Measuring What Matters: How to Identify & Communicate Success

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John Stangler Director of Buildings & Grounds Pewaukee School District

March 8, 2023

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

BEST PRACTICES FOR SCHOOL DISTRICT FACILITIES AND MAINTENANCE

July 2015



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.



Mission DRIVEN

building

management

At Under Armour, Brendan Robinson is building a high-performance facilities team with data and two-way trust

Brendan Robinson, director of facilities and operations, corporate real estate, Under Armou LEDs FOR RETROFIT Beyond sustainability

How facilities aid patient well-being

Emergency communications

> **B** ways to crash a data center

> > ProFM: New credentia



TRADITION

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

That's the Way We've Always Done It

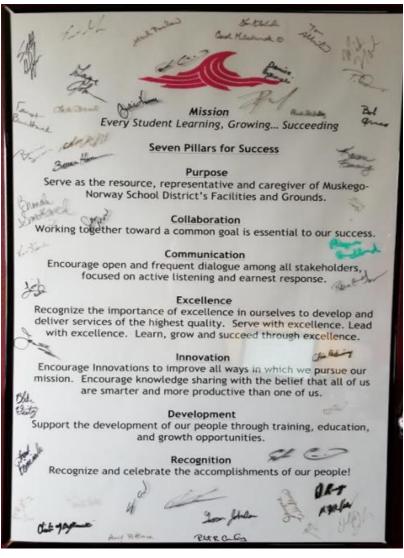
The definition of insanity is changing nothing and then pretending something *will* change. Or worse, changing nothing and pretending things *have* changed. If we don't change anything, we shouldn't be surprised if we get the same results. Don't expect to see a change if you don't make one. If you want 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
- Get in front of the BOE at least once a year on improvements



School Profile



Day Custodian Responsibilities

- Cleaning area: 46,000 Sq Ft	E B	- Customer Service
- Cafe duty (11am-1pm)	128 127 128 138 127 148 147 11 151 153 155	- Open up School
- Hall Cleaning (8:00am/1:30pm)	120 128 128 128 128 11 1 142 1条 152 14 151 Choir - 107 108	- Eye Wash/Shower PM
- Clean Up Calls	112 Act Art Trech Ed 11 100 100	- Setups
- Summer Restoration	Time Coloneria Coloneria	- Grounds Litter/Trash Removal
- Deliveries	Children	- Lead when Supervisor is Absent
- Fire Extinguishers Maintenance	TITIS	- Snow Removal

Night Custodian Responsibilities

		ingin oust	toulan hesp	onoiointico	75			
- Cleaning Area	- Event Setup/Te	reardown		- Maintenance/W	Vork Orders	- Customer Servi	ice for Events	
- Emergencies	- Snow Remova	al	1	- Building Lockup	ρ	- Summer Restor	ration	
MUSKEGO LAKES UPPER	MUSKEGO LAKES LO	WER	2nd shift staffing	MUSKEGO LAKES UPPH	ER	MUSKEGO LAKES UP	PER	
27,986 sq ft (8 Hour)	31,718 sc	sq ft (8 Hour)		18,353 sq f	ft (5.5 Hour)	8,798 sq	ft (3 Hour)	
Total Sq footage	114,026 sq ft		Staffing		Total Acres		31.83 acres	
APPA Cleaning Staffing Standards (Level #2)	54.4 hours a day	Total Opera	ations Budget	t \$281,700	ADDA Grounde	s Care/Cleaning el #5)	10.4 hours	

Current Staffing 32 hours Current Staffing

		,								
	Work O	rders		(h)		Energy Consumption				
	Total Savings (2022-23)	29,382.78			2	2021 (690,459kW)	\$115,423.00			
WORK ORDER	Avg work order cost savings	\$22.16		r ₹	2	2022 (624,988kW)	\$106,858.00			
	Avg work order time	1.25 hrs				Annual Savings	\$8,565.00			
				SURVEY	\sim		esults - Overall all 8 questions"			
	After School	Activities		SURVER		2019	4.63/5			
				4		2022	4.62/5			
	Avg per year	5,820.04 hrs			>		Results "School vell maintained"			
	Tatal since 2010	17 460 44				2019	4.66/5			
	Total since 2019	17,460.14				2022	4.67/5			
Energystar Facility	6 Certified: After	r School Safety	1 Certified Fac	ility Manager	1 Certified Sat	ety Coordinator				
ENERGY STAR	STREES SPOT	T. Lante	E		Wisconsin School Suffery C	SCA condition				

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

Tiered Metrics

<u>Tier One</u> Work orders – routine & scheduled Energy Management Budget Employee Engagement Staffing Safety/Security <u>Tier Two</u> 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

highlevel

Stakeholder Satisfaction – Voice of The Customer

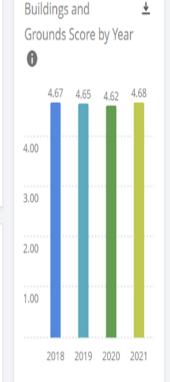
- ≻Studer
- >Annual or district satisfaction surveys
- >Work orders routine & scheduled
- Safety & cleanliness questions
- ► Do you track & follow results?

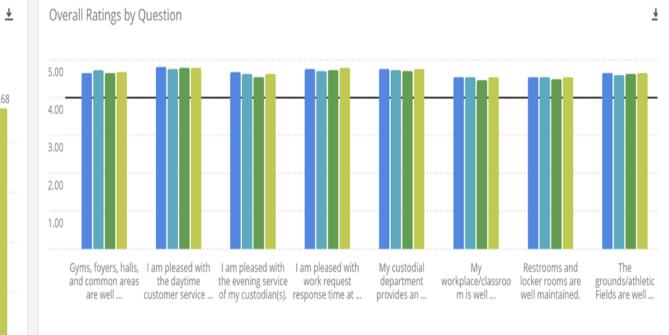
All Staff Satisfaction Survey

Buildings and T 1 Grounds Score - 2021

4.68

Buildings and Grounds Score Change 2020 to 2021 1 0.06





🛢 2018 🛢 2019 🛢 2020 📕 2021 🖌 Constant

District Services Satisfaction Survey

Average Rating 5.0 4.5 4.0 3.5 3.0 Average 2.5 Rating 2.0 1.5 1.0 0.5 0.0 Accessibility Attitude Timeliness Accuracy Operations Eall 2014 4.7 4.6 4.5 4.7 4.4 Winter 2015 4.5 4.7 4.6 4.6 4.6 Spring 2015 4.5 4.6 4.4 4.4 4.4 Fall 2015 4.3 4.5 4.3 4.1 3.9 Winter 2016 4.7 4.7 4.5 4.3 4.3 Spring 2016 4.6 4.5 4.4 4.3 4.2

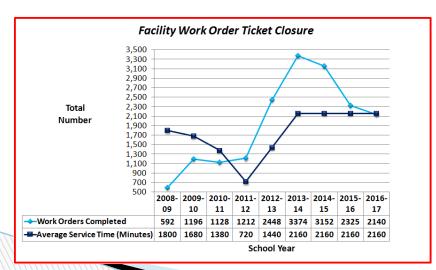
District Services Survey with Secretaries: Buildings & Grounds

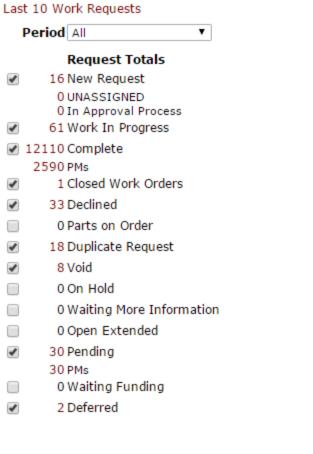
Employee Engagement

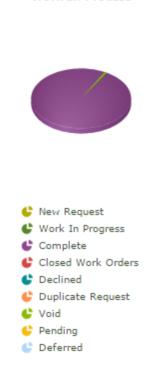
My admin. team provides me good processes and resourses to do my job	4.29	4.39
My admin. team provides feedback on my strengths as an employee	3.93	4.22
My admin. team led staff meetings make efficient use of time and are productive	3.86	4.33
My admin. team recognizes good performance	4.07	4.33
My admin. 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

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

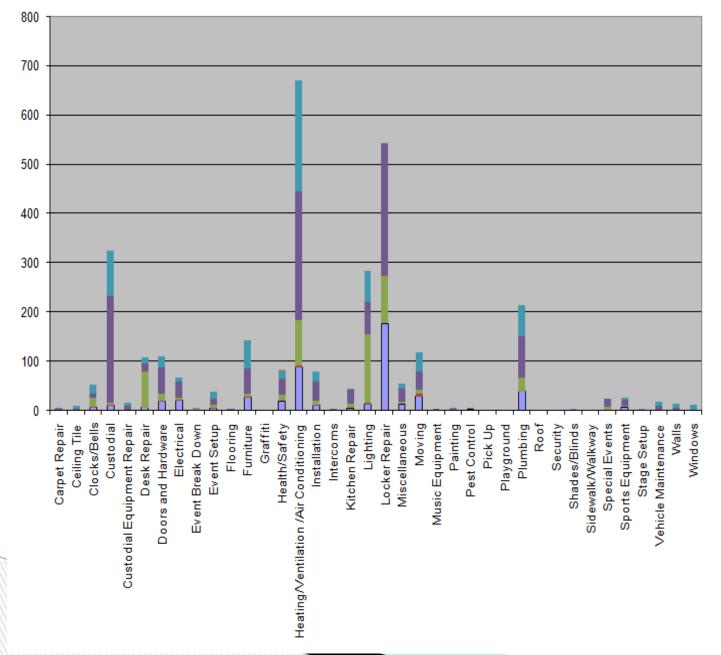






Work In Process

Work Orders By Craft 14-15

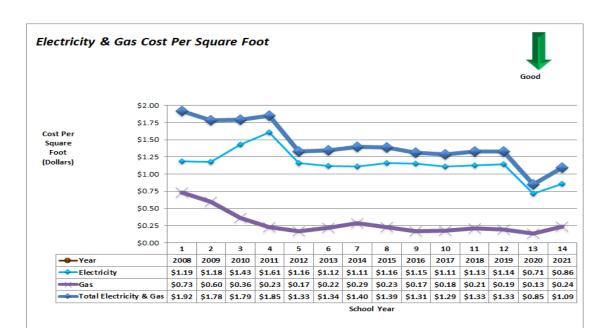




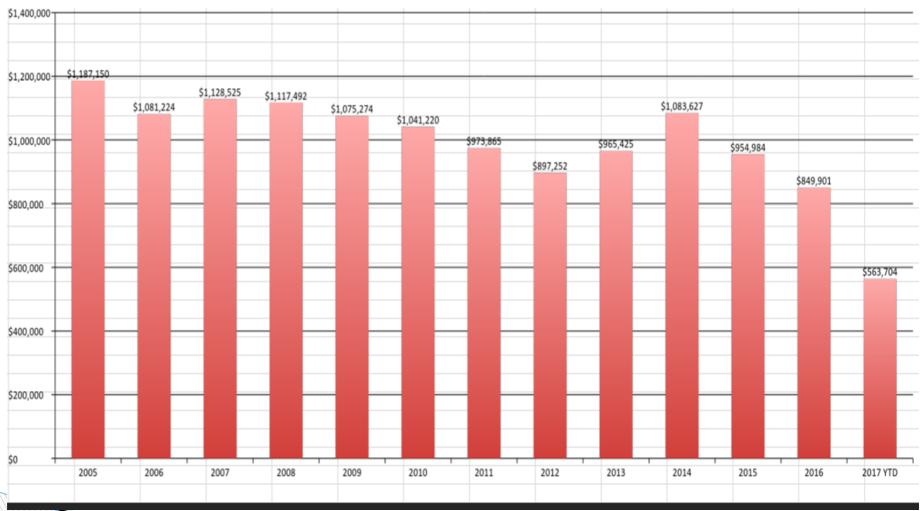
Energy Management

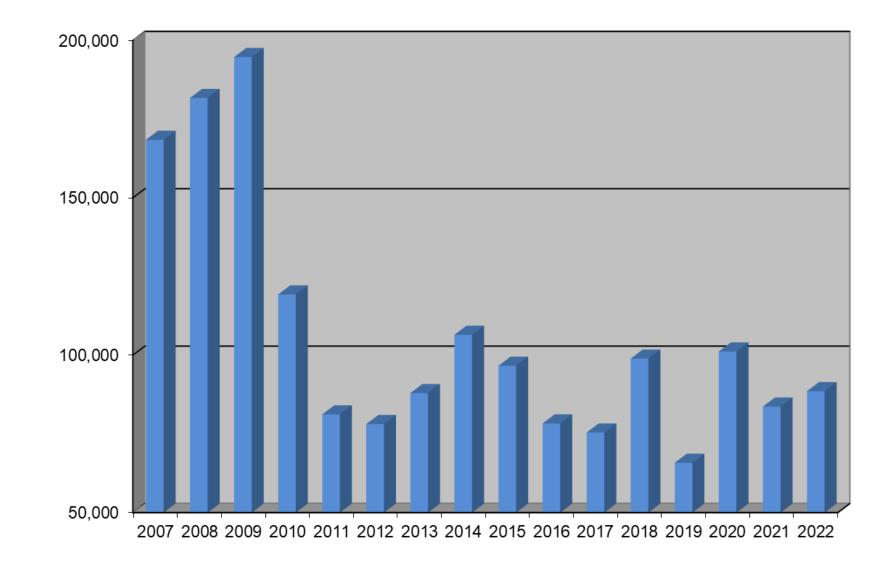
Cost Per Sq ft Usage by building kWh On Peak/Off Peak Avoidance

- Energy Star Ratings
- Energy Star award
- Green Ribbon



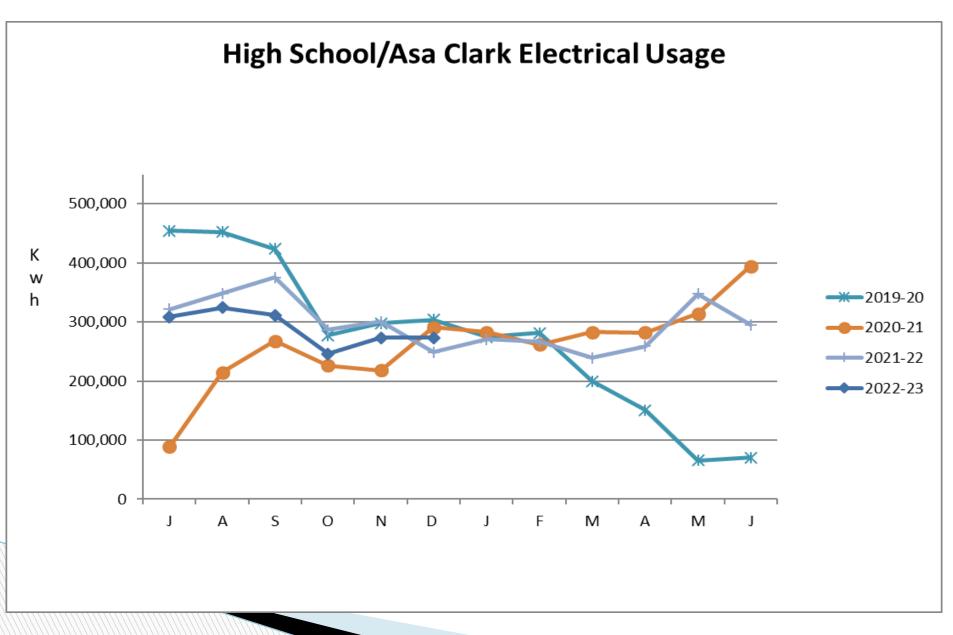
Energy Management (LED)



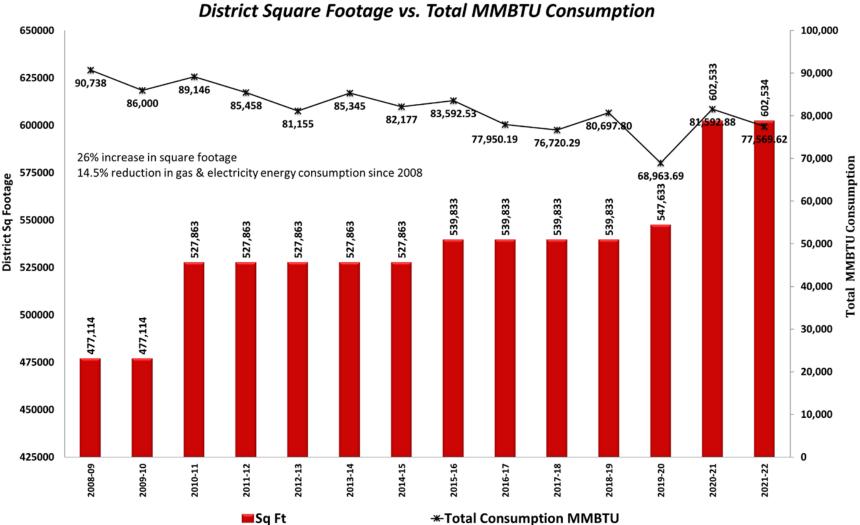


Pewaukee High School and Middle School Gas Usage - 2007 thru 2022

Energy Management

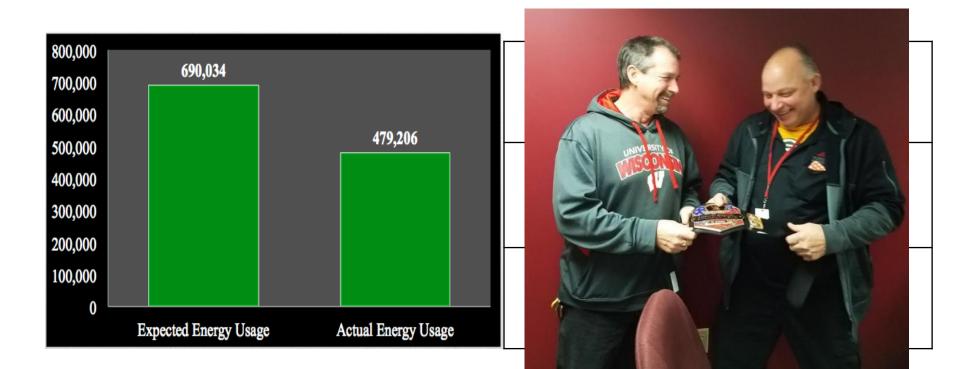


Energy Management



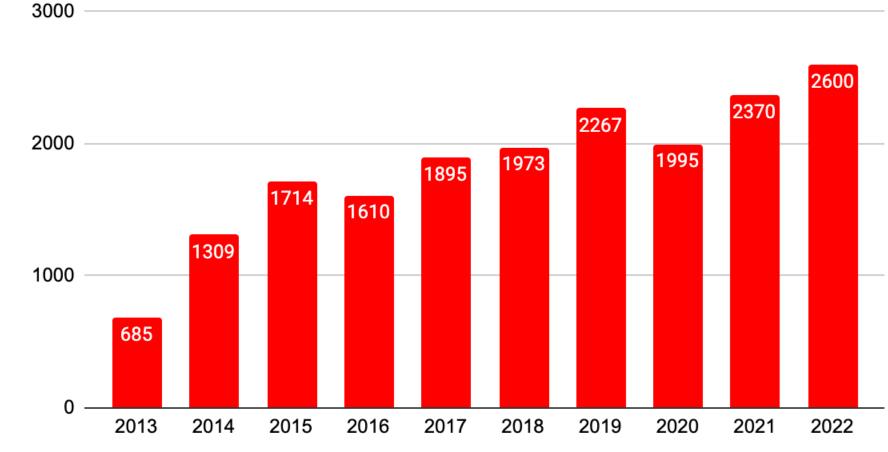
Sq Ft

Energy Reports & Shared Goal Setting



Summer School

Number of Student Participants by Year



Year

Number of students

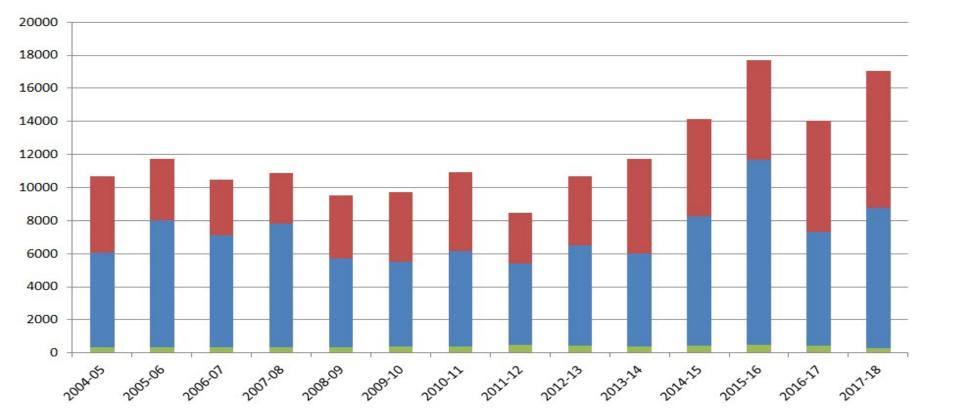
Facilities Scheduling

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

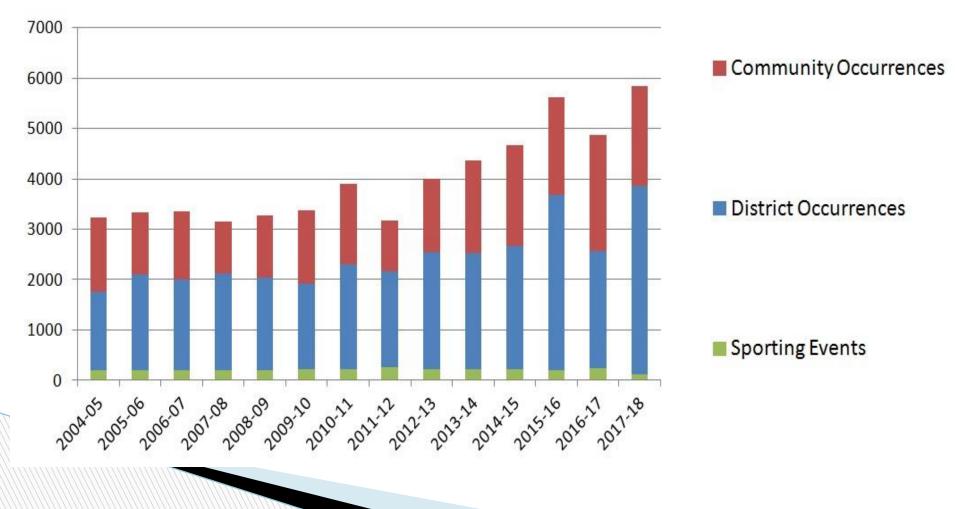
Community Hours

District Hours

Sporting Event Hours



Scheduled Events By Year



Safety Program

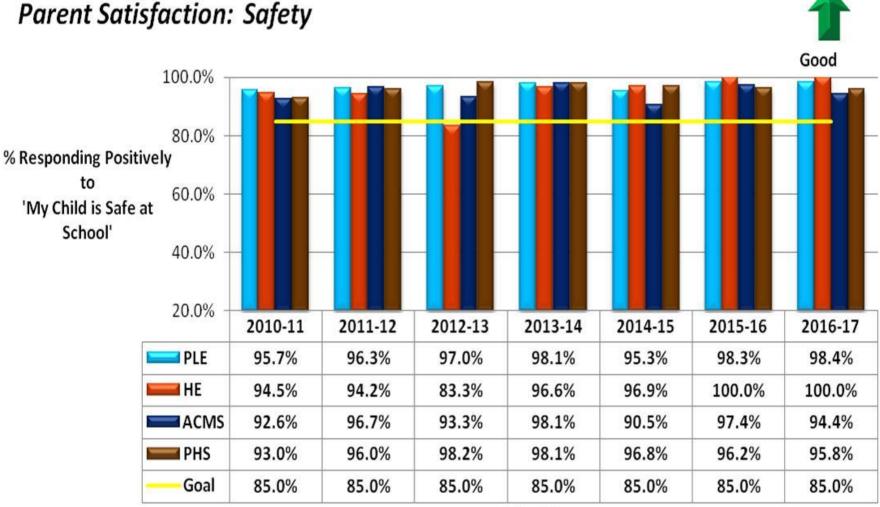
			-																		-				
WORKER'S COMPENSATION								N					WORKER'S COMPENSATION												
INJURY DATA													INJURY DATA												
TOTAL INJURIES												LOSS TIME													
MONTH	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	TOTAL BY MONTH	MONTH	2011	2012	2013	2014	2015	2016	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
Мау	0	5	5	2	4	5	2	9	4	1	7	44	Мау	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

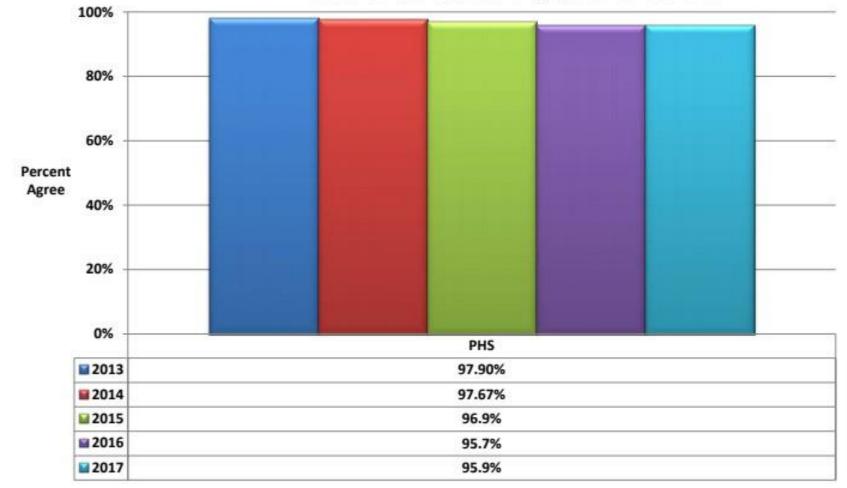


School Year

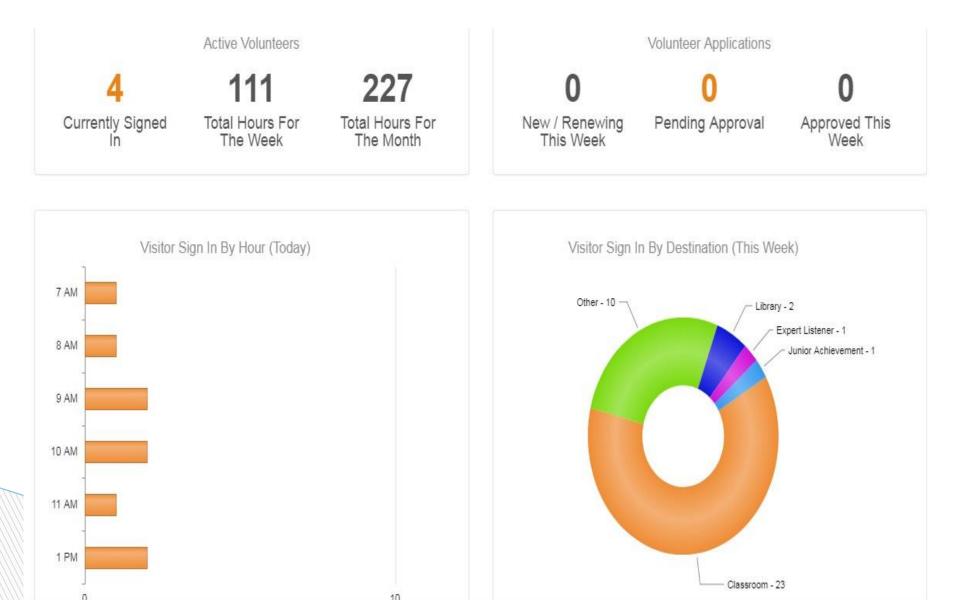
Safety & Security

After School Safety

Students: I feel safe attending after school activities

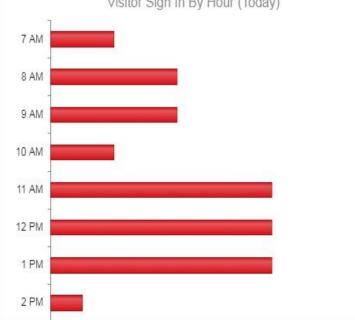


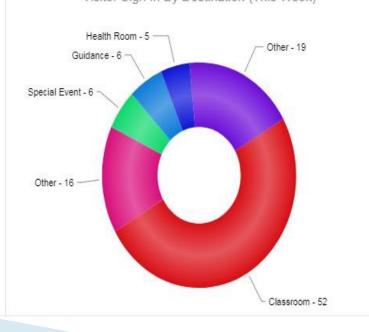
Visitor Management



Visitor Management

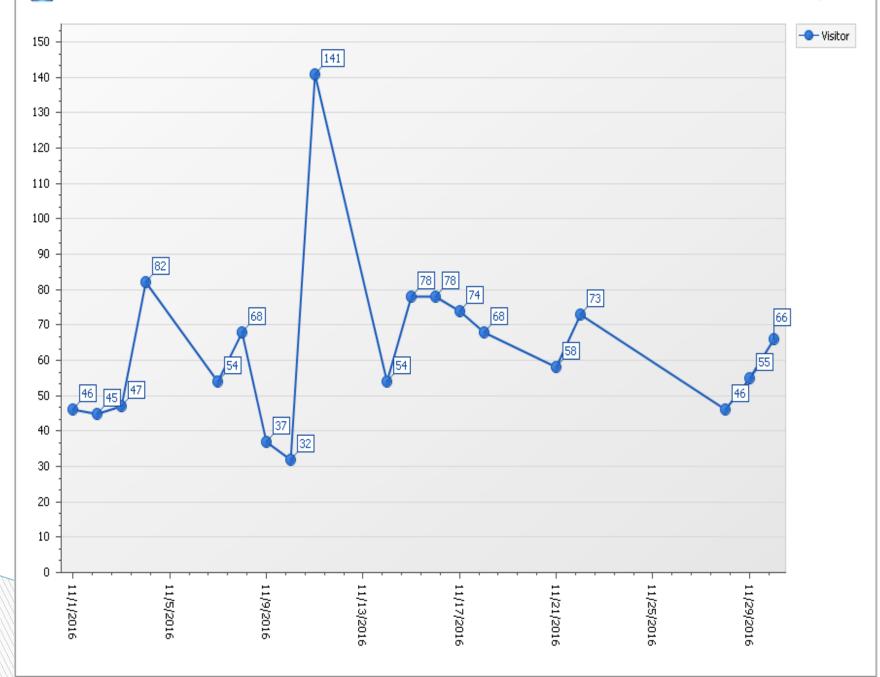




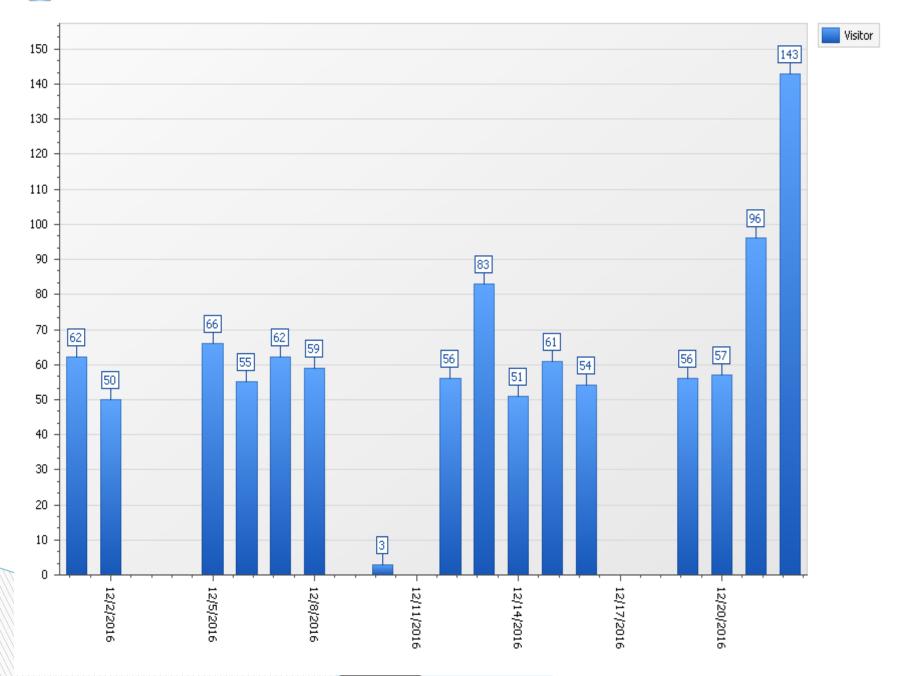




From 11/1/2016 to 11/30/2016 (30 days) Pewaukee Lake Elementary School







Best Practices-Cleaning

BEST PRACTICES FOR SCHOOL DISTRICT FACILITIES AND MAINTENANCE

July 2015

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.



Staffing levels

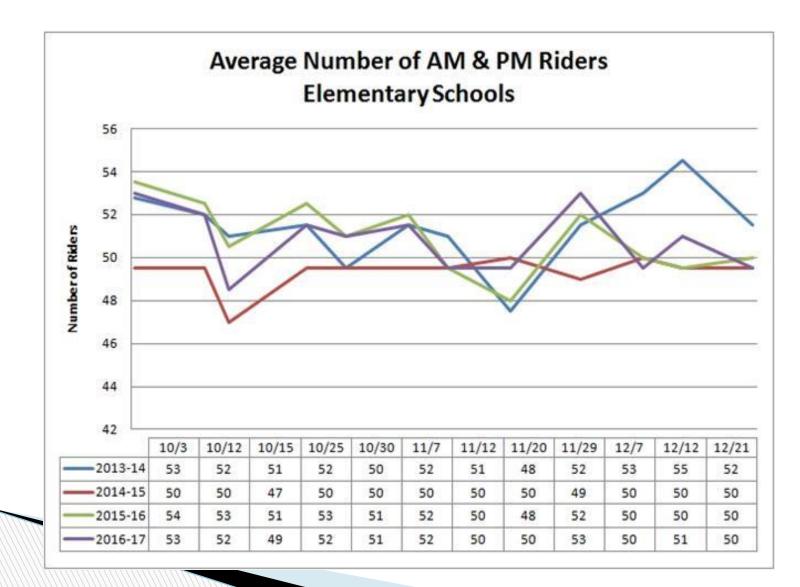
Time study - cleanable sq ft Data driven approaches vs. saying short staffed

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 Turf Usage	2012-13		2013-14		2014-15		2015-16		2016-17		2017-18	
	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	2 24 2 39								2	14	3 (S) 3 (S)	į.
Youth Practices	61.6) -		1				42	125			9 (A	tr.
Youth Football Games	4	32	4	30	6	45	4	32.5	7	52.5	5	46.5
PHS Soccer Practice	0.00		11	20.5					15	60	1	2
PHS Soccer Games	2000		2	4					5	10		
SS/Speed & Strength	2.09		2		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								
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

		Ор	erational K	ey Performa	ance Indica	tors			
	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	ient				
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
K-9 Assisted Search Results	7:5	7:1	5:3	7:1	11:1	5:1	8:0	>/=7 Searches; =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			0
Parent Engagement-Cleaning	>95	8 8		6	99.2	2		99.3		3	98.9			98.7
Student Engagement-Cleaning	>95	8		6	2	2		93.2		8	94.6			93.9
Parent Engagement-Safety	>95	8		Q	98.2			95.4		8	98.4			99.4
Student Engagement-Safety	>95	8		0	94.6	2		95.2		8	96.2			95.9
Teacher Engagement-Safety	>95	8 8		Q				97.9		8	96.3			97.9
W/O Completed	3	1661		Q	2140		с. — Я	2325	2	3	3152	8		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

I'VE LEARNED THAT **PEOPLE WILL FORGET** WHAT YOU SAID, **PEOPLE WILL FORGET** WHAT YOU DID, BUT **PEOPLE WILL NEVER** FORGET HOW YOU MADE THEM FEEL.

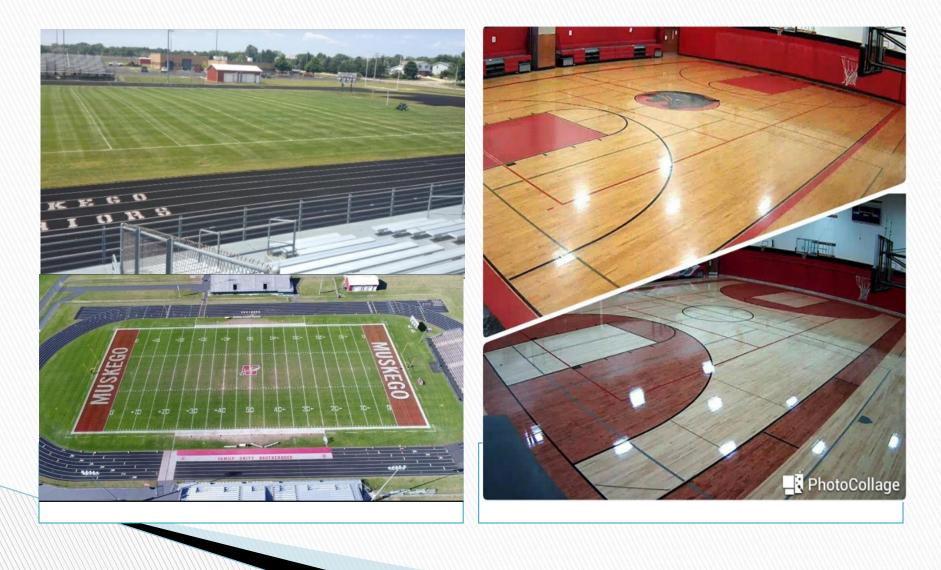
-Maya Angelou

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 · 👁

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



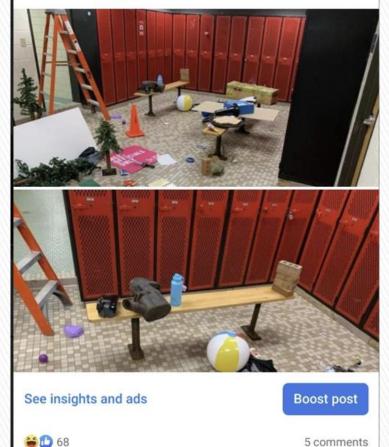
4 comments



Muskego-Norway Buildings & Grounds Jun 14, 2022 · 🚱

...

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.



Social Media



Recognition



Facility Team Of the Year







Behind the Scenes, But Not Forgotten: Schools Recognize Custodian of the Year



By Muskego-Norway Schools April 6, 2014

🖨 print 🖾 e-mail

It's often a thankless job, done behind the scenes.

However school custodians keep the lights on, the heat running and the entire building safe. And Building and Grounds Supervisor/Safety Coordinator Jeremiah Johnson is making sure that the job does not stay thankless.

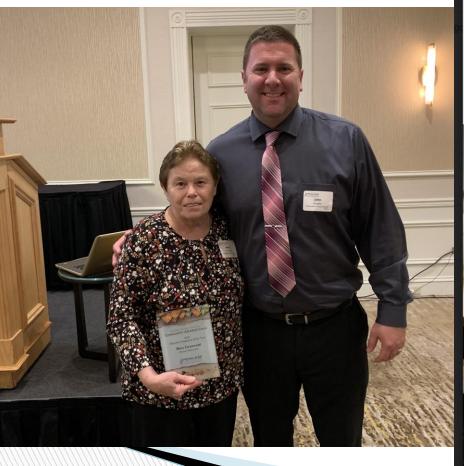
This year, Frank Bieniewski, who works at Mill Valley, was given the honor of Custodian of the Year, an award that is fairly new in the district.

"We have our Compass Award winners and I wasn't sure we wanted to go that route," Johnson said. "However, I know the hard work that these people do is unseen to many, and it's vital to the operation and safety of the school."

Bienewski was chosen among 40 custodians throughout the district, who also helped develop the criteria for the award last year. His involvement in improving the school over the past year meant that MII Valley led the district in energy cost avoidance at neerly 44 percent, and in the amount of jobs that were completed.



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!



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