

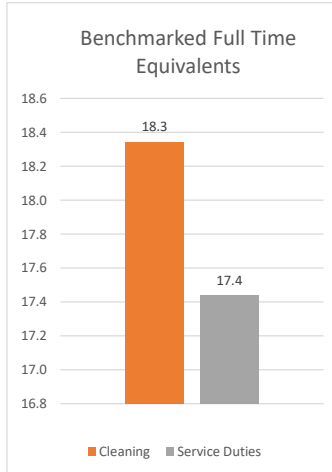
Your School District
Workload Balance

Minnesota
35.8 Preliminary Benchmarking:

Custodial Scheduling and Staffing Analysis

Your estimated level: 2.50 2.75

Posted



Routine daily cleaning: Classrooms, Rest Rooms, Cafeteria, Corridors, Locker Rooms, Gyms, etc.

Other Duties: Event support, Direct Assign: 911, Lock/Open Buildings, Grounds, Shipping / Receiving, etc.

Funding Standard: 8.95%

Your Estimate: 8.95%

SMA Education Levels of Cleaning / Custodial Staffing

ESTABLISHING EXPECTATIONS FOR CUSTODIAL EFFORTS

While there is not a nationwide standard for describing standards of cleanliness, a five-tiered system of expectations is emerging to help guide decision-making. SMA Custodial Scheduling software is based on these five levels. Our software evaluates your workload using four steps within each level to describe staffing resources more precisely. The 850-sf classroom is used in these examples because of the importance of the classroom environment.

Level 1 should result in **excellent** cleaning, the "spotless" building, as might be found in a hospital environment. This dense staffing is rare in schools, most schools can't afford the numbers of custodians. It is optimal to manage/supervise because simple zone schedules give high accountability and the smaller areas set up the custodians to do high quality cleaning.

At Level 1 in an 850-sf classroom the custodian will have the following minutes per day for steps of cleaning:

Level 1: 31 minutes; Level 1.25: 27 minutes; Level 1.5: 24 minutes; Level 1.75: 20 minutes.

The average area covered by a custodian in a Level 1 school is 7,000 to 16,000 square feet for a full shift.

Level 2 cleaning is **good** for most school cleaning, 2.5 was the average level for schools we supported before 2009. Many school systems have formed outstanding custodial teams within Level 2. Level 2 is good to manage/supervise because it also allows for simple zone schedules and gives the custodians the pacing for good quality.

At Level 2 in an 850-sf classroom the custodian will have the following minutes per day for steps of cleaning:

Level 2: 17 minutes; Level 2.25: 16 minutes; Level 2.5: 15 minutes; Level 2.75: 13 minutes.

The average area covered by a custodian in a Level 2 school is 15,000 to 23,000 square feet for a full shift.

Level 3 cleaning has become the norm and is **satisfactory** for most school facilities. It is acceptable to most stakeholders and can be managed to not pose health issues. Level 3 increases the complexity of scheduling and management/supervision because a reduced set of daily cleaning steps are required. Detail cleaning and dusting for areas is often scheduled once per week.

At Level 3 in an 850-sf classroom the custodian will have the following minutes per day for steps of cleaning:

Level 3: 11 minutes; Level 3.25: 10 minutes; Level 3.5: 8 minutes; Level 3.75: 7.5 minutes.

The average area covered by a custodian in a Level 3 school is 22,000 to 34,000 square feet for a full shift.

Level 4 cleaning expectation should be for **fair** cleaning. Level 4 results in the loss of basic steps in the daily cleaning routine, some cleaning processes will be weekly, increasing the complexity of scheduling. Level 4 is difficult to manage/supervise and some custodians with reduced physical abilities will have difficulty with this pace. At Level 4 in an 850-sf classroom the custodian will have the following minutes per day for steps of cleaning:

Level 4: 7 minutes; Level 4.25: 6 minutes; Level 4.5: 5 minutes; Level 4.75: 4 minutes.

The average area covered by a custodian in a Level 4 school is 30,000 to 45,000 square feet for a full shift.

Level 5 cleaning expectation should be for a **deficient** cleaning result. Level 5 is very difficult to manage/supervise because typically 20% of many areas, such as classrooms, are cleaned daily with 80% checked and given trash service.

At Level 5 in an 850-sf classroom the custodian will have the following minutes per day for steps of cleaning:

Level 5: 3.5 minutes. SMA does not rate custodial programs beyond Level 5.

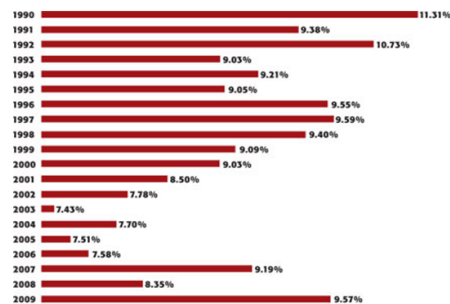
The average area covered by a custodian in a Level 5 school is 35,000 to 80,000 square feet in a full shift.

1 US versus CA	US
2 Students	5,050
3 Square Footage	737,300
4 # of Sites	12
5 \$ per Student	\$13,173
6 Annual Budget	\$66,523,650
7 O&M Budget	\$5,953,867
8 % O&M(Adjust)	0.0895
9 Custodial Budget	\$2,500,624
10 Ave. Wage	\$18.00
11 Benefit %	40%
12 Loaded Hrly Wage	\$25.20
13 Loaded Ann Wage	\$52,416
14 SF/Custodian	20,606
15 Cust Level US	2.50
16 Cust Level Cal	2.75
17 Custodial FTE	35.8
18 Supv./Mgers	1.8
19 Cleaning FTE	18.3
20 Other Duties FTE	17.4

M&O expenditures over the past 20 years

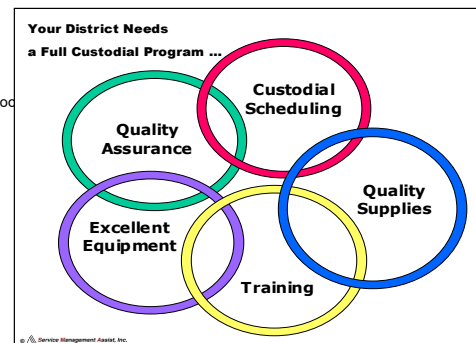
Apr 1, 2009 12:00 PM

Spending by school districts on maintenance and operations as a percentage of total district expenditures over the past two decades



Typical custodial operations issues:

- 1 Custodial schedule development and upkeep
- 2 Design fair labor distribution between sites and in school
- 3 Resolve staffing to a proper level
- 4 Custodial leadership resources (PM shift)
- 5 Fix the substitute custodial system
- 6 Current custodial staffing challenges
- 7 Explore the use of innovative equipment
- 8 Equipment age & shortages
- 9 Custodial supply, daily & project
- 10 Quality assurance program



Quote:	Hours	Onsite Days	Ongoing monthly
Full Project Remote (No onsite)	\$23,836	205	0
			\$429