

PERFORMING CUSTODIAL STAFFING LEVELS AND ASSESSMENTS

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INTRODUCTION...

Today's Issues:

- Districts facing cuts
- Staff demands increasing
- Building use at lower costs
- Revenues are not keeping pace
- More business orientated
- COVID

Today's Challenges:

- Properly staff facilities to meet district expectations
- Become more efficient and streamlined
- Meeting/establishing acceptable levels of cleanliness
- Determining staffing levels and direct costs
- Managing the work force

Put it to paper:

- What is your mission-
 - Daily or alternate cleaning
- Establish standards with your custodial staff for “the look”
- What does it take to maintain “the look”
- Define the term “clean”
 - Hospital Look: pristine
 - Shiny, No dirty Look: no soil, scuff marks
 - Clean, Satin Look: low gloss, no soil
 - Not a Priority: low gloss, ground in soil.
- Define the term “The Look” for each area...
 - Floors: shiny/matt/yellowed
 - Carpet: new/stained/worn/taped
 - Restrooms: spotless/stocked/odor free/grungy
 - Classrooms: spotless/acceptable/grungy

CUSTODIAL FREQUENCY OF CLEANING

The following minimum cleaning standards are expected for all schools:

CLASSROOMS, RESTROOMS, OFFICES, LOCKER ROOMS, HALLS/STAIRS, ETC...

Daily:

1. Clean glass/mirrors
2. Empty all trash containers/change liners as needed
3. Empty pencil sharpeners
4. Straighten furniture
5. Clean black/white boards and chalk trays (Who cleans them: teachers or custodians?)
6. Restock any paper, soap, hand sanitizing products, etc...
7. Sweep floors (dust mop)
8. Vacuum traffic lanes (some elem. carpets may require daily wall to wall service)
9. Empty female receptacle boxes
10. Sanitize restroom fixtures
11. Mop floors
12. Disinfecting for COVID: Protexus sprayers, classroom bottles/rags, how many times a day



CUSTODIAL FREQUENCY OF CLEANING CONT.

Weekly:

1. Vacuum all carpeted areas (wall to wall)
2. Pick up Recyclables
3. Detail Cleaning, dust furniture, ledges, damp wipe handrails/door knobs, spot clean walls, etc.

Annually:

1. Wash student desks and all classroom furniture
2. Wash walls, clean windows inside and out, clean light fixtures, etc.
3. Clean and service Unit Vents
4. Strip floors as needed and wax tile floors or top scrub and recoat
5. Extract carpets

Semi-Annually:

1. Power wash/kaivac restrooms
2. Deep scrub restroom floors
3. Extract office/library carpets



These are suggestions. Follow your District's expectations.

ESTABLISH A WORK AREA SCHEDULE

- ▶ Determine staffing levels with standardized operations
 - District Wide
- ▶ Indicates approximate schedule times per area
- ▶ Make additional tasks or special instructions if applicable
 - Areas do not include setup/takedowns/breaks
 - Can serve as a guide for substitute custodians
 - Consider rotational cleaning

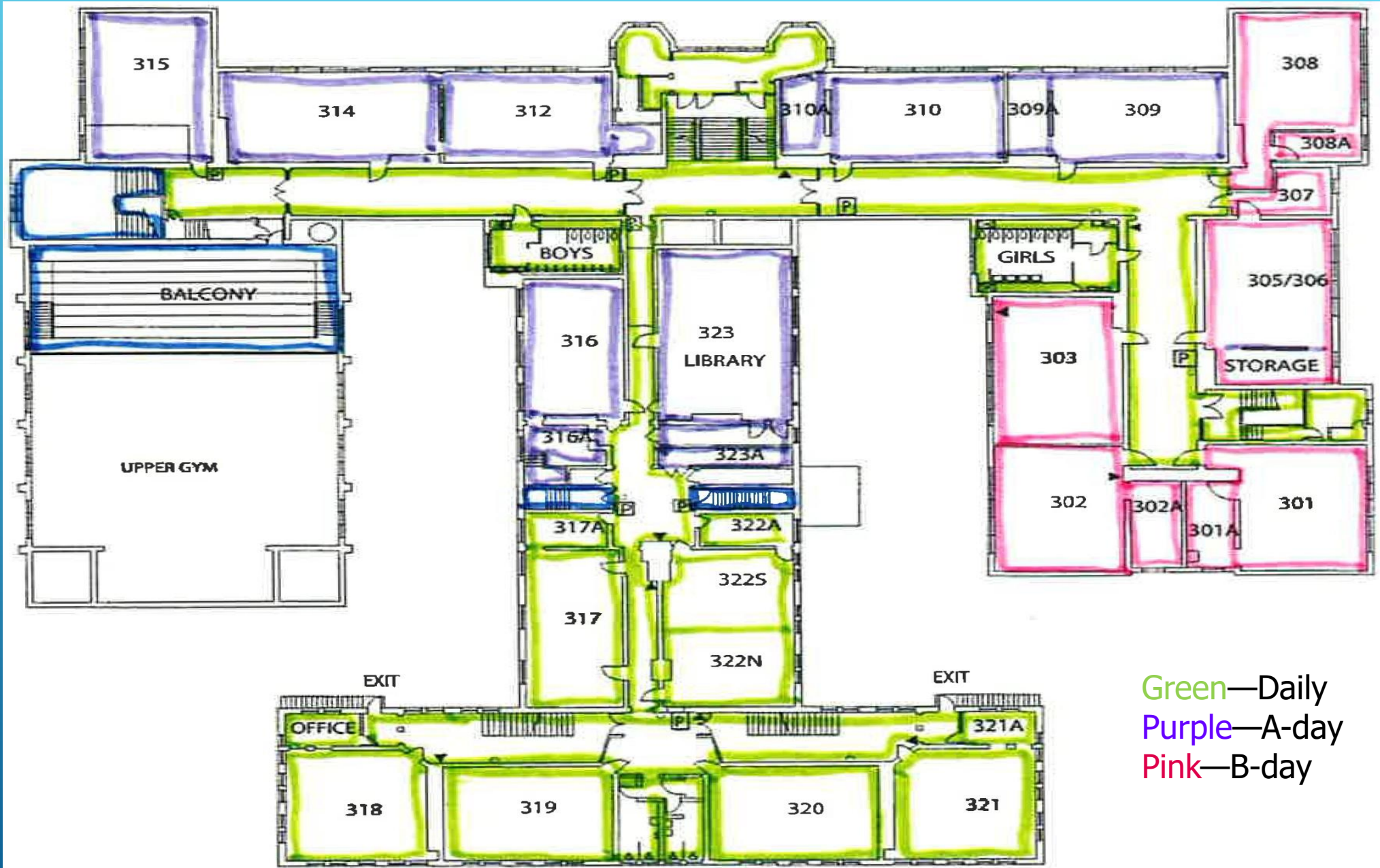
Use data to determine the best cost solutions

NOTE that all facilities **do not** clean the same
Multi story/floor finishes/correct equipment

Work Area Schedule Example 1:

CUSTODIAL WORK AREA SCHEDULE						
SHIFT- 6a.m. - 2:30		SCHOOL-Admin building			AREA-As noted	
TIME	M	T	W	TH	FR	WORK AREA DUTIES
6:00 6:15	X	X	X	X	X	Disarm alarm system in basement. Make rounds. Turn on lights-open doors. Park AV van outside.
6:15 7:45	X	X	X	X	X	Clean bathrooms 103, 135, 138, and womens south hallway restroom. Dry mop/wet mop. Refill paper products. Note: Set meeting rooms up before cleaning bathrooms, if changes are needed.
7:45 9:15	X					Clean main entry. Clean rooms 134A, 134, 136A, 136, 138, 138A, 140, 100, 100A, 102, 102A. Vacuum, dust mop where needed. Clean upper level entrys daily.
7:45 9:15		X				Clean main entry. Clean rooms 104A, 104, 106, 108, 108A, 110, 112, 114, 113, 117, 119, 121A. Vacuum, dust mop where needed. Clean upper level entrys daily.
7:45 9:15			X			Clean main entry. Clean rooms 116A, 116B, 116, 116C, 116D, 118A, 118, 118B, 118C, 120, 122, 122B, 122, 122C, 125. Vacuum, dust mop where needed. Clean upper level entrys daily.
7:45 9:15				X		Clean main entry. Clean rooms 124A, 124B, 124, 126, 128, 127, 127A, 127B, 129, 129A, 130A, 130, 130B, 130C, 132A, 132, 133A, 133. Vacuum, dust mop where needed. Clean upper level entrys daily.
7:45 9:15					X	Clean rooms G104, G106, G108, G110A, G110B, G110C, G110D, G112A, G112C, G112, G112B. Vacuum, dust mop where needed. Clean North and South basement entries. Vacuum hallway G005. Clean lower level receiving area. Clean lower level restrooms-G102, G114 after rooms are done.
9:15 9:45	X	X	X	X	X	Break
9:45 10:45	X	X	X	X	X	Check meeting rooms after break for setup. Deliver mail and ups packages. Dust mop/autoscrub hallways as time allows.
10:45 12:00	X	X	X	X	X	Maintenance/repairs. Bulbs, ballasts, etc. Clean interior areas as needed. Gym, storage areas etc. Detail clean rooms that were on todays cleaning schedule as time allows. Glass, windows, phones, dusting etc. Recycling. Dust mop/autoscrub hallways as time allows. Pick up garbage in lower level offices. Clean lower level restrooms at this time (Mon thru Thurs)
12:00 12:30	X	X	X	X	X	Lunch
12:30 2:30	X	X	X	X	X	Pick up garbage from all 1st floor rooms at this time. Clean lounge area-pickup garbage/vacuum. Check for Parcel delivery-Speedee/Fed Ex etc.Check for meeting room setups. Detail clean rooms that were on todays cleaning schedule as time allows. Glass, windows, phones, dusting etc.
SPECIAL NOTES						
<p>(1). Meeting rooms 137, 101, 138 and 104 are used almost daily. Will need vacuuming daily.</p> <p>(2) In winter time, this person comes in at 4a.m. to shovel snow when needed. Also checks walks daily in winter before leaving for salting/shoveling.</p> <p>(3) Board of Ed meets twice monthly. Setup board rooms during day.</p> <p>(4) Additional duties include-all recycling in the summer/daily.(also during school year if no students available). Run errands to Post Office. Maintain Board of Ed vehicle.A15</p> <p>(5) Monitors parking lot and grounds for garbage etc.</p> <p>(6) First thing on Wednesday and Friday mornings, recycling must be taken from upper level loading dock to south east corner of building under outside camera.</p>						

Alternate Day Cleaning



Green—Daily
Purple—A-day
Pink—B-day

TRANSITION TO THE

“HOW TO”

PERFORM CUSTODIAL ASSESSMENTS



Remember slide 2.... Today's Issues & Today's Challenges

Assessments will help you:

Determine proper custodial staffing levels

Determine best types of staffing such as

Full time, Part time,

Full time school year, Part time school year

Don't forget...part time can be **4, 5** or **6** hours or any combination there of

Important to differentiate between your “**service**” custodians (daytime staff) and your “**production**” custodians (night time staff)

Why, How and Where to start assessments:

Why: Because areas seem unfair,
Someone thinks staffing is wrong,
This process helps support your
staffing needs.



How: You will need **UPDATED** maps of your schools

Where to start: You will need to interview
your staff for current accurate areas.

At this time,
DO NOT DEBATE these times.

CLEANING GUIDELINES: Classrooms and Offices, Restrooms/Locker Rooms, Halls/Entrances, Shop Areas

TASKS: Classrooms	DAILY	AS NEEDED
Empty waste baskets	X	
Empty pencil sharpeners	X	
Sweep floors (dust mop)	X	
Vacuum carpets	X	
Close and lock windows	X	
Close and lock doors	X	
Wash chalkboard/whiteboard		X
Spot clean floors (wet mop)		X
Clean and sanitize dispensers	X	
Clean and sanitize sinks/fountains	X	
Spot clean glass	X	
Spot clean walls/door frames		X
Clean/arrange furniture	X	
Change/report burned out lights		X

TASK: Restrooms/Locker Rooms
Empty waste baskets
Empty sanitary napkin receptacles
Clean and sanitize toilets
Clean and sanitize sinks
Clean and sanitize urinals
Clean and sanitize floors (wet mop)
Clean and sanitize dispensers
Clean and sanitize showers
Clean glass/mirrors
Restock paper products
Restock hand soap
Spot clean walls
Spot clean/dust lockers
Spot clean partitions
Change/report burned out lights

TASKS: Halls/Outside Grounds
Empty waste baskets
Sweep floors (dust mop)
Vacuum mats/runners
Clean and sanitize sinks/fountains
Spot clean glass
Scrub floors (auto scrubber)
Spot clean walls/locker fronts
Change/report burned out lights
Clean corners and edges
Burnish floors
EXTERIOR OF BUILDING
Clean entrances
Clean/pick up grounds

Daily = All school days

As Needed = When used and/or requires cleaning

Carpet stains must be removed or reported immediately

GRAFFITI MUST BE REMOVED IMMEDIATELY

Staff Required for Adequate Cleaning Level



Cleanliness Level	Minimum Area *	Maximum Area *
Spotless Cleaning	10,000	11,000
Intensive Cleaning	18,000	20,000
Cleaning to ensure health & comfort for building users	28,000	31,000
Cleaning not generally acceptable for school environments	45,000	50,000
Cleaning considered unhealthy	85,000	90,000

* Measured in square feet

Remember: Primary and secondary building square footage per area will vary due to the needs at each learning level.

**** Primary Levels** will have higher cleaning times than secondary levels.

Gathering the Data



Employees: The Supervisor will provide each employee with a spread sheet OR building map to log the room numbers and cleaning times.

Supervisors: Will use the spread sheets to record the following data:

- each room number
- physically measure each room
- the estimated amount of cleaning time
- list any notes in the comments section (example: # of sinks, carpet, unusual items)



Employee Worksheet:

School Name: K-Tec East				Employee: Dale
	Room Number <u>and</u> what the room is	Clean Daily	Emp Time	Comments
1	SE hall	x	38 min	2 bubblers, 4 door carpets
2	So. hall	x	29 min	2 door carpets
3	NE hall	x	38 min	2 bubblers, 4 door runners
4	Main hall stairs	x	15 min	Double wide staircase
5	South hall stairs	x	10 min	Typical stair case
6	Rm 12 Kindergarten	x	38 min	1 sink, carpet, 2 restrooms
7	Restroom	x	5 min	1 sink, 1 toilet
8	Restroom	x	8 min	1 sink, 1 toilet, 1 urinal
9	Main office complex		26 min	Includes principal office, conf. rm., carpet
10	Restroom	x	5 min	1 sink, 1 toilet
11	Work Room	x	6 min	
12	Library complex	x	42 min	All carpet
13	Librarian's office	x	6 min	All carpet
14	AV office	x	3 min	tile
15				

REMEMBER....DO NOT DEBATE
these times AT THIS MOMENT!!

- Please list each hall with its own time.
- Please list each staircase with its own time.
- Please list restrooms within classrooms separate.
- If you combine all offices within a room time, please note that as I do them separately.
Example: Library, Main Office, etc...

Recommended Cleaning Times

Hard Floors	Carpet	Gym/Hallway	Auto Scrubber	Damp Mop	Glass Cleaning	Blackboards	Bathrooms	Lunch Tables
(sq. footage)	(sq. footage)	(sq. footage)	(sq. footage)	(sq. footage)	(sq. footage)	(no. of bds.)	(no. of fixtures)	(no. of tables)
11min/1000	23min/1000	2min/1000	8min/1000	11min/1000	1min/50	2.5min/bd	3min/fixture	2min/table

Example: S.E. Hall—2500sq. Ft. / 1000 * 2 min = 5 min sweeping + bubbler(s)
(5 min to sweep + 6 min for bubblers = 11 min)

Example: S.E. Hall—2500sq. Ft. / 1000 * 8 min = 20 min scrubbing
(20 min + 11 min = 31 min total)

Example: CR—1120sq. Ft. / 1000 * 11 min = 12 minutes + sinks, boards, etc
(11 min sweeping + 2 min [20% damp mop] + 3 min sink + 1 min [2 boards, 5 min / 5 days] = 17 min)

Example: RR--10 fixtures * 3 min ea = 30 min cleaning



School: K-Tec Time Study Worksheet

Room #	Room Type	Room Square Feet	Hardwood/Tile Floors		Carpet(s)		Hallway/Gym		Auto Scrubber		Damp Mop*		Glass Cleaning*		Lunch Tables		Wh/BI boards		Restroom(s)		Water Fountain		Sink(s)		Total Time
			11 min./1000 sq. ft.		23 min./1000 sq. ft.		2 mins./1000 sq. ft.		8 min./1000 sq. ft.		11 min./1000 sq. ft.		20 min./1000 sq. ft.		Tables x 2 min		2.5 min/blackboard		3 mins. per fixture		3 mins. per fixture		3 mins. per fixture		
			DAILY		DAILY		DAILY		DAILY		DAILY		DAILY		DAILY		DAILY	DAILY	DAILY	DAILY	DAILY		DAILY		
			Sq. Ft	Minutes	Sq. Ft	Minutes	Sq. Ft	Minutes	Sq. Ft	Minutes	Sq. Ft	Minutes	Sq. Ft	Minutes	Sq. Ft	Minutes	Tables	Minutes	Boards	Minutes	#	Minutes	#	Minutes	#
EXAMPLES	Hallway	2500		0.00		0.00	2500	5.00	2500	20	0	0.00		0.00		0.00		0.00		0		0		0	25.00
	C/R	850	850	9.34		0.00		0.00	0	0	170	1.87		0.00		0.00		0.00		0		0		0	11.21
	C/R	1200	950	10.44	250	5.68		0.00	0	0	190	2.09		0.00		0.00		0.00		0		0		0	18.21
	Restroom	245		0.00		0.00		0.00	0	0	0	0.00	2	0.04		0.00		0.00	5	15		0	3	9	24.04
	Cafeteria	2376		0.00		0.00	2376	4.75	2376	19	0	0.00	12	0.24	12	24.00		0.00		0		0		0	48.00
H1W	Women's restroom	176		0.00		0.00		0.00	0	0	0	0.00	3	0.06		0.00		0.00	4	12		0	3	9	21.06
14	Math room	701	701	7.70		0.00		0.00	0	0	140.2	1.54		0.00		0.00	1	0.50		0		0		0	9.74
16	Staff lounge	529	529	5.81		0.00		0.00	0	0	105.8	1.16		0.00		0.00		0.00		0		0	2	6	12.98
17	Art room	734	734	8.07		0.00		0.00	0	0	146.8	1.61	15	0.30		0.00	1	0.50		0		0	2	6	16.48
S4	Stairs H2-basement (7 steps)	400	400	4.40	15	0.34		0.00	0	0	80	0.88		0.00		0.00		0.00		0		0		0	5.62
9	Gym	2409		0.00		0.00	2409	4.82	2409	19	0	0.00	4	0.08		0.00		0.00		0	2	6		0	30.17
				0.00		0.00		0.00	0	0	0	0.00		0.00		0.00		0.00		0		0		0	0.00
				0.00		0.00		0.00	0	0	0	0.00		0.00		0.00		0.00		0		0		0	0.00

Total cleaning square footage		37,647													16		20		33		6		20		
													*20% of total sq. footage of floor and glass												
																							Minutes	744	
*Times w/auto scrubber are more due to damp mop being figured at only 20% of the room.																							Hours	12h24m	
DISINFECTING CLASSROOMS....																									
For a traditional 30 desk classroom: Spray and wipe approx. 30 min																									
Clorox 360 approx 5 minutes																									
Protexus Electrostatic Gun approx 5 min																									
Oxivir Wipes approx 15 minutes																									
Revised: May 2016																									

Average Time Worksheet... Seems like you're duplicating data entry

K-Tec East										
	Room Number and what the room is	Length	Width	Square Feet	Cleaned Daily	Employee Time	Supervisor's Time	Spread Sheet Time	Average Time	Comments
1	H1W	23.5	7.5	176.25	x	12	15	21	17	7 fix, 1 mirror
2	Room 14	30.5	23	701.5	x	6	10	9	10	
3	Room 16 Lounge	23	23	529	x	10	12	13	12	2 sinks
4	Room 20 Kiln/storage	15	5	75	x	1	1	1	1	
5	Room 17 Art	8.5	3	25.5	x	12	20	16	19	2 sinks
6		29	23.5	681.5	x				0	door glass
7		6	4.5	27	x				0	
8	S4 (H2 - H1)	10	5	50	x	9	5	2	4	glass/carpet
9	Room 19 Phy Ed Office	10	4	40	x	5	1	1	1	
10	Room 15 SS/Lang Arts	23	29	667	x	8	12	9	11	glass
11	S3 (H2 - H1)	5.5	4.5	24.75	x	9	5	2	4	glass, 7 steps
12		3.5	4.5	15.75	x				0	
13	S2 (H2 - H1)	5.5	4.5	24.75	x	4	5	2	4	7 steps

Everyone's Time Averaged

70	Room 211	38.5	22.5	866.25	x	12	15	15	15	1 fix, glass
71	S4 (H3-H2)	14	10	140	x	5	10	2	7	20 steps
72	Room 210	39	22	858	x	12	15	15	15	1 fix, glass
73	Room 208	39	22	858	x	12	15	15	15	1 fix, glass
74	H3W	24	8	192	x	7	15	21	17	7 fix, glass
75	Room 212	24.5	12	294	x	3	5	4	5	glass
76	Room 206 (comp lab)	22	39	858	x	12	18	23	20	CARP, gl, 1 fix
77	H3M	23	8	184	x	8	20	27	22	9 fix, glass
78	Room 204	39	21	819	x	15	20	15	18	glass, fix
79	Room 202	39.5	22	869	x	12	12	6	10	1 fix, gl, carp
80	S1 (H3-H2)	14	10	140	x	5	5	3	4	20 steps
81	H3	13.5	200	2700	x	10	35	25	32	2 fix, gl
82				0	x				0	
83				0	x				0	
84				0	x				0	
				Total Minutes		605	806	744	718	
				Total Hours		10h5m	13h26m	12h24m	11h58m	
										Mar-16

What it takes to clean daily

K-Tec East Building Information Work Sheet

Starting time (M –TH)	8am	Ending time	3pm
Starting time-Fri	8am	Ending time (early release)	2pm

HC— (5am-1:30p)			Total clean time: 150 mins prior to start of school
FT Cust— (1:30p-9:30p)	Loses 90 min due to his start time/school end time	Loses 40 min clean time: lunch/break	Total clean time: 350 min clean time (5hr 50min)
PT Cust— (3p-9p)	Loses 5 min due to school end time (students clear area)	Loses 20 min clean time: lunch/break	Total clean time: 335 min clean time (5hr 35min)

Questions:

- * What can be cleaned **after** the start of school?
(areas not high in demand: offices, custodial areas, etc...)
- * Can anything get done on an **as needed** basis?
(an area that doesn't get used every day: music room, stage, etc...)

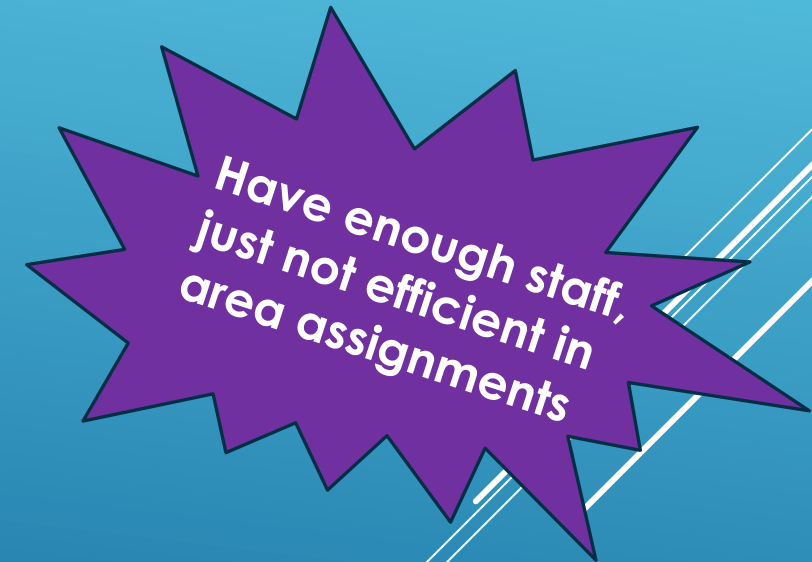
The way the building is staffed right now:

150 clean minutes for HC (prior to start of school)

350 clean minutes for FT Cust (due to start time/breaks/school released)

335 clean minutes for PT Cust (start time/break)

835 total clean minutes (13hrs 55min)



Determine amount of Ambush time per employee

Examples of Ambush time:

- Open building
 - Set ups
 - Boiler/Pool/Cooler
 - Breakfast program
 - Outside trash pick up
 - Accept deliveries
 - Secure building
 - Take downs
 - Maintenance
 - Snow removal
 - Assist rental groups
 - Daily customer service, day and night
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

Observations & Things to Remember

Not all facilities clean the same:

- Multi-story buildings
- Elementary -vs- High Schools
- Floor Surfaces
- Gain productivity with proper equipment
- Building usage could affect staffing and/or cleaning areas
- Use data to determine building finishes

Staff all new and existing facilities according to the following:

- Standard cleaning times
- Cleaning standard square footage (slide 23)
- Areas **ARE NOT** staffed per student population. (population changes, square footage does not)
- Use data to determine most efficient staffing levels

Identify right sized equipment



Scrub path: 26-34"
Solution/Rec. Tank: 35 gal
Run time: 7 hours
Coverage: 35,500 sq ft/hr



Scrub path: 17-28"
Solution/Rec. Tank: 17 gal
Run time: 3.5 hours
Coverage: 25,543 sq ft/hr

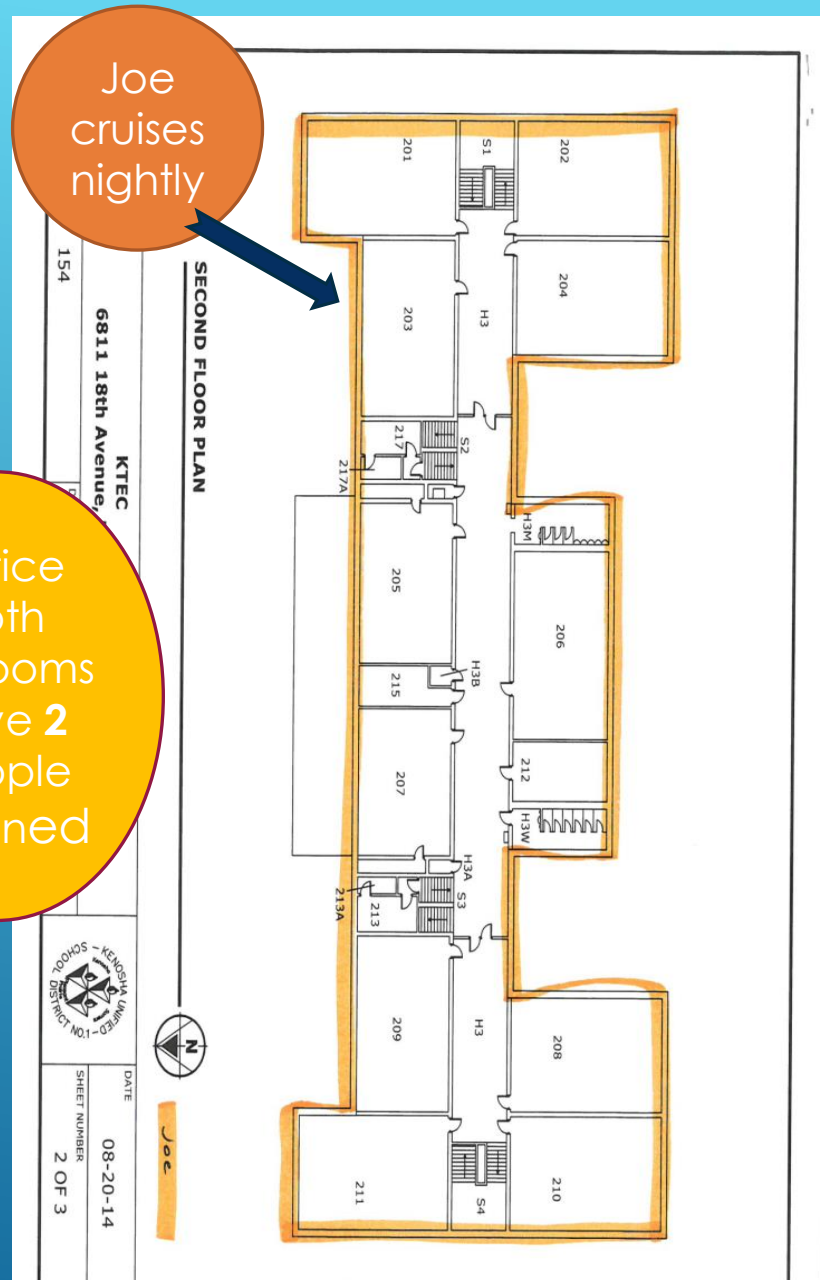
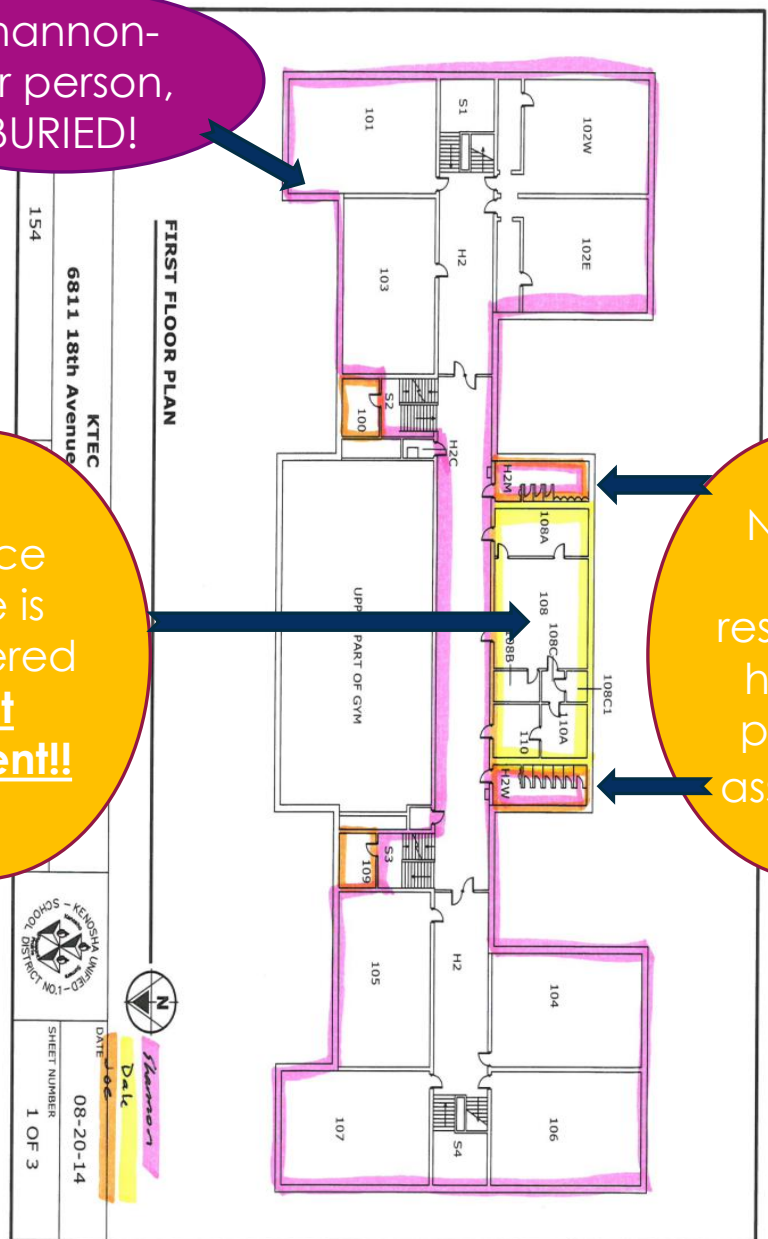
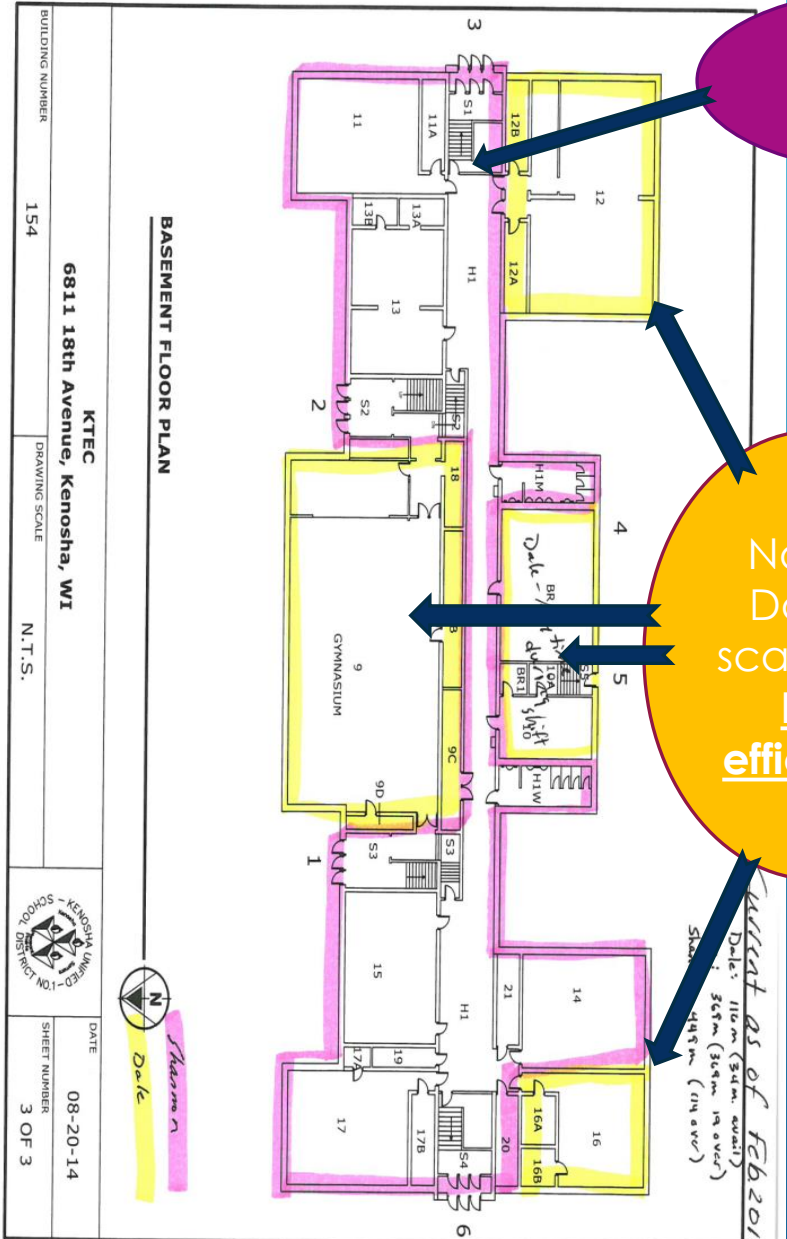


Results of K-Tec East Assessment

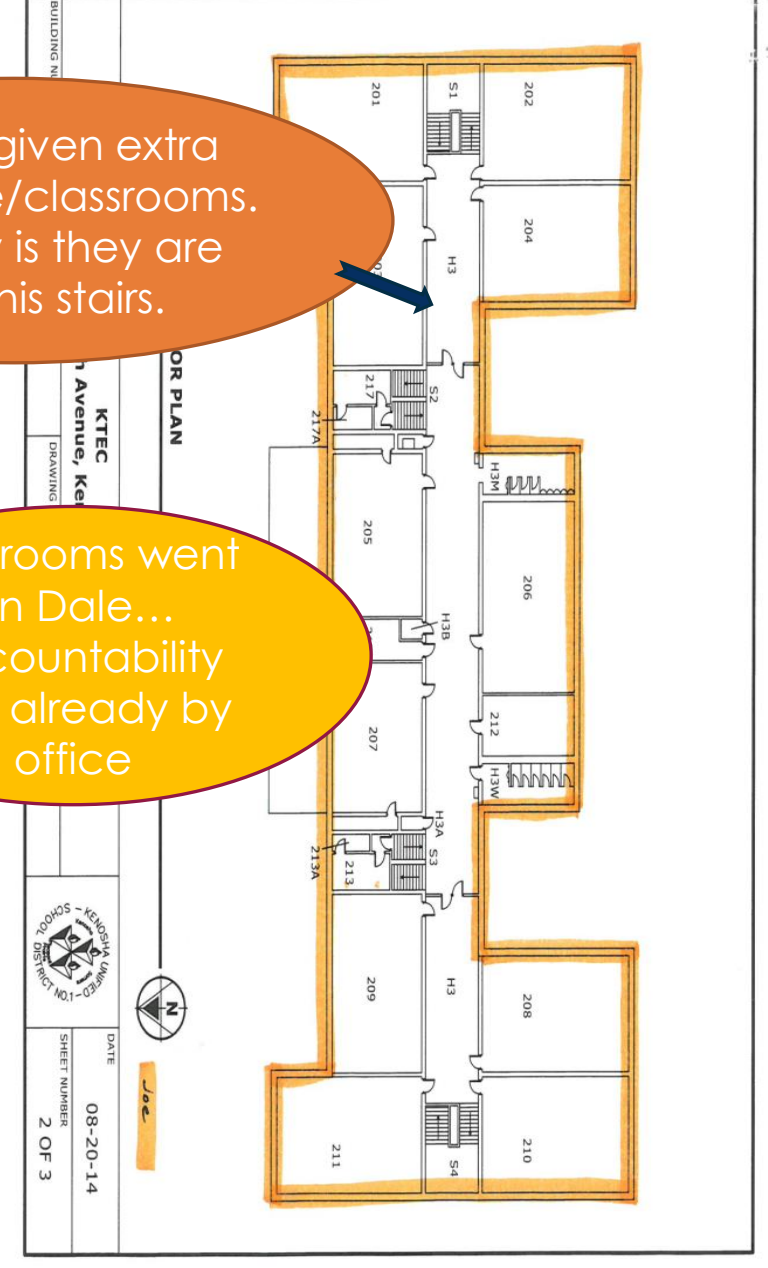
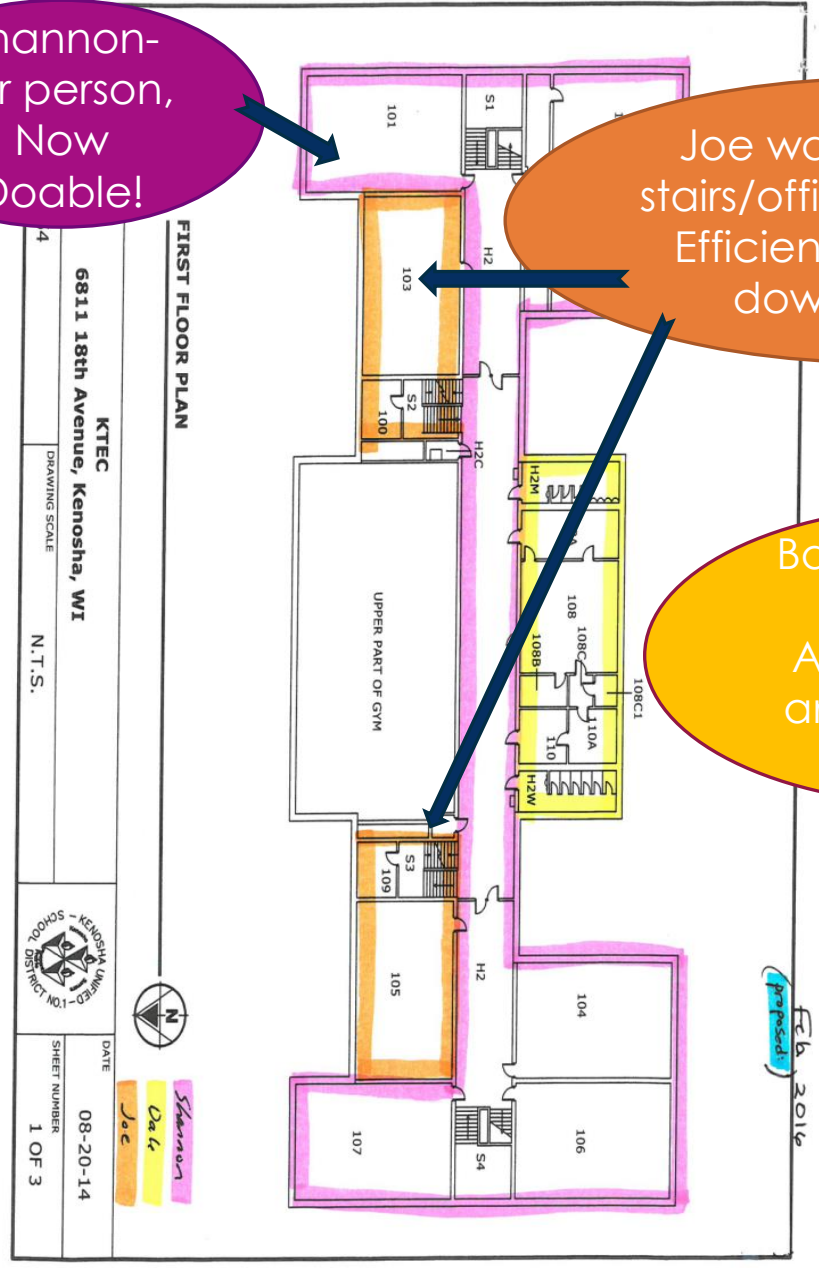
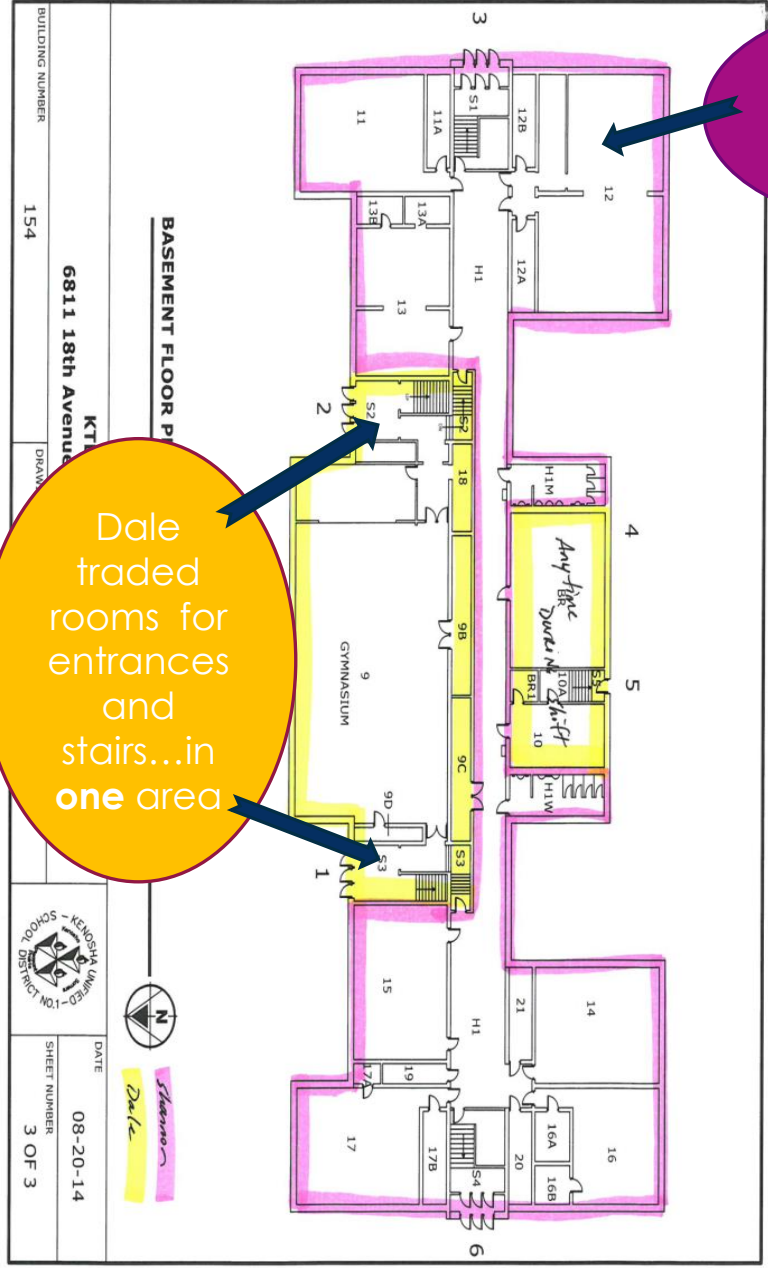
- K-Tec East **total** square footage: 43,390 sq. ft.
- Total **daily** square footage to be **cleaned**: 37,647 sq. ft.
- Total **average** daily times to clean daily:
835 minutes--13 hours 55 minutes
(without ambush time)
- **Staffing**: 2 full time (one each shift)
1 part time (6 hours 3pm-9pm)
- Times **do not** include cleaning mechanical rooms, data rooms
or custodial common areas.



K-Tec Original cleaning areas



K-Tec New cleaning areas



References

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Grounds Department-Charlie Kramer

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QUESTIONS?

