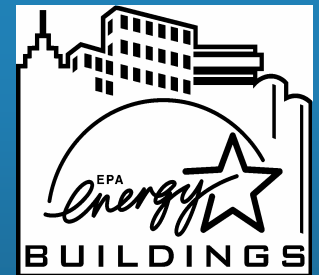


# Building Cleanliness Raising the Standard

## Building Services





# GOALS

- ∞ **Improve the Educational Environment**
- ∞ **Standardize Cleaning Procedures**
- ∞ **Improve Productivity**



# TASKS

- ∩ **Establish Training Program**
- ∩ **Vendor Managed Inventory**
- ∩ **Modify Entry Level Promotion Process**
- ∩ **Manage Employee Absenteeism**
- ∩ **Establish Standard Inspection Process**

# TRAINING PROGRAM

## ∞ Current Practice

- No Consistency
- Effects Skill Base

## ∞ New Employees Go Through 1 year program

- 6 months at High School
- 6 Months as Sub

## ∞ Use 3M Internet Training

## ∞ Other Low Cost Programs



# VENDOR MANAGED INVENTORY

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- ∩ **Grainger**
- ∩ **Reduces Administrative Costs**
- ∩ **Insures Custodians Have Supplies**



# PROMOTION PROCESS

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- ∞ Eliminate 1/2 Timers Through Attrition
- ∞ Promotion from CT1/3, CT1/5, CW1/7

# ABSENTEEISM

- ∞ Currently range from 12 to 45 vacancies
- ∞ 8-12 Long Term Leaves
- ∞ 18 Substitute Custodians
- ∞ Vacation Schedule (CBA)
- ∞ Black Out Dates



# INSPECTION PROCESS

- Ω Form Being Developed
- Ω Bi-Annual Inspections with Principal and Staff Input



# CONCLUSION

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Ω **"RAISE THE BAR"**

Ω **BUILDING ENVIRONMENT = STUDENT  
ACHIEVEMENT**