

Building Leaders

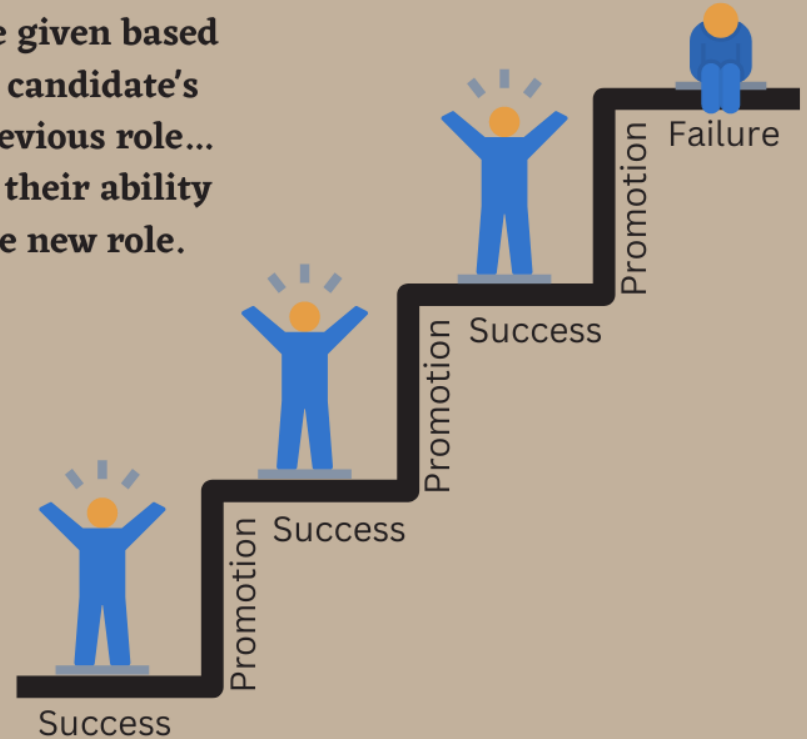
WASBO Facilities Conference
2024



A “WHY” for all Leaders

The Peter Principle

Promotions are given based in tenure or a candidate's success in a previous role... irrespective of their ability to excel in the new role.



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



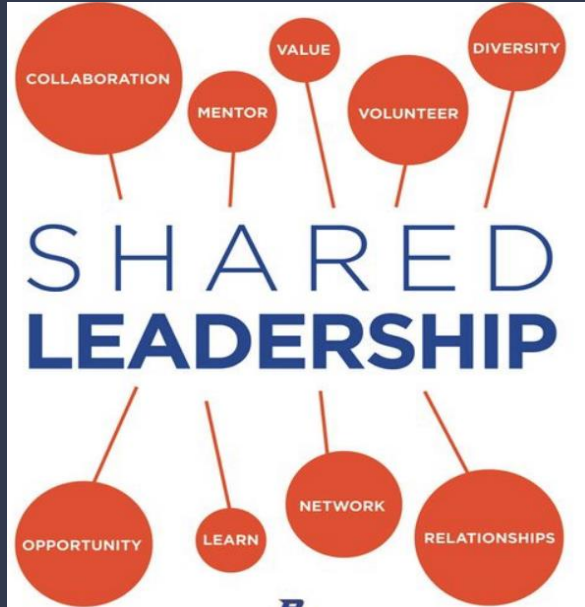
Safety/Security

- 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
 - 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

Our team foundation is built on the following principles



Foundation Pillars

- **Motivation**
- **Supportive**
- **Open Communication**
- **Encouragement**
- **Buy-in**

Staff Survey



Survey Breakdown

- 35 question survey
- Broken down to 2 criteria
 - ***Management Performance***
 - ***Employee Performance/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

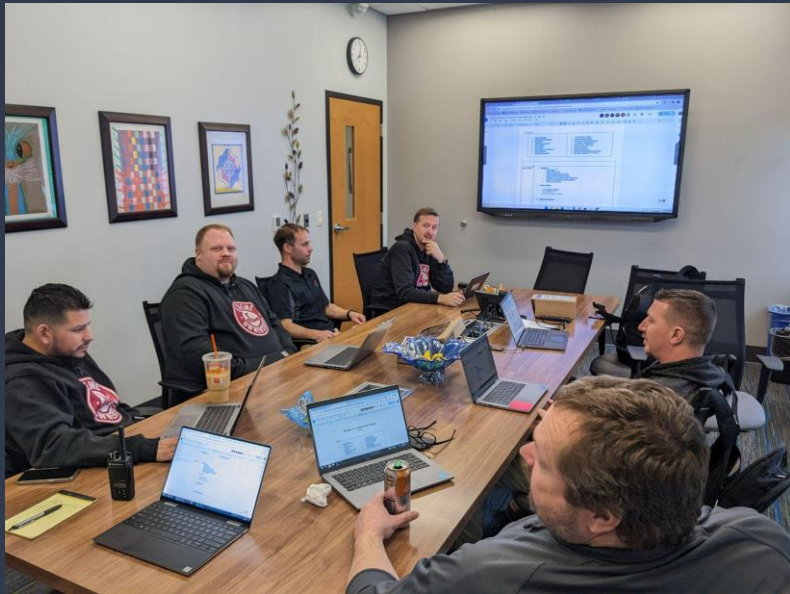
Putting it all together



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



Weekly Meeting



Buildings & Grounds Weekly Meeting

2023/24

Resources

- | | |
|--|--|
| <ul style="list-style-type: none">• Drill Calendar• 2022/23 B/G Budget• Rounding• Cleaning Checklist• Sq Footage• Sale Items• Snow Removal Protocol• CRG Mapping• Custodial Supplies | <ul style="list-style-type: none">• 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](#)
 - [Delivery Requests](#)
- **Action Items**
 - Note taker - Tony Gamacho
 - Coverage
 - Snow Plowing Plan
 - 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
<p><u>District Data Reports</u></p> <p><u>Lead:</u> Tim Gorecki</p> <p><u>Committee</u></p>	<ul style="list-style-type: none"> Send out monthly data reports to the building heads <ul style="list-style-type: none"> Budget Energy Use Coverage Facility Use Maintain Spreadsheets 	<p>In Progress - (Tim)</p> <ul style="list-style-type: none"> Make out yearly Spreadsheet Reports <p>Not Started - (Tim)</p> <ul style="list-style-type: none"> Data in action review monthly
<p><u>Building Automation (HVAC/Lights)</u></p> <p><u>Lead:</u> Matt Van Zeeland</p> <p><u>Committee</u> Mike Koz Tim Gorecki</p>	<ul style="list-style-type: none"> Scheduling <ul style="list-style-type: none"> Uniform schedule at each school Reminders <ul style="list-style-type: none"> Email Reminders to set holiday schedules Email reminders to order filters in summer Add and Delete users Training <ul style="list-style-type: none"> New users Yearly training Troubleshooting <ul style="list-style-type: none"> Assist with questions Work with Brian/Mark on issues 	<p>Not Started - Matt</p> <ul style="list-style-type: none"> Yearly review training on software for head
<p><u>Access IT</u></p> <p><u>Lead:</u> Matt Van Zeeland</p> <p><u>Committee</u> Mike Koz Tim Gorecki</p>	<ul style="list-style-type: none"> Help assist with questions Scheduling <ul style="list-style-type: none"> Set Holiday Schedules Adjust times Add and Delete system users Access levels Add and Delete fobs Working with IT for issues Update fobs with turnover Training 	<p>In Progress -</p> <p>Switch to Genetec</p>

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

Rounding

- Create a document to track rounding district-wide
- 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
 - What did we learn?
 - What actions will we take?
 - Who was recognized, and how can we celebrate?

Staffing/Coverage

October																					
Sunday		Monday			Tuesday			Wednesday			Thursday			Friday			Saturday				
1st		2nd			3rd			4th			5th			6th			7th			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)	OT	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)	OT	5.5	Riley	Robyn 1.5, Julia 5	1	John M (BL)	OT	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 hrs Greg 1hrs	2.25	Jordan (BL)	Joey 5	0			BL	5	19
											ESC			Artis	OT				LV	0	0
8th		9th			10th			11th			12th			13th			14th			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
15th		16th			17th			18th			19th			20th			21st			Filled	Unfilled

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
8. Check for stained ceiling tiles daily. When stained, remove the ceiling tile and replace
9. Check and change lights daily. Remove excess bugs from lenses.
10. Clean Kick plates with E15 and wipe clean with paper toweling. For tough marks use a-ben-a-qui 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
13. 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.

	<p><u>Chemical Name:</u> Buckeye E23</p> <p><u>Purpose:</u> Kills Bacteria, Viruses, Fungi and Mildew</p> <p><u>Used for:</u></p> <ul style="list-style-type: none"> • Disinfect Surfaces • Disinfect Equipment • Disinfect Floors <ul style="list-style-type: none"> ◦ <u>Only use on floors once or twice a week</u> • 2 Step process <ul style="list-style-type: none"> ◦ Step 1 - Clean/Sanitize area ◦ Step 2 - Disinfect
	<p><u>Chemical Name:</u> High-Con</p> <p><u>Purpose:</u> Highly Concentrated Floor Clean</p> <p><u>Used for:</u></p> <ul style="list-style-type: none"> • Cleaning VCT Tile and Terrazzo Floors • Cleaning Linoleum Floors
	<p><u>Chemical Name:</u> Thermo Clean</p> <ul style="list-style-type: none"> • For use in rider scrubbers and walk-behind scrubbers • And use in wet mopping bathroom floors one a week to remove other residual cleaners
	<p><u>Chemical Name:</u> Buckeye E61</p> <p><u>Purpose:</u> Cleans/Attacks Grease</p> <p><u>Used for:</u></p> <ul style="list-style-type: none"> • Kitchen floors • Shop floors • Mechanical rooms • Anything <u>greases</u>



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 Survey 2024 (January)

1= Replacement Needed in the near future										2 = Good Condition/Some Cracking										3 = Excellent Condition/Minimal Cracks/ Excellent Structure									
Muskego High School																													
Lot #	Area	Sq Feet	Paved	Crack/ 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		1																							
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	Sai 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																							
14																													
Lake Denoon																													
Lot #	Area	Sq Feet	Paved	Crack/ 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	Receiving/Loading Loop	7,000		2021																									
5	Rear Parking	37,000		2021																									
6	Playground	35,000		2021																									
7	Emergency Loop	10,000	2017																										
Muskego Lakes																													
Lot #	Area	Sq Feet	Paved	Crack/ Seal	Cracked filled	Grade	EST Cost	Comments																					
1	Main Entrance Drive	35,000	2018	2021																									
2	Teacher Lot	52,000	2018	2021																									
3	Vistor/Bus Lot	65,000	2018	2021																									
4	Fire Lane	32,000	2018	2021																									



Preventive Maintenance

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.B	/	/	/	/	/	/	<p>Some Magnets not as strong as others on Hallway Doors ↓</p>
Area B - Wing		1/18		R.B	/	/	/	/	/	/	
Area C - Wing		1/18		R.B	/	/	/	/	/	/	
Area D - Wing		1/22		R.B	/	/	/	/	/	/	


PM Entrances & Exterior 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		R.B	/	/	/	/	/	/		/	
Entrance # 1	1/14		R.B	/	/	/	/	/	/		/	
Entrance # 2	1/14		R.B	/	/	/	/	/	/		/	
Entrance # 3	1/14		R.B	/	/	/	/	/	/		/	
Entrance # 4	1/14		R.B	/	/	/	/	/	/		/	
Entrance # 5	1/18		R.B	/	/	/	/	/	/		/	
Entrance # 6	1/18		R.B	/	/	/	/	/	/		/	
Entrance # 7	1/14		R.B	/	/	/	/	/	/		/	
Entrance # 8	1/14		R.B	/	/	/	/	/	/		/	




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

 Muskego Norway Schools Safety Inspection Form					
Date: <u>1/5/2024</u>	School: <u>LV</u>	Inspector: <u>Mike R</u>			
Inspection Items	OK	N/A	Fixed	Deficiency Noted	Corrective Actions
Security					
All exterior doors locked and Secured	<input checked="" type="checkbox"/>				
Classroom doors are in locked positions	<input checked="" type="checkbox"/>				
All mechanical/custodial areas are secured	<input checked="" type="checkbox"/>				
Bomb Threat Checklist Present	<input checked="" type="checkbox"/>				
Raptor is being used and operational	<input checked="" type="checkbox"/>				
Surveillance Operational					
Visitors are issued I.D cards/staff wearing appropriate I.D	<input checked="" type="checkbox"/>				
Building Safety					
Fire Alarms functioning correctly	<input checked="" type="checkbox"/>				
Fire extinguishers checked monthly	<input checked="" type="checkbox"/>				
AED functioning correctly	<input checked="" type="checkbox"/>				
Weather Radio Working					
All exits are clear of obstructions	<input checked="" type="checkbox"/>				
Exit lights and lighting working properly	<input checked="" type="checkbox"/>				
Entryways, Hallways, and Stairwell are clear from hazards	<input checked="" type="checkbox"/>				
Eyewash/Showers easy accessed. Cleared and inspected	<input checked="" type="checkbox"/>				
Electrical panels locked	<input checked="" type="checkbox"/>				
Exterior					
Accessibility for emergency agencies	<input checked="" type="checkbox"/>				
Walkways and parking clear of trip and slip hazards	<input checked="" type="checkbox"/>				
Walkway/exits/hydrants clear of snow and ice	<input checked="" type="checkbox"/>				
Comments:					

 Muskego Norway Schools Playground Inspection Form					
Date: <u>12/8/23</u>	Building: <u>Bay Lane</u>	Name: <u>Matt VZ</u>			
Inspection Items	Good	Needs Repair	N/A	Deficiency Noted	Corrective Actions
Surfacing Material					
Adequate amount under and around equipment	<input checked="" type="checkbox"/>				
Play area tripping hazards, cracks, roots, footings or anchors		<input checked="" type="checkbox"/>		<u>Barrier pins missing</u>	<u>rounded stakes Back drop</u>
Rake/level surface material if needed		<input checked="" type="checkbox"/>			<u>RAKED wood chips</u>
General Hazards					
Check for sharp points, corners or edges	<input checked="" type="checkbox"/>				
Check for missing or damage protective caps	<input checked="" type="checkbox"/>				
No potential clothing entanglement hazards (open S-hook or bolts)	<input checked="" type="checkbox"/>				
Check for pinch points, crush or shearing points	<input checked="" type="checkbox"/>				
Deterioration					
Check for rust, rot, cracks or splinters		<input checked="" type="checkbox"/>		<u>small rot on first playground</u>	<u>put metal plate over rot</u>
Check for broken or missing components		<input checked="" type="checkbox"/>		<u>Missing nuts</u>	<u>Waiting to hear back on parts</u>
Check for worn or frayed cables	<input checked="" type="checkbox"/>				
Hardware					
Chains and hangers in good condition	<input checked="" type="checkbox"/>				
No loose fastening devices or worn connections	<input checked="" type="checkbox"/>				
Moving components not worn	<input checked="" type="checkbox"/>				
Drainage					
Proper drainage, no standing water	<input checked="" type="checkbox"/>				
General Up Keeping					
Free of miscellaneous debris or litter	<input checked="" type="checkbox"/>				
Free of graffiti	<input checked="" type="checkbox"/>				

Inspections Sheets

Fire Drill	DATE COMPLETED	TIME	INITIALS	TIME TAKEN TO EVACUATE	OPPORTUNITIES FOR IMPROVEMENT	
AUGUST	8/17/2023		AB			***TEST 911 WHEN YOU CONDUCT FIRE DRILLS
SEPTEMBER	9/17/23	9:30	ab	19.45	First drill with Raptor check in	
OCTOBER	10/3/23	10:15	AB	10.1	Not all locations were entered	
NOVEMBER	11/13/23	9:30 AM	AH	10.3	Manually need to "re-do" to mark students absent after location had been entered.	
DECEMBER	12/12/23	2:50 PM	AB	11.1	Discussed check-in process for students in specials	
JANUARY	1/17/24	8:00 AM	AB	N/A	Staff Training	
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
SAFETY WALK	DATE COMPLETED	INITIALS	CONCERNS	Link to checklist		Link to Safety Walk Inspection Form
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	Inspection Sheet		
NOVEMBER	11/21/23	AB/CK	308/312 door unlock	Inspection Sheet		
DECEMBER	12/19/2023	AB/CK/AK		Inspection Sheet		
JANUARY	1/16/2024	AB/AK		Inspection Sheet		
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
Playground Inspection	DATE COMPLETED	INITIALS	CONCERNS/NOTES	Link to checklist		Link to Playground Inspection Form
JULY	7/20/23	AB		Inspection Sheet		
AUGUST	8/3/2023	AB		Inspection Sheet		
SEPTEMBER	9/8/2023	AB		Inspection Sheet		
OCTOBER	10/5/2023	AB		Inspection Sheet		
NOVEMBER	11/9/2023	AB		Inspection Sheet		
DECEMBER	12/4/23	AB		Inspection Sheet		
JANUARY	1/23/24	AB		Inspection Sheet		
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						

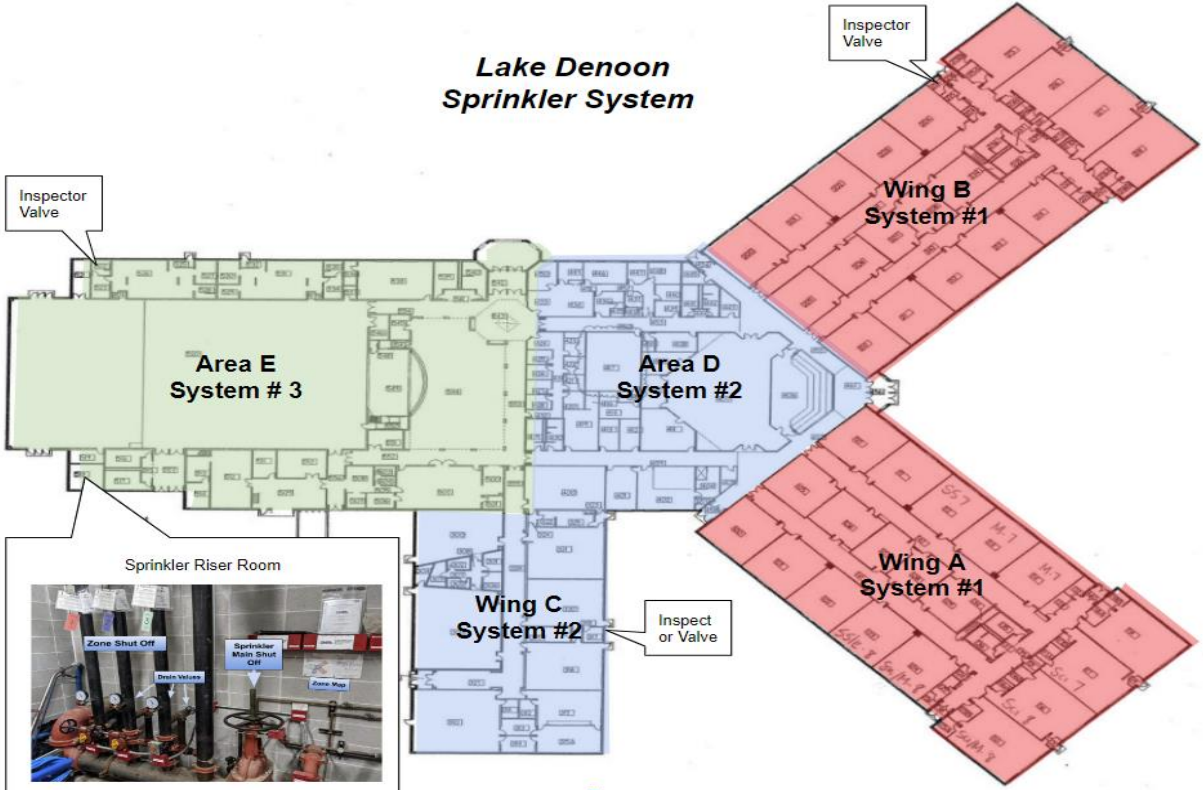
On-Going Safety Tasks			
Task	Target Date	By Who	Inspection Form
Fire Alarm Inspection - LV	August		
Fire Alarm Inspection - MV	August	Cintas	Inspection Sheet
Semi Annual Fire Alarm - HS	February		
Semi-Annual Fire Alarm - HS	February		
Semi Annual Fire Alarm - ML	February		
Semi Annual Fire Alarm - LD	February		
Semi Annual Fire Alarm - MV	February		
Fire Extinguisher Inspection - BL	August	Cintas	Inspection Sheet
Fire Extinguisher Inspection - ESC	August	Cintas	Inspection Sheet
Fire Extinguisher Inspection - HS	August		
Fire Extinguisher Inspection - LV	August		
Fire Extinguisher Inspection - LD	August	Cintas	Inspection Sheet
Fire Extinguisher Inspection - MV	August	Cintas	Inspection Sheet
Fire Extinguishers Inspection - ML	August		
Fire Sprinkler Inspection - HS	August	Cintas	Inspection Sheet
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		Inspection sheet
Semi Annual Sprinkler Inspection - LD	February		
Semi Annual Sprinkler Inspection - MV	February		
Semi Annual Sprinkler Inspection - HS	February		
Semi Annual 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			

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

Custodial Buzz

What's the buzz with the world's best crew!

[Link](#)

District Data/Facilities Use



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



District Building Data Report

December 2023

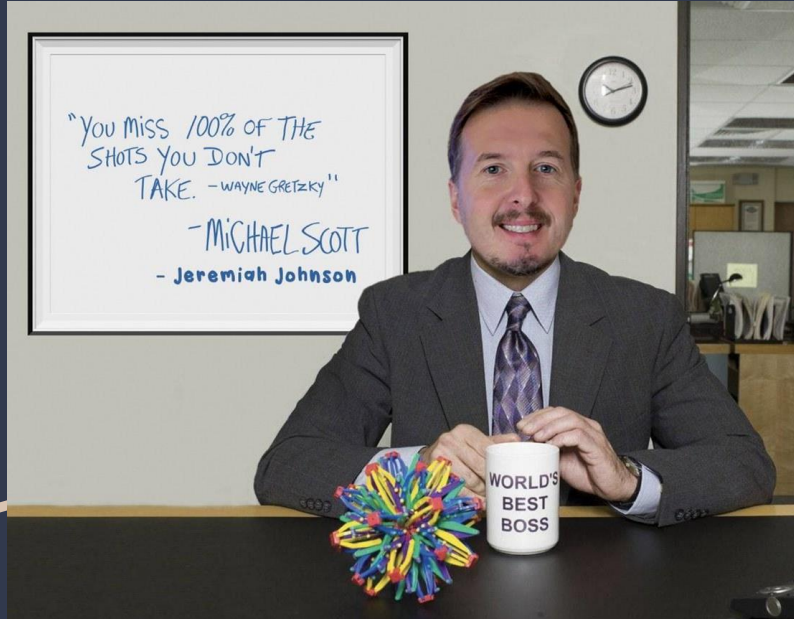


Building Automation/Softwares

- 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

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