- Drill Calendar/Inspections
 - Monitor drill calendar
 - Schedule inspections
 - Equipment inspections
- Weather Protocols/Notifications
 - Weather app
 - Weather updates
 - Snow logs
- Safety
 - Emergency planning
 - After-school safety
 - Building maps
 - Compliances
 - DSPS
 - OSHA
 - OSS

- Custodial Staff Trainings
 - Supplies
 - Equipment/PM
 - Procedures
 - Maintenance
 - Safety/PM
 - Spring training
 - Scheduling
- Summer Training Before School Start
- Building Head Training
 - Schedule trainings
 - Softwares
 - HAVC
 - Cameras
 - Access It
 - School Dude
 - Raptor

Inspection Sheets

Date: 1/3/2024	Scho	ool:	LV		Inspector: Mho R
Inspection Items	ок	N/A	Fixed	Deficiency Noted	Corrective Actions
Security			Marin San		(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)
All exterior doors locked and Secured	V				
Classroom doors are in locked positions	V				
All mechanical/custodial areas are secured	1				
Bomb Threat Checklist Present	V				
Raptor is being used and operational	V				
Surveillance Operational	V				
Visitors are issued I.D cards/staff wearing appropriate I.D	V				
Building Safety					PARTICIPATION OF THE PROPERTY OF THE PARTICIPATION
Fire Alarms functioning correctly	V				
Fire extinguishers checked monthly	V				
AED functioning correctly	19				
Weather Radio Working	V				
All exits are clear of obstructions	V				
Exit lights and lighting working properly	V	-			
Entryways, Hallways, and Stainwell are clear from hazards	1	,			
Eyewash/Showers easy accessed. Cleaned and inspected	4				
Electrical panels locked	V				
Exterior	BH	1			
Accessibility for emergency agencies	V	11			
Walkways and parking clear of trip and slip hazards	V				
Valkway/exits/Hydrants clear of	1/		-		

					rway Schools spection Form
Date: 12/8/23	Build	ing: I	Bay La	ine	Name: Matt VZ
Insection Items	Good	Needs Repair	N/A	Deficiency Noted	Corrective Actions
Surfacing Material					
Adequate amount under and around equipment	×				
Play area tripping hazards, cracks, roots, footings or anchors		×		Berrier Pins Pashing	pounded sources Back down
Rake/level surface material if needed		X			raked wood chaps
General Hazards					Element of the second
Check for sharp points, corners or edges	X				
Check for missing or damage protective caps	X				
No potential clothing entanglement harards (open S-hook or bolts)	X				
Check for pinch points, crush or shearing points	X				
Deterioration					
Check for rust, rot, cracks or splinters		X		small for m first	PAT METEL PLANE ONS
Check for broken or missing compoents		X		Missing Hons	miting a her back on
Check for worn or frayed cables	x				
Hardware			United States		
Chains and hangers in good condition	Ø				
No loose fastening devices or worn connections	×				
Moving componments not worn	K				
Drainage			-		
Proper drainage, no standing water	x				
General Up Keeping					
Free of miscellaneous debris or litter	×				
Free of graffiti	X				

Inspections Sheets

Fire Drill	DATE COMPLETED	TIME	INITIALS	TIME TAKEN TO EVACUATE		TIES FOR IMPROVEMENT	
AUGUST	8/17/2023		AB				
SEPTEMBER	9/17/23	9:30	ab	19.45	First dri	I with Raptor check in	
OCTOBER	10/3/23	10:15	AB	10.1	Not all le	ocations were entered	
NOVEMBER	11/13/23	9:30 AM	АН	10.3			
DECEMBER	12/12/23	2:50 PM	AB	11.1	Discussed che	ck-in process for students in specials	***TEST 911 WHEN YOU CONDUC
JANUARY	1/17/24	8:00 AM	AB	N/A		Staff Training	FIRE DRILLS
FEBRUARY							
MARCH							
APRIL							
MAY							
JUNE							
SAFETY WALK	DATE COMPLETED	INITIALS		CONCERNS		Link to checklist	
JULY	7/20/2023	AB				Inspection Sheet	
AUGUST	8/3/2023	AB				Inspection Sheet	
SEPTEMBER	9/20/2023	AB/CK				Inspection Sheet	
OCTOBER	10/17/2023 AB/SC/CK Mario's Closet -Wolf Den 11/21/23 AB/CK 308/312 door unlock 12/19/2023 AB/CK/AK					Inspection Sheet	
NOVEMBER	11/21/23	AB/CK	308/312 door un	llock		Inspection Sheet	
DECEMBER	12/19/2023	AB/CK/AK				Inspection Sheet	Link to Saftev Walk
JANUARY	1/16/2024	AB/AK				Inspection Sheet	
FEBRUARY							
MARCH							
APRIL							
MAY							
JUNE	COMPLETED TIME INITIALS EVACUATE OPPORTUNITIES FOR IMPROVEMENT						
Playground							
Inspection				CONCERNS/NOTE	S		Link to Saftey Walk Inspection Form Link to Playground
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
JANUARY	1/23/24	AB				Inspection Sheet	Inspection Form
FEBRUARY							
MARCH							
APRIL							
MAY							
JUNE			1				

Task	Target Date	By Who	Inspection Form
Fire Alarm Inspection - LV	August	i	
Fire Alarm Inspection - MV	August	Cintas	Inspection Sheet
Semi Annual Fire Alarm - HS	February	Cilitas	mspection oneer
Semi-Annual Fire Alarm - HS	February		
Semi Annual Fire Alarm - ML	February		
Semi Annual Fire Alarm - ML Semi Annual Fire Alarm - LD	February		
Semi Annual Fire Alarm - LO Semi Annual Fire Alarm - MV	February		
Fire Extinguisher Inspection - BL	August	Cintas	Insection Sheet
Fire Extinguisher Inspection - BC	August	Cintas	Inpection Sheet
		Ciritas	inpection sneet
Fire Exinguisher Inspection - HS Fire Extinguisher Inspection - LV	August August		
Fire Extinguisher Inspection - LV Fire Extinguisher Inspection - LD		Cintas	Inpection Sheet
	August	Cintas	Inpection Sheet
Fire Extinguisher Inspection - MV Fire Extinuishers Inspection - ML	August	Cirilas	inpection sheet
Fire Extinuisners Inspection - ML Fire Sprinkler Inspection - HS		Cintas	Inspection Sheet
	August		
Fire Sprinkler Inspection - LD	August	Cintas	Inspection Sheet
Fire Pump Inspection - LD	August		Inspection Sheet
Fire Sprinkler Inspection - ML	August		Inspection Sheet
Fire Pump Inspection - ML			
Fire Sprinkler Inspection - MV	August		
ESC Server Room Fire Safety Inspection	August		
ESC Semi-annual Fire Suppression	February		
Quarterly Sprinkler Inspection - HS	December		
Quarterly Sprinkler Inspection - LD	December		Inspection sheet
Quarterly Sprinkler Inspection - ML	December		Inspection sheet
Quarterly Sprinkler Inspection - MV	December		Inpection Sheet
Semi Anual Sprinkler Inspection - LD	February		
Semi Anual Sprinkler Inspection - MV	February		
Semi Anual Sprinkler Inspection - HS	February		
Semi Anual Sprinkler Inspection - ML	February		
Hood Testing (1st Inspection) - MV			
Hood Testing (1st Inspection) - HS	Aug 11th	Cintas	Inspection Sheet
Hood Testing (1st Inspection) - ML			
Hood Testing (2nd Inspection) - MV			
Hood Testing (2nd Inspection) - HS			
Hood Testing (2nd Inspection) - ML			
Hydrant Inspection - BL	Aug	Cintas	Inspection Sheet
Back flow inspections - LD	Aug		
Back flow inspections - HS			
Back Flow Inspection - ML			

Snow/Salting Log

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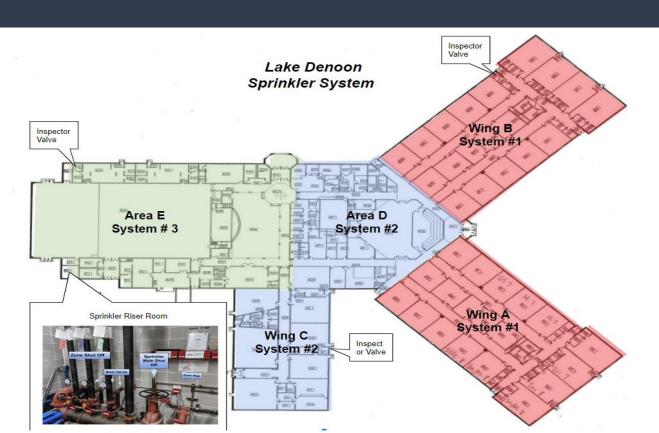
Emergency Response



Location

The Main Electrical panel is located in the generator room off of the cafeteria by the elevator.





Employee Engagement/Retention



- Staff Newsletter
- Staff Appreciation
 - Birthday cards
 - Work anniversary 1,5,10,20,25 (small gift card every 5 years)
 - Weddings/birth of a child card
 - Get well and condolences cards
- Parties/Get-togethers
 - Retirement party
 - Holiday get-together
 - Brewers game and tailgate
 - Packer get-together for a game (before hunting season) Packer pool
 - End of summer cookout
 - Work pools

Awards/Certificates

- Custodian of the Year
- Facility Team of the Year
- WASBO nominations
- National IFM
- Fields of Excellence
- Energy Star

Classes/Certifications

- Certifications
- Herbicide
- Facilities Certification
- Safety Certification
- CPO
- Forklift
- Fire Extinguisher
- After School Safety
- Weather Ready
- Playground Inspector

Custodial News Letter



Link

District Data/Facilities Use



- Monthly Data Reports
 - Budget
 - Energy use
 - Coverage
 - Facility use



District Building Data Report

December 2023



Building Automation/Softwares

- Scheduling
 - Uniform schedule at each school
 - Reminders
 - Email reminders to set holiday schedules
 - Email reminders to order filters in summer
- Add and Delete Users
- Training
 - New users
 - Yearly training
- Troubleshooting
 - Assist with questions
- Work with Contractors on Issues











Our Success



- Increased performance and taken on new responsibilities
- Reduced stress
- Employee motivation
- Continuity
- More collaboration
- Staff retention
- Increasing ownership of staff taking on more responsibilities
- Positive team atmosphere



Contact Information

Jeremiah Johnson

Chief Operations Officer 262-971-1807 jeremiah.johnson@muskegonorway.org

Tim Gorecki

District Operations Manager 262-971-1807 x2113 tim.gorecki@muskegonorway.org

