

**FACILITIES DEPARTMENT
STUDY**

FOR

**PLUM BOROUGH
SCHOOL DISTRICT**



Prepared By
Frombach Consulting, LLC
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**PLUM BOROUGH SCHOOL DISTRICT
FACILITY DEPARTMENT
STAFFING STUDY**

FOREWORD

The Plum Borough School District (District) requested proposals to conduct a study of the operations of the district's Facilities Department focusing on the staffing levels, job responsibilities, employee schedules, and general operational efficiencies in each building. The proposal submitted by John W. Frombach, owner of Frombach Consulting, LLC, was accepted by the Board of School Directors to conduct the study and the consultant was notified by the Eugene Marraccini, Director of Finance and Support Operations, of that decision in December.

The Consultant is a retired school administrator served the public schools in several capacities including teacher and administrator for 40 years. He has an extensive background in facilities management and developed a computer model for scheduling custodial staff based on accepted standards for cleaning. It is on this model that the custodial staffing plan set forth in this document was developed. Following his retirement, he formed his own educational consulting company. His biography is included at the end of this document.

On December 22, the Consultant met with Dr. Lillian Naccarati, Superintendent of Schools, Mr. Eugene Marraccini, Director of Finance and Support Operations, and Mr. Kenneth Stancliffe, Facilities Supervisor, to review the procedures and processes for conducting the study. The meeting was conducted in order for the parties to define expectations and to ask questions.

The following report is a compilation of document reviews, employee meetings, and on-site visitations to all school facilities. The Consultant wishes to express appreciation for each staff members' willingness to meet and respond openly to questions, as well as provide documentation and records requested. The administrators and supervisors were very professional and provided valuable information on the building utilization – especially after-school use by permit groups. During the site visits, the custodial employees in the buildings were cooperative and assisted in showing the Consultant all of the "nooks and crannies" and provided insight about their responsibilities and their job assignments.

PART 1 GENERAL INFORMATION

The Plum Borough School District is located in eastern Allegheny County and is approximately thirteen miles east of Pittsburgh. The District encompasses 28.6 square miles and is coterminous with the Borough of Plum. The school district provides academic services in seven school buildings.

Based on school district data, the Table 1 shows the enrollment for the for the four school buildings providing educational services during the 2010-2011 school term.

**TABLE 1
ENROLLMENT DATA
2010-2011**

BUILDING	ENROLLMENT	TOTALS
Elementary Schools (K-6)		
Adlai Stevenson	410	
Center	440	
Holiday Park	438	
Pivik	505	
Regency	256	
Total Elementary Schools		2,049
Secondary Schools		
Oblock Junior H.S. (7-8)	638	
Plum Senior H.S. (9-12)	1,387	
Total Secondary Buildings		2,025
TOTAL - ENROLLMENT		4,074

A review of enrollment data, prepared by the school district, shows that the District has experienced a decrease of 360 student from a high of 4,434 students

**PART 1
GENERAL INFORMATION**

in the 2003-2004 school year. This represents an eight per cent (8.0%) decline in the past seven years. Comparing the current enrollments to the PDE-rated capacity of the buildings indicates that the elementary buildings have a capacity for an additional 351 students and the secondary buildings for an additional 495 students.

Within the past ten years, the District has embarked on a program of various renovations and additions to the existing buildings; however, none of the elementary buildings were fully renovated except Center Elementary School. The secondary buildings have undergone extensive renovations within the past 10 years. All buildings were originally constructed during the 1950s and 1960 with the exception of Pivik which was originally constructed in 1939 as the high school for the district. Table 2 provides a summary of the building constructed data, area, and PDE-rated capacities.

**TABLE 2
BUILDING INFORMATION**

BUILDING	ORIGINAL CONSTRUCTION	ADDITIONS/ ALTERATIONS	TOTAL AREA (square feet)	RATED CAPACITY (PDE)
Elementary Schools				
Adlai Stevenson Elem.	1958	1998	58,966	475
Center Elem.	1954	2000	71,504	525
Holiday Park Elem.	1962	1971; 1995	52,622	525
Pivik Elem.	1939	1954; 1988	75,342	525
Regency Elem.	1964	1998	35,232	350
Total-Elem. Schools			293,666	2,400
Secondary Schools				
Oblock Junior H.S.	1968	2001	121,073	883
Plum Senior H.S. (incl. DAO)	1960	1966; 1975; 2003	295,404	1,637
High School Athletic Fac.	2003		9,436	
Total-Sec. Schools			425,913	2,520
Total-All School Buildings			719,579	4,920

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In 2010, L. R. Kimball-Architecture conducted a facilities study for the school district to determine what modifications are needed to the existing buildings. From the study, the district has decided to build a new building to replace the existing Pivik Elementary School which was originally constructed as a high school in 1939. The district is currently receiving bids to construct the a new Pivik Elementary School and will open bids on March 9, 2011. The new Pivik is designed for a capacity of 700 students.

After the new Pivik Elementary School is completed and occupied, it is anticipated that the Adlai Stevenson and Holiday Park schools will be renovated.

As the district undertakes construction projects, the district will need to review the plan for maintenance of all district facilities. Additionally, custodial staffing levels must be reviewed to provide for the renovated areas. Table 3 highlights operational costs for each of the existing elementary schools.

**TABLE 3
ELEMENTARY BUILDING OPERATIONAL
COST DATA
2010-2011**

COST DATA	ADLAI STEVENSON	CENTER	HOLIDAY PARK	PIVIK	REGENCY PARK
Custodial Salaries and Benefits	\$183,042	\$213,549	\$183,042	\$228,802	\$122,028
Contracted Services	14,410	29,300	16,310	28,450	14,250
Supplies	14,950	23,400	14,950	16,500	10,500
Utilities-Fuel, Electric, telephone	52,800	41,150	39,000	60,000	49,800
Landscape Services	2,880	4,320	2,880	2,880	2,280
Reuse Removal	3,500	5,000	4,000	4,000	3,000
Total	\$275,082	\$316,719	\$260,182	\$315,032	\$201,858
Enrollment	410	440	438	505	256
Cost Per Student	\$670.93	\$719.82	\$594.02	\$623.83	\$788.50

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GENERAL INFORMATION

The operational costs include all budget amounts for facility operation including custodial salaries and benefits, custodial supplies, contracted maintenance services, utility costs (electric, fuel, telephone). There is a variance among the buildings due to the enrollments. As buildings are more fully utilized, the costs per student are reduced. It can be seen that the operational costs for the Holiday Park is higher than any of the other elementary schools due to its lower student enrollment.

The Board of Directors and the Administration with the support of the community have made a significant investment in the school district facilities – especially the high school and the junior high school. The district has invested not only in state-of-the-art facilities for educational use but also in athletic and recreational facilities that can be used by all residents of the school district. With the proposed construction and renovations at the elementary schools, the needs of the elementary student population will be addressed for future years.

PART 2 PROJECT OVERVIEW

The scope of the facilities staffing and operational review was defined by the Consultant in the proposal in a meeting with the Director of Business Affairs and the Facilities Supervisor on December 22, 2010. The Consultant was able to confirm the extent of the study during the initial meeting and based the review on functions/processes as described below:

- Analyze and review current custodial job descriptions and the organizational structure including job functions, job assignments, and schedules.
- Provide for interviews with the Superintendent, Director of Business Affairs, Facilities Supervisor, and other District staff as deemed appropriate.
- Review existing custodial staff schedules, job descriptions, handbooks, policies, and collective bargaining agreements as they pertain to the facilities staff.
- Provide a comprehensive on-site review of the facilities staffing operations:
 1. Perform a walk-through all school facilities in the District to obtain dimensions and descriptions of educational spaces.
 2. Observe custodial and maintenance operations as they currently exist.
- Develop Work Schedule Calculations for the custodial duties in each of the district's facilities.
- Develop a Duty Schedule which outlines the responsibilities and duties for the custodial staff.
- Develop a Custodial Staffing Template that sets forth the requirements for each building.
- Conduct final presentation to staff as determined by the Superintendent and conduct a presentation to Board of School Directors as may be requested.

PART 2 PROJECT OVERVIEW

The District administration provided reports and data that were utilized in conducting the on-site review and in preparing this report. The documents included the following:

- Current job descriptions for all facilities staff.
- Current schedules for custodians in all buildings.
- A copy of the existing collective bargaining agreement that covers custodial employees.
- Copies of the schematic drawings for all school facilities including the renovations and additions.
- Enrollment data for the District,
- Act 34 Public Hearing and PlanCon information for new Pivik Elementary School.
- Budget and salary data for Facilities Department operations.

The Consultant visited the school district on the following days to tour the buildings, conduct meetings with building administrators, and to collect data from each of the buildings:

- January 18 – Meeting with Kenneth Stancliffe, Supervisor of Facilities; visited all district buildings and met with building principals.
- January 25 – Reviewed drawings and conducted site visit to Plum Senior High School. Meeting with Kenneth Stancliffe at High School.
- January 26 – Reviewed drawings and conducted site visit to Oblock Junior High School.
- January 31 – Meeting with Kenneth Stancliffe; reviewed data and finished site visit for high school; meeting with Eugene Marraccini; and conducted site visits to Holiday Park and Regency Park elementary schools.
- February 3 – Conducted site visits to Pivik and Center elementary schools.

Following the meetings and site visitations, information was compiled, analyzed, and tabulated to formulate the recommendations for this report.

PART 3

CUSTODIAL STAFF AND SCHEDULE ANALYSIS

Custodial Duties

Prior to determining the number of custodians that are needed to perform the cleaning services in a building facilities, it must be determined the level of service that is to be provided. The cleanliness and condition of a classroom or workspace have a direct impact on the students and staff who are studying and working in the building every day. How well a facility is maintained helps to maintain a positive attitude among students who attend school. Promptly removing graffiti and immediately repairing vandalism reduces the potential for such actions and contributes to the pride that students and staff have in their schools.

More importantly, the cleanliness of a building will help to reduce the incidence of illness among students and staff. It is essential that kitchens, cafeterias, toilet rooms, and locker rooms are cleaned and sanitized on a daily basis. There can be no short cuts taken to clean such areas. With concerns about the possibility of a pandemic, proper cleaning and sanitizing of school facilities is a factor that mitigates the potential for spread of disease.

One of the major issues in both employing and training custodians in school districts is the requirement to establish standards for cleaning and sanitation. Any two individuals who are asked to describe if a room is clean will have two potentially different answers. It is imperative to establish a level of cleaning service for which custodians can be held accountable.

Administrators and community members must come to a consensus on what constitutes "cleanliness." Although there is no nationwide standard for describing standards of cleanliness in a school, a five-tiered system of expectations has been developed by the Association of School Business Officials (ASBO) through the School Facilities Maintenance Task Force. Sponsored by the U.S. Department of Education, National Center for Education Statistics, and the National Forum on Education Statistics, the *Planning Guide for Maintaining School Facilities* provides guidance to school district officials on establishing levels of custodial services. On page 82 of this document, the following tiers are set forth:

PART 3 CUSTODIAL STAFF AND SCHEDULE ANALYSIS

- **Level 1** cleaning results in a “spotless” building, as might normally be found in a hospital environment or corporate site. At this level, a custodian with proper supplies and tools can clean approximately 10,000 to 11,000 square feet in an 8-hour shift.
- **Level 2** cleaning is the uppermost standard for most school cleaning, and is generally reserved for restrooms, special education areas, kindergarten areas, or food service areas. A custodian can clean approximately 18,000 to 20,000 square feet in an 8-hour shift.
- **Level 3** cleaning is the norm for most school facilities. It is acceptable to most stakeholders and does not pose any health issues. A custodian can clean approximately 28,000 to 31,000 square feet in 8 hours.
- **Level 4** cleaning is not normally acceptable in a school environment. Classrooms would be cleaned very other day, carpets would be vacuumed every third day, and dusting would occur once a month. At this level, a custodian can clean 45,000 to 50,000 square feet in 8 hours.
- **Level 5** cleaning can very rapidly lead to an unhealthy situation. Trash cans might be emptied and carpets vacuumed on a weekly basis. One custodian can clean 85,000 to 90,000 square feet in an 8-hour period.

The figures above are estimates. The actual number of square feet per shift a custodian can clean will depend on additional variables, including the type of flooring, wall covers, and number of windows, all of which must be taken into account when determining workload expectations.

Additional variables must be taken into consideration when establishing the areas that a custodian is expected to clean. The question that needs to be asked is what responsibilities other than cleaning does the custodian perform? Such considerations may include but not be limited to the following:

- Within the eight-hour shift, how much time is expended on actual work? Does the custodian receive a paid lunch and how many paid breaks are included?
- Is the custodian expected to clear sidewalks during the winter months and/or clean areas around the exterior of the buildings?
- Does the custodian set up for special school events; i.e., athletic events, music programs, PTA meetings, etc.?

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- Is the custodian expected to monitor building permit groups?
- In the case of first shift (7:00 a.m.-3:00 p.m.), how much time is spent in the cafeteria during the lunch periods, delivering supplies to teachers, responding to requests from the principal and office staff, etc.? In most instances, the first shift custodians perform minimal cleaning responsibilities.
- Does the custodian change light bulbs and/or perform minor repairs?

The Schedule of Custodial Duties set forth in Appendix A includes the above considerations and establishes the level of service that is expected from each employee in the facilities department. It is a standard that can be applied uniformly throughout the school district. Using this type of checklist along with proper training of all custodians – both new and seasoned – will improve the quality of cleaning as well as improve productivity among employees. The checklist can also be used to conduct employee evaluations. It is a benchmark that can be used by employees and supervisors to ensure that work performance is up to the standards established by the District. Once the level of service is established, the task of determining the number of employees can be performed.

Work Schedule Calculations

The Consultant collected data about the facilities from the site visitations. This data was then used to develop the Custodial Work Schedule Calculation spread sheets. The formulas used in the spread sheets are based on national standards for custodial services in public schools. The formulas used will provide a level of services generally could be compared to Levels 2 and 3 as indicated above.

The data on the standards has been collected from several sources including documents published by the Association of School Business Officials International (ASBO), American School & University (AS&U), International Sanitary Supply Association (ISSA), and Association of Physical Plant Administrators (APPA). This information has been compiled, modified, and used for more than twenty years by the Consultant in actual school district operations. For the purposes of this study, the time and area standards in Table 4 have been applied to determine the number of custodians needed.

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CUSTODIAL STAFF AND SCHEDULE ANALYSIS**

**TABLE 4
CUSTODIAL WORK STANDARDS**

TASK	STANDARD
Floor Maintenance (classrooms, offices, seminar rooms) – sweeping/vacuuming	75 sq. ft./min.
Floor Maintenance (corridors) – sweeping	125 sq. ft./min.
Floor Maintenance (gymnasiums) – sweeping	200 sq. ft./min.
Floor Maintenance (auditoriums) – sweeping/vacuuming	66 sq. ft./min.
Floor Maintenance (toilet rooms) – mopping	50 sq. ft./min.
General Service (classroom, offices, etc.) – trash removal, cleaning chalk board, dusting, cleaning desks, etc.	10 min. /room (800-900 sq. ft.)
Toilet Room/Locker Room Servicing	1 min./fixture (toilet) 2 min./fixture (urinal, sinks)
Stairways	6 min./flight
Drinking Fountains	1 min./fixture

To obtain the data for the Custodial Work Schedule Calculations, all areas of the buildings were measured to determine the square footage of classrooms, offices, laboratories, cafeterias, kitchens, gymnasiums, locker rooms, toilet rooms, corridors, and other publicly used areas. Information was also collected on each toilet room to determine the number of fixtures. This same information was calculated in the time needed to clean areas such as art rooms, laboratories, health suites, and family and consumer science classrooms. The data was then inputted into the spread sheets to determine the number of minutes that are needed to perform cleaning services in each area.

The total number of minutes for a floor or for a specific area (gymnasium, cafeteria, office, etc.) is then divided by sixty minutes to calculate the number of hours. The Full-Time Equivalent (FTE) is calculated by dividing the total number of hours by 7.1 hours.

An FTE is considered one full-time custodian who is employed to work 8 hours per day less the time for a paid lunch break of 30 minutes, two paid breaks of 10

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minutes each (20 minutes total) and 5 minutes for preparation and set up time at the beginning of the shift.

The Work Schedule Calculation Sheets are included in Appendix B of this document. The calculations for each building are shown separately.

CUSTODIAL STAFF REQUIREMENTS

Using the data generated from the Custodial Work Schedule Calculations, decisions can be made on the actual details for each of the custodial employees. The data in Table 5 sets forth the number of custodians that are currently scheduled to perform the work in the seven buildings in the district.

At the beginning of the 2010-2011, the district employed 36 FTEs to perform custodial duties in the seven school buildings and the bus garage. The number of employees assigned to each building is shown in Table 5 below. Under the collective bargaining agreement, all custodians are employed to work 8 hours per day, 12 months per year.

**TABLE 5
EXISTING ASSIGNMENT OF CUSTODIAL EMPLOYEES
2010-2011**

BUILDING	1st SHIFT (7:00 am- 3:00 p.m.)	2nd SHIFT (3:00 pm- 11:00 pm)	3rd SHIFT (11:00 pm- 7:00 am)	TOTAL
Adlai Stevenson Elem.	1	1	1	3
Center Elem.	1	1	1.5	3.5
Holiday Park Elem.	1	1	1	3
Pivik Elem.	1	1	1.75	3.75
Regency Park Elem.	1	1	0	2
Oblock Junior H.S.	1	2	2	5
Plum Senior H.S.	1	5	9.5	15.5
Bus Garage	0	0	.25	.25
District Maintenance	3	3	0	6
Totals	10	15	17	42

**PART 3
CUSTODIAL STAFF AND SCHEDULE ANALYSIS**

The information was in Table 5 was current as of October, 2010; however, subsequent to the beginning of this study, one custodian at Plum Senior H.S. retired. As of this date, this position has not been filled; therefore the actual number of custodians at Plum H.S. is 14.5

Based on the Custodial Schedule Calculations in Appendix B, custodial it was determined the number of custodians necessary in each building to perform their duties. Assuming that all existing buildings will continue to be similarly used during the 2011-2012 school year as they were during the 2010-2011 school year, the following adjustments are recommended. There is net reduction of two full-time custodians at the high school. The rationale for the scheduling is detailed in the recommendations in Part 4 of this report.

**TABLE 6
PROPOSED ASSIGNMENT OF CUSTODIAL EMPLOYEES
2011-2012**

BUILDING	1st SHIFT (7:00 am- 3:00 p.m.)	2nd SHIFT (3:00 pm- 11:00 pm)	3rd SHIFT (11:00 pm- 7:00 am)	TOTAL
Adlai Stevenson Elem.	1	1	1	3
Center Elem.	1	1	1.5	3.5
Holiday Park Elem.	1	1	1	3
Pivik Elem.	1	1	1.75	3.75
Regency Park Elem.	1	1	0	2
Oblock Junior H.S.	1	2	2	5
Plum Senior H.S.	1	9	3.5	13.5
Bus Garage	0	0	.25	.25
District Maintenance	3*	3	0	6
Totals	10	19	11	40

*Of the three maintenance employees listed on first shift, one is the district supply person who is responsible for deliveries among the buildings. Essentially, there are five employees who perform maintenance in the buildings.

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CUSTODIAL STAFF AND SCHEDULE ANALYSIS

The first shift custodians have limited areas assigned for cleaning; however, the eight-hour first shift custodians are expected to perform the following additional job responsibilities:

- Prepare the building for occupancy as directed (unlock doors, turn on lights, put up flag, etc.)
- Dust mop corridors during the school day as needed.
- Maintain entrance ways; mop floors as needed.
- Service toilet rooms during the school day.
- Clear sidewalks during winter months.
- Clean boiler rooms, mechanical rooms, custodial storage areas, etc.
- Accept deliveries and store supplies.
- Deliver supplies to staff during the day.
- Set up for special activities and events.
- Perform minor repairs to furniture, equipment, building components.
- Assist in the cafeteria.
- Perform duties as may be assigned by the building administrators.

In Appendix D, a model job description is included for a first shift school building custodian.

**PART 4
FACILITIES DEPARTMENT
RECOMMENDATIONS**

After review and analysis of the Facilities Department, several recommendations are being made for consideration for implementation by the School District.

Recommendation #1 – Collective Bargaining Agreement

The current collective bargaining agreement (CBA) between the Plum Borough School District and the Service Personnel and Employees of the Dairy Industry, Teamsters Local Union No. 205, defines the regular work day in Article 6. The language in Article 6 states the following:

“The work day shall be eight hours or less. Any employee reporting for work who is ready, willing and able to work shall be guaranteed eight (8) hours work or pay. All hours are to be consecutive and no split shifts are to be allowed.”

In reviewing the contract documents, the CBA prohibits the reorganization of the custodial positions in the school district including the implementation of part-time employees or employees who work less than 12 months. Since all employees must be employed full-time (12 months) and paid eight hours per day, the district is unable to modify job schedules to employ custodial staff for four hours per day and for less than twelve months.

Cost-savings can be realized by employing part-time employees in the Facilities Department who work four hours per day and 200 days per year. Part-time employees would not receive paid vacation and holidays and the district would not provide medical insurance at district expense. Since part-time employees do not receive a paid lunch break, increased work time can be gained with two part-time employees compared to one full-time employee.

Based on 2010-2011 salary and benefit provisions in the CBA, the cost savings can be shown in the following comparisons:

Full-Time Employee

Salary	\$41,808.00	(2080 hours; 8 hrs./day for 260 days)
Health Benefits	\$13,650.00	(estimated family coverage less employee share)
FICA/PSERS	\$ 5,556.00	(13.29% of salary)
Total	\$61,014.00	

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The actual time worked in an 8-hour shift is 7 hours, 10 minutes (two 1-minute breaks, one 30-minute lunch break).

Part-Time Employee

Salary	\$16,080.00	(800 hours; 4 hrs./day for 200 days)
Health Benefits	\$ 0	
FICA/PSERS	\$ 2,137.00	(13.29% of salary)
Total	\$18,217.00	

The actual time worked in a 4-hour shift is 3 hours, 50 minutes (only one 10-minute break is authorized).

For two part-time employees, the cost is \$36,434.00 for an annual savings of \$24,580. The actual work time is increased by 30 minutes per day. Changing two full-time custodial positions to four part-time custodians at Plum High School on second shift would save the district **\$72,868** on an annual basis. In addition, the district gains one hour in work productivity.

Before this type of change can be implemented, the issue must be negotiated with the bargaining unit representatives; however, to achieve efficiency and control costs within the facilities department, it is essential that district has authority to reorganize the custodial staff assignments in the future. With the pending construction of a new and larger Pivik School, flexibility is essential in scheduling custodial employees. As district facilities are renovated or changed in the future, the district must have the flexibility to adjust custodial schedules based on the utilization of the buildings and to accommodate the educational programs.

It is strongly recommended that the language in the collective bargaining agreement (specifically in Article 6) be modified to provide flexibility in scheduling staff. The number of positions and the hours worked should clearly be at the discretion of the Employer. There is also a pool of individuals who are seeking part-time work.

Recommendation #2 – Plum High School Staffing

As discussed in Part 3 of this Report, it is recommended that the following modifications in custodial staffing be made at Plum High School:

- Reduce the total number of custodians from 15.5 to 13.5. By reorganizing work details, this can be done without impacting the quality of services at the high school. Based on the gross square

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footage of the building, the average per custodian is approximately 19,058 square feet. With a reduction of two full-time custodians, the average increases to approximately 21,800 square feet.

- Reduce the number of custodians working third shift (from 11:00 p.m. until 7:00 a.m.) from 9.5 to 3.5. The four custodians remaining on third shift will have adequate time to clean the athletic facilities (gymnasium #1, gymnasium #2, and natatorium) and entrance areas which are used late into the evening. Currently, three custodians are assigned to the athletic facilities. The remaining six custodians on third shift are assigned to other areas of the building that can easily be completed on second shift. During inclement weather, the three custodians should have adequate time to remove snow from sidewalks around the building.

The reduction of these two positions will save the district approximately **\$122,000** in the 2011-2012 budget.

With the majority of the custodial staff working during the second shift not only at the high school but also at the other buildings provides better opportunity for supervision, training, and evaluation. It is recommended that the staff changes be implemented at Plum Senior High School.

Recommendation #3 – Custodial Staffing at Elementary Schools and Junior High School

After review of the elementary school custodial staffing levels, it is recommended that the existing staffing levels be retained. The shift assignments meet the need of the building utilization. Some review of the work details should be made to ensure a balance of the work load among the custodial staff. As the district proceeds with construction and renovation of the elementary schools, the staffing levels at each of the elementary schools must be re-evaluated.

The existing custodial staffing level at Oblock Junior High School meets the needs and utilization of the building. Review of the work details should be made to ensure that the work is being done on the appropriate shift. It is recommended to review the schedules of the two custodians assigned to third shift and whether one of the third shift employees be transferred to second shift.

Recommendation #4 – Energy Conservation

During the site visitations, it was noted that there was a general lack of energy conservation measures being implemented. The district has budgeted \$443,900 for electricity and \$270,500 for natural gas for the 2010-11 school year. With

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increasing costs for utilities, it is essential that the staff make the effort to conserve energy.

While walking through buildings in the evenings, lights were left on in unoccupied spaces, such as classrooms, cafeterias, gymnasiums, corridors, restrooms, etc. While the second shift custodian was working on one level or area of the building, the lights in every classroom and corridor were on. Custodians need to be trained and instructed to clean and service one classroom and then turn the lights off and close the door. The Custodial Duties in Appendix A specifically instructs custodians to turn on lights in only those areas that are being cleaned.

Likewise, teachers need to be instructed to turn off lights when leaving their classrooms at the end of the day. The second shift need to go check throughout the building after the staff has left to turn off lights in unoccupied areas. By turning off lights in unoccupied spaces could conservatively save the district more than ten per cent or more than \$25,000 in the costs of electricity annually.

The mechanical systems in the elementary schools are running virtually uncontrolled. Late into the evening, the classroom unitventilators were running and some rooms were overheated. Due to the cold weather, some of the unitventilators were being operated 24 hours per day to prevent freeze-ups of the coils.

It was also noted that most toilet room exhaust fans were running when the building was unoccupied. Although the HVAC systems are old, some actions should be explored on how the temperature controls can be upgraded to reduce the energy waste. In some instances, installing manual controls may help to reduce energy consumption.

A concerted effort needs to be made to engage all district employees in energy awareness and how everyone can help to reduce energy waste. Consideration should be given to requesting proposals from HVAC companies for conducting and energy audit and upgrading the HVAC systems and then providing ongoing service under a master maintenance agreement. Under Pennsylvania law, the costs of such upgrades can be offset through contractual agreements by guaranteed energy savings.

Recommendation #5 – Regency Park Elementary School

In reviewing the operational costs for each of the buildings, the cost per student for operating Regency Park Elementary School is on the average more than 20% higher than other elementary schools. The operational costs for all elementary schools were shown in Table 3 in Part 1 of this report. Costs ranged from a low

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of \$594 per student at Holiday Park to the high of \$788 per student at Regency Park.

Costs will continue to escalate for operating this building as enrollments continue to decline. Considering the age of the building, renovations must be considered in the next few years. Closing this school and reassigning the students to the district's other elementary schools would reduce facility operational costs of more than \$200,000 annually. Additional savings could be realized with other staff reductions.

The location of the building provides the district with the opportunity to market through a commercial real estate company. The potential to sell it to for possible reuse as a nursing home or assisted living facility is very possible. Consideration needs to be given as to the future use of this building.

Recommendation #6 – Maintenance Employees

The district currently employs five individuals as skilled maintenance (skilled trades) employees. The other employee included in the maintenance category is the district delivery person who spends significant time delivering cafeteria supplies from the high school to other buildings.

With the possible retirement of at one employee, this is the opportune time to determine the qualifications for filling any vacancies. Each of the current employee's need to be evaluated with consideration given to hiring individuals who will provide skills such as plumbing, electrical, carpenters/general utility, and HVAC. Included in Appendix D is a model job description that can be used for a skilled trades/maintenance employee. Qualifications for maintenance employees are set forth in the model job description.

It is recommended that the five skilled trade positions be implemented in the Facilities Department and that a job description with qualifications be established for each position; i.e., plumber, electrician, HVAC Service Technician (with qualifications for repairing HVAC systems and electronic controls), Carpenter/General Utility.

Since maintenance employees travel throughout the district working on a variety of projects, each maintenance employee should maintain a daily log sheet. The log sheet includes the location of the assignment, the time spent on the project (including travel time), and the parts/equipment used. The log sheets should be submitted on a daily basis to the Facilities Office to be reviewed by the Supervisor of Facilities. From these log sheets, future decisions can be made on the number of employees who may be needed to perform maintenance work throughout the district.

PART 4
FACILITIES DEPARTMENT RECOMMENDATIONS

Recommendation #7 – Supervisory Staff

Until recently, the district employed two individuals in supervisory positions in the Facilities Department. Currently, the position of Assistant Facilities Supervisor is vacant. It is recommended that the job responsibilities be reevaluated and that the position be given the title of Custodial Supervisor.

Since 30 out of 40 custodial and maintenance employees (75 per cent) work second or third shift, it is more beneficial to have a full-time supervisor to monitor and evaluate the work performance of the staff on these two shifts. During the evening hours, the buildings are used for many school activities (athletic events, performances, meetings, etc.) and by many outside permit groups. By having a supervisor on duty during the second shift, issues that may arise within a building can be resolved by the Custodial Supervisor. The supervisor can also observe and evaluate the work performance of the staff on the second and third shifts.

Additionally, the second shift supervisor can adjust his/her work schedule to monitor the third shift employees. For instance, the normal schedule may be from 3:00 p.m. until midnight. During each week, the supervisor could work from 6:00 p.m. until 3:00 a.m. to be able to observe the work of the third shift employees. A **written report of performance** should be conducted at least once every quarter on every custodian. Deficiencies in work performance must then be reviewed with the employee with a plan for improvement being developed.

The Custodial Supervisor should be charged with developing a custodial training program and ensuring that all staff – both regular and substitute – fulfills the responsibilities of the position of custodian.

During the school day, only seven custodial employees are on duty in the buildings and are under the supervision of the building administrators in cooperation with the Facilities Supervisor. The greater need is to have a supervisor who can travel from building to building to supervise the custodians on the evening shifts.

The Facilities Supervisor should be conducting monthly building inspections to be pro-active in addressing maintenance needs. Additionally, the Facilities should be responsible for the development of an Employee Handbook that is annually updated and reviewed with all employees in the Department.

It is recommended that a Custodial Supervisor be employed and assigned to work during the evening shifts.

**PART 4
FACILITIES DEPARTMENT RECOMMENDATIONS**

Recommendation #8 – Food Service Department Costs

Currently the Facilities Department provides daily custodial services for the Food Service Department; however, the costs are not reimbursed by the Food Service Department budget to the district General Fund. Since the Food Service fund is a proprietary fund, all costs associated with providing the food service programs should be charged to the Food Service Fund. In determining the cost of a meal for federal and state reimbursements, all costs associated with the meal including services provided by the Facilities Department should be included.

On the average approximately seven hours per week is spent each day providing cleaning services in the kitchen facilities. Based on the 2010-11 custodial hourly rate of \$20.10 per hour plus benefits of approximately 20%, the Food Service Department should be charged **\$30,391** for custodial services for the 2010-11 180 days of school.

Additionally, the amount of time that the maintenance delivery person spends delivering cafeteria supplies among the buildings should be monitored and charged to the Food Service Department. This information could be determined based on the log sheet that the delivery person keeps on a daily basis. Any other maintenance work which is performed by maintenance employees should be charged at the hourly rate to the Food Service Department.

Another expenditure that is budgeted in the Facilities Department and paid by the General Fund is refuse removal. On any school day, a large portion of the refuse is directly related to the food service operation. With the increased use of disposable supplies in the food service program, the daily amount of waste has increased over the past 10 years. The current amount budgeted for refuse removal for the school district is \$36,000. Approximately one-third of this cost or **\$12,000** could be charged to the Food Service Fund.

The total savings for the district general fund will be approximately **\$42,400**. Future consideration should be made to pro-rate a portion of the utility costs for the Food Service Department.

Consideration should be given to charging the Food Service Fund for costs that are currently being paid by the General Fund.

APPENDIX A

CUSTODIAL DUTIES

**PLUM BOROUGH SCHOOL DISTRICT
CUSTODIAL DUTIES
2010-2011**

DESCRIPTION OF DUTY	DAILY	WEEKLY	MONTHLY	AS NEEDED
GENERAL CLEANING				
1. Empty all trash receptacles; clean both inside and outside; replace liner as necessary.	X			
2. Empty recycling container into bin; do not co-mingle trash and recyclables.	X			
3. Clean chalkboards and/or marker boards unless writing is on board; clean chalk trays; follow manufacturer's recommendations for cleaning; check with supervisor.	X			
4. Clean tile floors with treated dust mop; change dust mop head as needed; clean up debris in each room; do not sweep debris into corridor.	X			
5. Sweep carpeted areas with vacuum sweeper	X			
6. Dust all surfaces with treated dust cloths; include desks, shelves, bookcases, tops of cabinets and cupboards, window sills and sashes, moldings, base boards, doors, ledges, etc.		X		
7. Wash inside glass.			X	
8. Wash door glass windows.		X		

**APPENDIX A
CUSTODIAL DUTIES**

DESCRIPTION OF DUTY	DAILY	WEEKLY	MONTHLY	AS NEEDED
9. Remove pencil and other marks from desks, backs of chairs, walls, doors, lockers, etc.	X			
10. Clean sinks, fixtures, polish fixtures (if applicable)	X			
11. Check and fill soap dispensers.	X			
12. Spot mop tile and remove gum.	X			
13. Damp mop entire floor.			X	
14. Wash tops of desks, tables, etc.		X		
15. On carpeted floors, clean spots and remove gum.	X			
16. Check that all windows are closed and locked.	X			
17. Clean TV monitors and screens with dusters.			X	
18. Clean telephones.			X	
19. Straighten furniture.	X			
20. Turn off all lights.	X			
21. Close and lock doors as directed.	X			
22. Remove trash to dumpster site.	X			
23. Replace burned out light bulbs.				X

**APPENDIX A
CUSTODIAL DUTIES**

DESCRIPTION OF DUTY	DAILY	WEEKLY	MONTHLY	AS NEEDED
24. Make minor repairs to furniture; replace screws, glides, etc.				X
25. Complete work orders and submit for any repairs to fixtures, furniture, etc.				X
CLEANING IN OFFICES AND FACULTY ROOMS AND PLANING AREAS (in addition to general cleaning requirements)				
1. Clean tops of desks, tables, counters, file cabinets, etc. with treated dust cloth or damp cloth (whichever is applicable).	X			
2. Dust bookshelves and chairs.		X		
3. Wash window glass (doors, inside of exterior glass, glass partitions, etc.)		X		
4. Check that all copiers, coffee pots, etc. are turned off.	X			
5. Clean telephone set.		X		
6. Dust pictures and other items hung on walls.		X		
CLEANING IN RESTROOMS				
1. Empty all trash receptacles; clean both inside and outside: replace can liners as necessary.	X			
2. Sweep floor with broom.	X			
3. Check and fill soap, towel, and toilet tissue dispensers.	X			
4. Wash mirrors.	X			
5. Clean and disinfect sinks including underside.	X			

**APPENDIX A
CUSTODIAL DUTIES**

DESCRIPTION OF DUTY	DAILY	WEEKLY	MONTHLY	AS NEEDED
6. Clean and disinfect inside of toilets and urinals with approved bowl cleaner; clean underside; caution shall be taken not to splash bowl cleaner on floor or chrome fixtures.	X			
7. Clean and disinfect underside of toilets and urinals.	X			
8. Polish all chrome fixtures.	X			
9. Clean all spots from walls and doors.	X			
10. Wash, clean and disinfect all toilet partitions and doors.		X		
11. Wash and clean all walls.			X	
12. Wipe all horizontal surfaces.	X			
13. Wet mop floors with germicidal cleaner.	X			
14. Clean light fixtures.			X	
15. Submit work orders to Head Custodian for any repairs to fixtures, partitions, etc.	X			
16. Clean floor drain and pour water down drain to insure that trap has water in it; do not pour slop water down drain.		X		
CLEANING IN LOCKER ROOMS (in addition to Restroom Cleaning as required)				
1. Clean all shower units and remove all soap and stains; polish fixtures.	X			
2. Clean shower room walls with germicidal cleaner.		X		

**APPENDIX A
CUSTODIAL DUTIES**

DESCRIPTION OF DUTY	DAILY	WEEKLY	MONTHLY	AS NEEDED
3. Clean shower room gutter and drain covers; check to insure that trap has water in it; do not pour slop water in floor drain.	X			
4. Clean all benches with germicidal cleaner.	X			
5. Clean all lockers inside and outside with germicidal cleaner.				X
6. Clean all hair dryers and check that they are operational.	X			
7. Clean all locker room walls with germicidal cleaner.			X	
8. Mop all floors with germicidal cleaner.	X			
9. Replace shower curtain in staff shower.				X
SPECIAL CLEANING IN GYMNASIUM				
1. Clean entire floor with non-treated dust mop	X			
2. Pull out bleachers, dust seats, and clean under bleachers.		X		
3. Remove all spots, spills, gum, etc., from floor, walls, doors, etc.	X			
4. Clean and wash doors, jambs, etc.		X		
5. Clean all sill line HVAC units, etc.			X	
6. Check operation of bleachers and submit work order for repairs.		X		
7. Check operation of folding doors (as applicable) and submit work order for repairs.		X		

**APPENDIX A
CUSTODIAL DUTIES**

DESCRIPTION OF DUTY	DAILY	WEEKLY	MONTHLY	AS NEEDED
8. Check operation of scoreboard (as applicable) and submit work order for repair.		X		
SPECIAL POOL CLEANING				
1. Clean pool with robot.	X			
2. Clean pool gutter.	X			
3. Mop pool deck with germicidal cleaner.	X			
4. Clean and polish sill line heating units.			X	
5. Check all pool equipment (diving boards, starting blocks, etc.) and submit work order for repairs.		X		
6. Wash and clean all doors and hardware in pool area.		X		
7. Clean bleachers in pool area with germicidal cleaner.	X			
8. Clean spectator seating area including bleachers and floor.				X After every use
9. Perform chemical analysis as directed.	X			
10. Check operation of pool equipment in mechanical room; monitor chemical use.	X			
11. Notify Facilities Manager immediately of any malfunctioning equipment.				X Immediately
CAFETERIA/KITCHEN CLEANING (in addition to general cleaning requirements)				
1. Clean tops of all cafeteria tables with germicidal cleaner; remove gum from underneath tables.	X			

**APPENDIX A
CUSTODIAL DUTIES**

DESCRIPTION OF DUTY	DAILY	WEEKLY	MONTHLY	AS NEEDED
2. Clean all chairs with germicidal cleaner and remove gum from underneath chairs.		X		
3. Damp mop entire floor with germicidal cleaner.	X			
4. Scrub and refinish floor.				X
5. Spray buff floor.				X
6. Clean and mop kitchen floor with germicidal cleaner.	X			
7. Check and clean hoods.			X	
8. Check and clean kitchen grease traps.			X	
9. Check and clean all floor drains; pour water down drain to insure that water is in trap.		X		
10. Clean and wash doors and jambs.		X		
11. Clean and wash kitchen walls with germicidal cleaner.			X	
12. Check all tables and chairs for repairs; if repairs cannot be made, submit work order.	X			
CLEANING IN CORRIDORS AND STAIRWELLS (in addition to general cleaning requirements)				
1. Remove all spots and marks from lockers.	X			
2. Clean exterior of doors of all lockers.				X
3. Clean and polish hardware on stairwell doors and exit doors – both sides.		X		

**APPENDIX A
CUSTODIAL DUTIES**

DESCRIPTION OF DUTY	DAILY	WEEKLY	MONTHLY	AS NEEDED
4. Clean glass in all exit doors and stairwell doors – both sides.	X			
5. Clean all handrails and remove gum, etc.	X			
6. Check operation of door closures, panic hardware, hinges, etc. on all exit doors and stairwell doors; make minor adjustments; otherwise, submit a work order for repairs.	X			
7. Sweep steps.	X			
8. Mop steps, risers, landings.		X		
9. Spray buff tile corridor floors.		X		
10. Scrub and refinish corridor floors (tile, terrazzo, Fritz tile, etc.)				X
11. Scrub carpeted corridors with carpet cleaning equipment.				X At least twice per year
12. Clean and polish all water coolers and drinking fountains.				
13. Vacuum entry mats.	X			
14. Clean and wash ceramic and glazed tile walls.				X At least twice during school year
15. Clean light fixtures.			X	
CLEANING IN CUSTODIAL STORAGE ROOMS				
1. Sweep floor.	X			

**APPENDIX A
CUSTODIAL DUTIES**

DESCRIPTION OF DUTY	DAILY	WEEKLY	MONTHLY	AS NEEDED
2. Clean wet mops and hang to dry.	X			
3. Clean dust mops and hang (do not sit on floor).	X			
4. Empty all buckets and clean.	X			
5. Label all spray bottles and properly store them and other cleaning products.	X			
6. Clean slop sink.		X		
7. Empty vacuum cleaners and properly store.	X			
8. Mop floor.		X		
9. Clean shelves and organize materials.			X	
10. Clean custodial equipment.				X
11. Keep all custodial storage rooms locked.	X			
CLEANING IN BOILER ROOMS, MECHANICAL ROOMS, CUSTODIAL ROOMS				
1. Sweep floor with broom.		X		
2. Empty all trash receptacles.		X		
3. Change burned out light bulbs.				X
4. Clean dirt and dust from all mechanical equipment.			X	

**APPENDIX A
CUSTODIAL DUTIES**

DESCRIPTION OF DUTY	DAILY	WEEKLY	MONTHLY	AS NEEDED
5. Complete all checklists as may be required.	X			
6. Keep all areas locked.	X			
GENERAL PROCEDURES – ALL CUSTODIAL STAFF				
1. Secure all areas in buildings in accordance with procedures established by building principal; i.e., lock entrance doors during day and/or evening as directed, secure corridor gates as necessary, etc.	X			
2. Turn on lights in corridors, classrooms, offices, etc., only as needed to clean those specific areas; turn out lights when work is completed in specific room area; do not have lights on in an entire work area.	X			
3. At beginning of day, turn on lights only in stairwells and corridors; do not turn on lights in all classrooms and/or offices.	X			
4. Comply with all security procedures set forth in School Plan.	X			

APPENDIX B

CUSTODIAL WORK SCHEDULE CALCULATIONS

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
A STEVENSON	LOWER LEVEL												
	1st FLOOR												
		Music-small	384				1				15.1		
	16	Music-large	1150				1				25.3		
		Entrance		264							2.1		
		Kitchen				1368	1				37.4		
		Cafeteria-Dining	1800				1				34.0		
		Stage	304				0.5				9.1		
		Entrance		288							2.3		
		Office	650				1				13.3		
		Nurse's Suite	464				1				16.2		
		Nurse-Toilet Room				32	0.5	1		1	9.6		
		Toilet-Boys				96	1	2	2	2	23.9		
		Toilet-Girls				96	1	1		1	15.9		
	14	Classroom	800				1				20.7		
		Faculty Room	290				0.5				8.9		
		Entrance/Stair Tower		250	2						14.0		
		Corridor-Lower		672							5.4		
		1st Floor-Lower Level-Totals	5,842	1,474		1,592					238.0	4.0	0.6
A STEVENSON	UPPER LEVEL												
	1st FLOOR												
		Gymnasium	4760								23.8		
		Stair Tower		204	1						7.6		
		Toilet Room-Boys				162	1	1	1	1	19.2		
		Toilet Room-Girls				162	1	1		1	17.2		
	19	Classroom	800				1				20.7		
	18	Classroom	420				1				15.6		

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
	17	Classroom	255				0.5				8.4		
	20	Classroom	800				1				20.7		
	21	Classroom	800				1				20.7		
		Toilet Room-Girls				200	1	2		2	22.0		
		Toilet Room-Boys				200	1	2	2	2	26.0		
		Faculty-Storage	300				0.5				9.0		
		Corridor		1240							9.9		
		Stairs			1								
	1st Floor-Upper Level-Totals		8,135	1,444		724					220.8	3.7	0.5
A STEVENSON	2nd FLOOR												
		Small Group Rooms-6	1377		2						30.4		
		Toilet Room-Men				88	1	1	1	1	17.8		
		Toilet Room-Women				88	1	1		1	15.8		
		Stair Tower-Entrance		250	1						8.0		
	15	Classroom	728	3			1				19.7		
		Toilet Room-Boys				112	1	2	3	2	26.2		
		Toilet Room-Girls				147	1	2		3	22.9		
	1	Classroom	780				1				20.4		
	13	Classroom	832				1				21.1		
	2	Classroom	810				1				20.8		
	12	Classroom	832				1				21.1		
	3	Classroom	750				1				20.0		
	4	Classroom	780				1				20.4		
	11	Classroom	832				1				21.1		
	10	Classroom	832				1				21.1		
	5	Classroom	840				1				21.2		
	6	Classroom	728				1				19.7		
	8	Classroom	832				1				21.1		
	9	Classroom	884				1				21.8		

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
	7	Classroom	702				1				19.4		
		Toilet Room-Girls				240		5		5	24.8		
		Toilet Room-Boys				150	1	4	3	3	34.8		
		Stair Tower		230	1						7.8		
	22	Art	1008				1	2			27.4		
		Library	1500				1	1			32.0		
	26	Classroom	825				1				21.0		
	24	Computer	800				1				20.7		
	25	Classroom	800				1				20.7		
	27	Classroom	800				1				20.7		
		GATE	525				1				17.0		
		Corridor		3318							26.5		
	2nd Floor	Totals	18,797	3,801		825					663.3	11.1	1.6
TOTALS-AREA/HOURS/FTE			32,774	13,438		6,282					1,122.2	18.7	2.6
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**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
CENTER	Ground Floor												
ELEMENTARY		Stair Tower			1						6.0		
		Storage									0.0		
		Electric Equipment Room									0.0		
		Boiler Room/Chiller Room									0.0		
	30	Classroom	832				1	1			23.1		
	29	Classroom	832				1	1			23.1		
	28	Classroom	712				1	1			21.5		
		Toilet - Girls				242	1	3		5	30.8		
		Toilet - Boys				242	1	3	2	3	30.8		
		Stair Tower			1						6.0		
	27	Classroom	792				1	1			22.6		
	26	Classroom	792				1	1			22.6		
	25	Classroom	756				1				20.1		
	24	Learning Support	576				1				17.7		
		Fac Toilet-Men	52				1	1		1	14.7		
		Fac Toilet-Women	52				1	1		1	14.7		
		Stair Tower			1		1				16.0		
	23	Classroom	880				1	1			23.7		
	22	Seminar	264				0.5				8.5		
	21	Art	1100				1	2			28.7		
	20	Instr. Music	484				1				16.5		
	19	Music Room	748				1				20.0		
		Stair Tower			1		1				16.0		
		Lower Corridors		3147							25.2		
	Ground Floor	Totals	3,476	3,147		0					408.1	6.8	1.0
CENTER	1st Floor										0.0		
ELEMENTARY	1	Classroom	748				1	1			22.0		

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft²)	CORRID. AREA (ft²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft.²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
	2	Classroom	748				1	1			22.0		
	3	Classroom	748				1	1			22.0		
	4	Classroom	748				1	1			22.0		
	5	Classroom	748				1	1			22.0		
	6	Classroom	748				1	1			22.0		
		Library	1776				1				33.7		
		Library Work Room	176				1				12.3		
		Computer Room	1008				1				23.4		
		Stair Tower			1						6.0		
		Fac Toilet-Men				52	1	1		1	15.0		
		Fac Toilet-Women				52	1	1		1	15.0		
		Speech Room	264				0.5				8.5		
	7	Classroom	792				1	1			22.6		
		Faculty Room	616				1	1			20.2		
	8	GATE	396				0.5				10.3		
	9	Classroom	792				1	1			22.6		
	10	Social Worker	308				0.5				9.1		
	11	Classroom	792					1			12.6		
	12	Classroom	792					1			12.6		
		Stair Tower			1			1			8.0		
		Toilet Room-Girls				242	1	3		5	30.8		
		Toilet Room-Boys				242	1	3	2	3	30.8		
	13	Reading Classroom	652				1	1			20.7		
	14	Classroom	704				1	1			21.4		
	15	Classroom	720				1	1			21.6		
	16	Classroom	858				1	1			23.4		
	17	EIS Classroom	936				1	1			24.5		
	18	Classroom	900				1	1			24.0		
		Stair Tower			1						6.0		
		Sec Office	228				0.5				8.0		
		Principal Office	204				0.5				7.7		

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
HOLIDAY PARK	1st FLOOR												
ELEMENTARY		Gymnasium	4472				1				32.4		
		Gym Lobby		192							1.5		
		Toilet Room-Boys				204	1	1	1	1	20.1		
		Toilet Room-Girls				120	1	1		1	16.4		
		Stair Tower		200	1						7.6		
	7	Classroom	924				1				22.3		
	6	Classroom	784				1				20.5		
	8	Classroom	784				1				20.5		
	5	Faculty Room	672				1				19.0		
	9	Classroom	784				1				20.5		
	4	Classroom	672				1				19.0		
	10	Classroom	784				1				20.5		
		Nurse's Suite	840				1	1		1	25.2		
		Stair Tower		280	1						8.2		
	3	Classroom	784				1				20.5		
	2	Classroom	784				1				20.5		
	1	Classroom	840				1				21.2		
		Toilet Room-Girls				340	1	4		4	32.8		
		Toilet Room-Boys				416	1	4	4	2	38.3		
		Office	572				1				17.6		
		Work Room	176				0.5				7.3		
		Entrance		384							3.1		
		Cafeteria Entrance		154							1.2		
		Cafeteria-Dining	1596				1				31.3		
		Stage	288				0.5				8.8		
		Kitchen				1152					23.0		
		Corridor		2598							20.8		
	1st Floor	Totals	15,756	3,808		2,232					499.9	8.3	1.2

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
HOLIDAY PARK	2nd FLOOR												
ELEMENTARY		Stair Tower		200	1						7.6		
	19	Classroom	448				1				16.0		
	18	Classroom	784				1				20.5		
	20	Classroom	784				1				20.5		
	28	Classroom	784				1				20.5		
		Library	1400				1				28.7		
		Library Work Room	96				0.5				6.3		
	21	Classroom	784				1				20.5		
	22	Classroom	784				1				20.5		
		Toilet Room-Girls				120	1	2		2	20.4		
		Toilet Room-Boys				264	1	2	2	2	27.3		
		Corridor		220							1.8		
	17	Classroom	784				1				20.5		
	23	Classroom	840				1				21.2		
	16	Classroom	784				1				20.5		
	24	Classroom	784				1				20.5		
	15	Classroom	840				1				21.2		
	25	Classroom	784				1				20.5		
		Toilet Room-Girls				300	1	4		4	32.0		
		Toilet Room-Boys				376	1	4	4	4	41.5		
	14	Classroom	560				1				17.5		
		Corridor		240							1.9		
		Small Group	240				0.5				8.2		
		Small Group	288				0.5				8.8		
		Faculty Toilet Room				40		1		1	4.8		
	13	Classroom	784				1				20.5		
	12	Classroom	600				1	1		1	22.0		
	11	Classroom	840				1				21.2		

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
	26	Classroom	784				1				20.5		
		Small Group	144				0.5				6.9		
	27	Classroom	784				1				20.5		
	28	Classroom	840				1				21.2		
		Corridor		3628							29.0		
		Stair Tower		200	1						7.6		
	2nd Floor	Totals	16,544	4,488		1,100					618.5	10.3	1.5
TOTALS-AREA/HOURS/FTE			32,300	8,296		3,332					1,118.4	18.6	2.6
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**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
PIVIK	1st FLOOR												
ELEMENTARY		Office	97.5				1				11.3		
		Principal	97.5				1				11.3		
		Copy Room	120				0.5				6.6		
	105	Classroom	660				1	1			20.8		
	103	Classroom	660				1	1			20.8		
	101	Classroom	660				1	1			20.8		
		Toilet Room-Girls				220	1	3		8	36.4		
		Stair Tower			1						6.0		
	100	Classroom	660				1				18.8		
	102	Classroom	660				1				18.8		
	104	Classroom	660				1				18.8		
	106	Classroom	660				1				18.8		
		Elevator		36			0.5				5.3		
	111	Classroom	616				1				18.2		
	108	Classroom	616				1				18.2		
		Library	1344				1	1			29.9		
		Computer Room	660				1				18.8		
	109	Classroom	616				1				18.2		
	107	Classroom	660				1				18.8		
		Toilet Room-Boys				392	1	3	8	3	45.8		
		Stair Tower		261	2						14.1		
		Corridor		3128							25.0		
		Gymnasium	5376								26.9		
		Stair Tower			1						6.0		
		Lower Level Rooms	4200				1				31.0		
	1st Floor	Totals	9,447	3,425		612					421.6	7.0	1.0
PIVIK	CAFETERIA												

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft²)	CORRID. AREA (ft²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft.²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE	
ELEMENTARY	1st FLOOR	Cafeteria-Dining	3120				1				51.6			
		Kitchen				1848	1				47.0			
		Faculty Room	336				0.5				9.5			
		Faculty Toilet Room				56	0.5	1		1	10.1			
		Toilet Room-Boys				64	0.5	1	2	1	14.3			
		Toilet Room-Girls				64	0.5	1		1	10.3			
		Corridors			643						5.1			
		Cafeteria	Totals	3,456	643		2,032					91.9	1.5	0.2
PIVIK	AUDITORIUM													
ELEMENTARY	1st FLOOR	Auditorium-Seating	9504				1				86.0			
		Aud. Entrance		60.75							0.5			
		Toilet Room-Boys				18	0.5	1		1	9.4			
		Toilet Room-Girls				18	0.5	1		1	9.4			
		Stage	2268				1				21.3			
		4A Music	286				1				13.8			
		2A Art	1081				1	2			28.4			
		1A Classroom	660				1				18.8			
		Stairwell			84	1					6.7			
		Corridor			168						1.3			
Auditorium	Totals	13,799	313		36					195.6	3.3	0.5		
PIVIK	KDG. LOWER LEVEL													
ELEMENTARY	K-1	Store	361				0.5				9.8			
		Kindergarten	812				1	1			22.8			
		Toilet Room			50		0.5	1		1	9.4			
		Kindergarten	783				1	1			22.4			
		Toilet Room			50		0.5	1		1	9.4			
		Computer Room	660				1				18.8			

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
		Corridor		168							1.3		
	Lower Level	Totals	2,616	268		0					94.0	1.6	0.2
PIVIK	2nd FLOOR												
ELEMENTARY		Faculty Room	240				0.5				8.2		
		Fac Toilet Room				30	0.5	1		1	9.6		
		Toilet Room				176	1	3	8	3	41.5		
	211/213	Classroom	660				1	1			20.8		
	216	Classroom	748				1	1			22.0		
	209	Classroom	704				1	1			21.4		
	214	Classroom	638				1	1			20.5		
	207	Classroom	792				1	1			22.6		
	212	Classroom	660				1	1			20.8		
	205	Classroom	638				1	1			20.5		
		Nurse's Suite				286	1	1		1	19.7		
		Stair Tower			1						6.0		
		Small Group	176				0.5				7.3		
		Toilet Room				32	0.5	1		1	9.6		
	203	Classroom	792				1	1			22.6		
	208	Classroom	660				1	1			20.8		
	206	Classroom	616				1	1			20.2		
	201	Classroom	968				1	1			24.9		
	204	Classroom	660				1	1			20.8		
	202	Classroom	616				1	1			20.2		
		Toilet Room-Girls				220	1	4		5	32.4		
		Corridors		2680							21.4		
	2nd Floor	Totals	9,568	2,680		744					434	7.2	1.0
TOTAL-AREA/HOURS/FTE			38,886.00	7,328.75		3,424.00					1,237.00	20.6	2.9
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**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
REGENCY PARK	1st FLOOR												
		Entrance		260							2.1		
		Office Area	280				1	1			15.7		
		Nurse's Suite				616	1	1		1	26.3		
		Small Group	224				0.5				5.8		
		Small Group	80				0.5				6.1		
		Small Group	192				0.5				7.6		
		Office Toilet	32				0.5			1	9.4		
		Office Toilet	32				0.5			1	9.4		
		Faculty Room	392				0.5				10.2		
		Computer Room	392				1				15.2		
		Library	2128				1				38.4		
	11	Classroom	784				1	1			22.5		
	10	Classroom	896				1	1			23.9		
		Toilet Room				77	1	1		1	15.5		
	9	Classroom	840				1	2			25.2		
	8	Classroom	840				1	1			23.2		
	7	Classroom	840				1	1			23.2		
		Stair Tower		280	1						8.2		
		Toilet Room-Boys				336	1	4	4	3	38.7		
		Toilet Room-Girls				336	1	4		4	32.7		
	6	Classroom	784				1				20.5		
	5	Classroom	784				1				20.5		
	4	Classroom	784				1				20.5		
	3	Classroom	784				1				20.5		
	2	Classroom	784				1				20.5		
		Stair Tower		504	1						10.0		
		Corridor-1st Floor		1952							15.6		
	1st Floor	Totals	11,872	2,996		1,365					487.4	8.1	1.1

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
REGENCY PARK	Lower Level												
		Gymnasium	4816				1				34.1		
		Band Room	700				1				19.3		
		Toilet Room-Girls				180	1	2		2	21.6		
		Toilet Room-Boys				180	1	1	1	1	19.6		
		Corridor-Gym Area		128							1.0		
	15	Classroom	784				1				20.5		
	14	Classroom	784				1				20.5		
	13	Classroom	784				1				20.5		
		Toilet Room-Girls		224			1	5		4	29.8		
		Toilet Room-Boys		336			1	4	4	4	36.7		
		Steps			1						6.0		
		Cafeteria-Dining	1748				1				33.3		
		Stage/Music	532				1				17.1		
		Small Group-stage	180				0.5				7.4		
		Kitchen				520	1				20.4		
		Corridor-Lower Level		680							5.4		
	2nd Floor	Totals	10,328	1,368		880					313.1	5.2	0.7
TOTALS-AREA/HOURS/FTE			22,200	4,364		2,245					800.5	13.3	1.9
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**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
OBLOCK	Ground Floor												
		Wrestling Room	2400				1				22.0		
		Stair Tower #1		90	1						6.7		
		Stair Tower #2		260	1						8.1		
		Office	280				0.5				8.7		
		Corridor/Elevator		115.25							0.9		
		Weight Room	1484								7.4		
	Ground Floor	Totals	4,164	465		0					53.9	0.9	0.1
OBLOCK	1st Floor												
		Office	720				1				19.6		
		Principal Ofc.	280								3.7		
		Conf Rm	288								3.8		
		Corridor	410								5.5		
		Counselor #1	96								1.3		
		Counselor #2	96								1.3		
		Asst Principal Ofc	196								2.6		
		Toilet-Women				36	0.25	1		1	7.2		
		Toilet-Men				36	0.25	1		1	7.2		
	Offices	Totals	2,086	0		72					52.3	0.9	0.1
		Auditorium (incl stage)	6048				1				44.6		
		Aud Lobby		1924							15.4		
		Aud Toilet-Boys				42	0.5	2	2	2	17.8		
		Aud Toilet-Girls				42	0.5	2		2	13.8		
		Choral Room	1170				1				25.6		
		Music Tech	638				1				18.5		
		Music Ofc	153				0.5				7.0		
		Practice Rooms/Corridor	551				0.5				12.3		

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
	Aud/Music	Totals	8,560	1,924		0					155.1	2.6	0.4
		Nurse's Suite	1248				1	3		1	34.6		
		TV Studio	144				0.5				6.9		
		Main Corridor		564							4.5		
		Cafeteria-Dining	3016				1				50.2		
		Fac Dining	504				0.5				11.7		
		Fac Toilet-Men				56	0.5	1		1	10.1		
		Fac Toilet-Women				56	0.5	1		1	10.1		
		Kitchen				1648	1				43.0		
		Kitchen Locker/Toilet				90	1	1		1	15.8		
	Cafeteria	Totals	4,912	564		1,850					187.0	3.1	0.4
		Library/Media	4930				1				75.7		
	108	incl. Computer Rm											
		Library Corridor		2080							16.6		
		Corridor (110-121)		2340							18.7		
		Stair Tower		190	1						7.5		
	110	Reading	936				1				22.5		
		Elevator/Alcove		93			0.25				3.2		
		Toilet-Girls				221	1	4		4	30.4		
		Stair Tower		280	1						8.2		
	121	Reading	806				1				20.7		
	119	Reading	832				1				21.1		
	117	Spec Ed	416				1				15.5		
	115	Spec Ed	416				1				15.5		
	113	Reading	806				1				20.7		
	111	Soc St	806				1				20.7		
	109	Spec Ed Resource	364				0.5				9.9		

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
	107	Soc St	702				1				19.4		
	105	Soc St	728				1				19.7		
		Stair Tower		220	1						7.8		
		Corridor (109 to 101)		2134							17.1		
		Soc St Planning	312				0.5				9.2		
	103	Life Science	1040				1				23.9		
		Work Room	312				0.5				9.2		
	101	Life Science	1040				1				23.9		
		Stair Tower		336	1						8.7		
	102	Computer	754				1				20.1		
		Work Room	264				0.5				8.5		
	104	Life Science	1120				1				24.9		
	108	Soc St	600				1				18.0		
		Fac Rm	400				1				15.3		
		Fac Toilet-Men				40	1	1		1	14.8		
		Fac Toilet-Women				40	1	1		1	14.8		
		Toilet-Boys				196	1	3	3	2	29.9		
	Classrooms	Totals	17,584	7,673		497					592.3	9.9	1.4
		Art #1	768				1				20.2		
		Art #2	780				1				20.4		
		Family Consumer Sci	1008				1				23.4		
		Family Consumer Sci	868				1				21.6		
		Tech Ed	1536				1				30.5		
		Tech Ed Computer	460				0.5				11.1		
		Wood Shop	1620				1				31.6		
	Tech ED/FCS	Totals	7,040	0		0					158.9	2.6	0.4
		Gymnasium	7350				1				46.8		
		Health Room	759				1				20.1		

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
		Locker Room-Boys				1320	1	3	1	2	48.4		
		Locker Room-Girls				1800	1	3		5	62.0		
		Gym Corridor		184							1.5		
		Toilet Rm-Boys				260	1	3	4	3	35.2		
		Toilet Rm-Girls				300	1	3		7	36.0		
	Gymnasium	Totals	8,109	184		3,680					249.9	4.2	0.6
OBLOCK	2nd Floor												
	201	Earth Science	1148				1				25.3		
		Sci Work Room	288				0.5				8.8		
	203	Earth Science	1120				1				24.9		
	203A	Science Planning	351				0.5				9.7		
	205	Math	837				1				21.2		
	207	Math	837				1				21.2		
	209	Math	780				1				20.4		
	211	English	780				1				20.4		
	213	English	780				1				20.4		
	215	English	806				1				20.7		
	217	English	806				1				20.7		
		Stair Tower		190	1						7.5		
		Stair Tower		308	1						8.5		
		Toilet-Fac-Men				66	0.25	1		1	7.8		
		Toilet-Fac-Women				66	0.25	1		1	7.8		
	202	Keyboard Lab	980				1				20.9		
		Work Room	288				0.5				8.8		
	204	Phys Sci Lab	1064				1				24.2		
	206	Math	988				1				23.2		
		Time Out Room	468				0.5				11.2		
		Toilet Room-Boys				260	1	6	4	3	41.2		
		Toilet Room-Girls				260	1	6		8	43.2		

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
	208	Math	754				1				20.1		
		Stair Tower		180	1						7.4		
		Math Planning	754				1				20.1		
	210	Math	988				1				23.2		
	212	Math	910				1				22.1		
		Elevator/Alcove		319							2.6		
	214	Soc Stud	806				1				20.7		
		Stair Tower		190	1						7.5		
		Corridor		3546							28.4		
OBLOCK	2nd Floor	Totals	16,533	4,733		652					570.2	9.5	1.3
TOTALS-AREA/HOURS/FTE			68,988	15,543		6,751					2,020	33.7	4.7
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**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft²)	CORRID. AREA (ft²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft.²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
HIGH SCHOOL	Ground Floor												
	G-1	Science-Bio	1410				1				28.8		
	G-2	Science-Bio	1260				1				26.8		
	G-3	Science-Chem	1260				1				26.8		
	G-4	Science-Chem	1260				1				26.8		
		Chem Prep	420				0.5				10.6		
	G-5	Science-Chem	1260				1				26.8		
	G-6	Sci-Inst Plan	440				0.5				10.9		
	G-7	Science-Proj	330				0.5				9.4		
	G-8	Science-Bio	1140				1				25.2		
	G-9	Science-Prep	480				0.5				11.4		
	G-10	Science-Bio	1200				1				26.0		
	G-11	Marketing	1020				1				23.6		
	G-12	Store	900				1				22.0		
		Ass't Principal	288				0.5				8.8		
		Toilet-Boys				528	1	4	6	4	48.6		
		Toilet-Girls				528	1	4		6	40.6		
		Corridors		2812.5							22.5		
		Stair Tower			2						12.0		
		Team Room/First Air				1855					37.1		
		Locker Room-Boys				2775		4	2	3	73.5		
		Locker Room-Girls				2100		5		3	58.0		
	Ground Floor	Totals	12,668	2,813		7,786					576.1	9.6	1.4
HIGH SCHOOL	T-Wing												
	T-1	Health Room	180				0.5				7.4		
	T-2	Weight Room	2160				1				27.3		
	T-3	Graphics	1080				1				24.4		
	T-4	CADD	1080				1				24.4		

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft²)	CORRID. AREA (ft²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft.²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
	T-5	Electronics	1440				1				29.2		
	T-6	Construction	700				4				49.3		
		Corridors		1800							14.4		
		Stair Tower			2						12.0		
	T-Wing	Totals	6,640	1,800		0					188.4	3.1	0.4
HIGH SCHOOL	Athletic Area												
		Gymnasium #1	11760				1				68.8		
		Lobby		1350							10.8		
		Public Toilets				1560	2	12	5	22	129.2		
		Concession				300	1				16.0		
		Locker Rooms				13800	4	6	4	8	352.0		
		Corridors		2400							19.2		
		Stair Tower			2						12.0		
		Health Room				900	1				28.0		
		Gm Lobby		1320							10.6		
		Concession				288					5.8		
		Gymnasium #2	6912				1				44.6		
		Toilet-Men				624	1	4	8	4	54.5		
		Toilet-Women				1008	1	6		8	58.2		
		Locker Rooms-Gym				7040	2	4	3	8	190.8		
		Stair Tower			2	96					13.9		
		Pool				7104					142.1		
		Locker Rooms-Pool				1440	2	4	3	8	78.8		
		Locker Rooms-Team				1156	2	4	3	6	69.1		
		Physical therapy/Whirlpool				768	1				25.4		
		Corridors		2320							18.6		
	Athletic Area	Total Time/FTE	18,672	7,390		36,084					1348.2	22.5	3.2
HIGH SCHOOL	1st Floor												

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
		Office Complex	4541.25				1				70.6		
	101	Student Activities	294				0.5				8.9		
	102	English CR	588				1				17.8		
	102	English CR	588				1				17.8		
	104	English CR	588				1				17.8		
	105	English Plan	462				0.5				11.2		
	106	English Lab	882				1				21.8		
		Toilet-Girls				672	1				23.4		
		Toilet-Boys				528	1				20.6		
	107	Math CR	700				1				19.3		
		Math Plan	560				0.5				12.5		
		Math Store	280				0.5				8.7		
		Gen Sci Prep	360				0.5				9.8		
	111	Math Comp	1020				1				23.6		
	112	Math Comp	1020				1				23.6		
	113	Math Comp	690				1				19.2		
	114	Math Comp	660				1				18.8		
	115	Math Comp	690				1				19.2		
	116	Math Comp	960				1				22.8		
	117	Science CR	1350				1				28.0		
	118	Science CR	1350				1				28.0		
	119	Science CR	720				1				19.6		
	120	Science Prep	1680				1				32.4		
	121	Science CR	1320				1				27.6		
	122	Math CR	912				1				22.2		
	123	Math CR	624				1				18.3		
	124	Math CR	624				1				18.3		
	125	English CR	798				1				20.6		
	126	English CR	609				1				18.1		
	127	English CR	1085				1				24.5		

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
		Stair Tower		220	2						13.8		
	128	English CR	588				1				17.8		
	129	English CR	588				1				17.8		
	130	English CR	588				1				17.8		
	131	English CR	588				1				17.8		
	132	English CR	588				1				17.8		
	133	English CR	588				1				17.8		
	134	English CR	588				1				17.8		
		Stair Tower		220	2						13.8		
	135	Time Out Room	340				0.5				9.5		
	136	Spec. Ed. CR	784				1				20.5		
		Corridors		6960							55.7		
	Classrooms	Totals	31,195	7,400		1,200					883.1	14.7	2.1
HIGH SCHOOL	Auditorium/Music												
		Stair Tower-Aud		1120			1				19.0		
		Aud Lobby		3936							31.5		
		Aud Ramp		1536							12.3		
		Auditorium	9216				2				142.9		
		Aud Rear Lobby		2112							16.9		
		Stage	4144				1				65.3		
		Dressing Rooms				1380	2	4		4	63.6		
		Corridor-Aud		1600							12.8		
		Band Room	2640				1				45.2		
		Choral Room	1360				1				28.1		
		Practice Rooms	1848				1				34.6		
		Toilet Rm-Aud-Boys				360	1	4	6	4	45.2		
		Toilet Rm-Aud-Girls				960	1	4		8	53.2		
		Main Lobby		1536							12.3		
	Aud/Music	Totals	19,208	11,840		2,700					582.8	9.7	1.4

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
HIGH SCHOOL	Library/Art												
		Nurse's Suite				1344	1				36.9		
		Library	6336				1				94.5		
		Art Rooms	4160				1				65.5		
		TV Studio	1344				1				27.9		
		Technology/Fac. Ofc	3584				1				57.8		
		Toilet-Boys				240	1	4	6	4	42.8		
		Toilet-Girls				400	1	4		8	42.0		
		Corridors		3648							29.2		
HIGH SCHOOL	Library/Art	Totals	15,424	3,648		1,984					396.5	6.6	0.9
HIGH SCHOOL	Cafeteria Area												
		Dining Room	7264				2				116.9		
		Serving Area				960	1				29.2		
		Back-up Prep				960	1				29.2		
		Kitchen-Cooking				1200	2				44.0		
		Faculty Dining	640				0.5				13.5		
		Stair Tower		280	2						14.2		
	138	Classroom	720				1				19.6		
		GATE CR	720				1				19.6		
HIGH SCHOOL	Cafeteria Area	Totals	9,344	280		3,120					286.2	4.8	0.7
HIGH SCHOOL	Dist. Admin.												
		Admin Offices	2176				2				49.0		
		Supt Ofc	480				1				16.4		
		Toilet Room-Girls				275		5		4	23.5		
		Toilet Room-Boys				275		5	4	6	35.5		
		Corridors		1560							12.5		
HIGH SCHOOL	Dist. Admin.	Totals	2,656	1,560		550					136.9	2.3	0.3

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft²)	CORRID. AREA (ft²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft.²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
HIGH SCHOOL	2nd Floor												
	201	Foreign Lang Plan	432				1	2		2	23.8		
	202	Foreign Lang CR	616				1				18.2		
	203	Foreign Lang CR	616				1				18.2		
	204	Foreign Lang Lab	224				1				13.0		
	205	Foreign Lang CR	588				1				17.8		
	206	Foreign Lang CR	588				1				17.8		
	207	Foreign Lang CR	588				1				17.8		
	208	Social Studies CR	609				1				18.1		
	209	Social Studies CR	609				1				18.1		
	210	Social Studies CR	609				1				18.1		
	211	Social Studies CR	609				1				18.1		
	212	Soc Stud Planning	504				0.5				11.7		
	213	Social Studies Lab	504				0.5				11.7		
		Toilet Room-Girls				728	1	4		6	44.6		
		Toilet Room-Boys				528	1	4	4	4	44.6		
	214	Math CR	728				1				19.7		
	215	Math CR	644				1				18.6		
	216	Math CR	644				1				18.6		
	217	Math CR	644				1				18.6		
	218	Social Studies CR	840				1				21.2		
	219	Social Studies CR	609				1				18.1		
	220	Social Studies CR	735				1				19.8		
		Start Tower			2						12.0		
	221	Social Studies CR	609				1				18.1		
	222	Social Studies CR	609				1				18.1		
	223	Social Studies CR	630				1				18.4		
	224	Social Studies CR	630				1				18.4		
	225	Social Studies CR	630				1				18.4		

**APPENDIX B
CUSTODIAL WORK SCHEDULE CALCULATIONS**

BUILDING	FLOOR ROOM NO.	ROOM DESCRIPTION	OFFICE ROOM AREA (ft ²)	CORRID. AREA (ft ²)	STAIRS (FLTS)	KITCHEN TOILET AREA (ft. ²)	GEN. SERVICE	NO. SINKS	NO. URINALS	NO. TOILETS	TIME (MIN)	TIME (HRS)	FTE
	226	Foreign Lang CR	630				1				18.4		
	227	Foreign Lang CR	630				1				18.4		
		Start Tower			2						12.0		
	228	Sp Ed CR	672				1				19.0		
		Wrestling Area	5568				1				37.8		
	232	FCS Kitchen	1088				1				24.5		
	233	FCS CR	864				1				21.5		
	234	FCS Kitchen	1088				1				24.5		
	235	Classroom	552				1				17.4		
	236	Child Lab	672				1				19.0		
		Stair Tower			2						12.0		
		Corridors		1800							14.4		
		Toilet Rm-Balcony-Men				360			4	4	23.2		
		Toilet Rm-Balcony-W				480			4		17.6		
		Corridors		5440							43.5		
HIGH SCHOOL	2nd Floor	Totals	26,812	7,240		2,096					872.9	14.5	2.0
TOTALS-AREA/HOURS/FTE											5,271.2	87.9	12.4
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APPENDIX C
JOB DESCRIPTIONS

PLUM BOROUGH SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Maintenance Employee

DEPARTMENT: Facilities Department

QUALIFICATIONS:

1. Possess at least a high school diploma or GED.
2. Possess current valid Pennsylvania driver's license.
3. Be able to operate tractors and 4-wheel drive vehicles and standard shift vehicles.
4. Be able to pass a physical examination as may be required.
5. Ability to perform a wide variety of skilled repair and maintenance work in various trades.
6. Ability to maintain preventative maintenance records and complete other paper work as may be required.
7. Ability to follow oral and written instructions.
8. Ability to work and communicate with other employees and other individuals.
9. Ability to work effectively and efficiently without close supervision.
10. Ability to estimate the scope of each project and secure the necessary tools and materials to complete the assignment.
11. Possess and maintain registration for electrician, as may be required.
12. Possess maintain registration for plumber in Allegheny County, as may be required.
13. Possess and maintain certifications and/or registrations, including but not limited to asbestos, pesticide, pool manager, refrigeration, etc., as may be required by the employer.
14. Must possess physical capability to lift fifty (50) pounds from floor to waist, sixty-five (65) pounds from waist to shoulder, fifty (50) pounds overhead, and to carry sixty-five (65) pounds for twenty (20) feet.
15. Must possess physical capability to sit, stand, and walk for periods of not less than five (5) hours.
16. Must possess physical capability to climb to a height of not less than twenty (20) feet.
17. Has demonstrated aptitude for skillful and successful performance of the assigned performance responsibilities.
18. The Employer may determine such alternatives to the above qualifications as may be required for the specific job vacancy.

REPORTS TO: Facilities Supervisor

PERFORMANCE RESPONSIBILITIES:

1. Performs routine maintenance work such as installing recreational and athletic equipment and fences, bleachers, goals, backstops, etc.

2. Builds forms, mixes, pours and finishes concrete.
3. Pours, levels, finishes and repairs blacktop surfaces for driveways and parking area.
4. Maintains and repairs to buildings, equipment, furniture, cabinets, etc.
5. Cuts and installs glass for windows and doors.
6. Installs, maintains and repairs locks and other door and window hardware.
7. Maintains, repairs, installs and adjusts plumbing equipment and apparatus, including but not limited to faucets, flush valves, drains, showers, drinking fountains, water coolers, backflow preventers, etc.
8. Maintains, repairs and installs electrical wiring, equipment and devices, including but not limited to light switches, fixtures, outlets, panel boxes, ballasts, conduit, etc.
9. Inspects and maintains heating, ventilating, and air conditioning systems as may be required; analyzes problems on such systems.
10. Maintains and repairs steam and hot water boiler systems and related piping and devices.
11. Maintains and repairs pneumatic, electric and electronic control systems, hot and cold water pumps, gas valves, fans and air conditioners as may be required.
12. Repairs and changes insulation of pipes and boilers as may be required.
13. Performs arc and acetylene welding.
14. Maintains electrical systems including conduits and duct systems, light and power circuits, motor appliances, generators, control equipment, switchboards, fans, heaters, bell systems, clock systems, fire alarm systems, etc.
15. Performs rough and finish carpentry.
16. Performs skilled mill and cabinetwork involving construction and finishing of structures, furniture, cabinets and other equipment.
17. Maintains, repairs and installs VCT, carpet, concrete and wood floors.
18. Maintains and repairs roof systems, roof drains, gutters, etc.
19. Repairs and installs doors and door hardware.
20. Operates various wood working equipment such as planers, shapers, joiners, lathes, band saws, routers, etc.

21. Maintains and keeps tools and other shop equipment in proper working condition.
22. Prepares drawings and sketches of construction and repair projects.
23. Estimates costs and submits requisitions as may be required for equipment and materials to complete projects which may be assigned,
24. Moves furniture, equipment, supplies and other items as may be required.
25. Performs plastering and other finish repairs including painting.
26. Operates trucks, snowplows, and other vehicles as may be necessary; performs snow removal and salting as directed.
27. Performs landscaping such as tree trimming, tree and shrub removal, planting and maintenance of playground and field areas.
28. Prepares athletic fields for all games and other events.
29. Performs emergency repairs to buildings and equipment as may be necessary to maintain the same in a safe condition.
30. Reports to the supervisor any emergency situations.
31. Maintains assigned vehicles and reports any damage or necessary repairs to the supervisor.
32. Complies with all vehicle code provisions.
33. Complies with all safety standards.
34. Attends all in-service and other training programs as may be required by the employer.
35. Completes such reports as may be required.
36. Dresses appropriately to perform duties of position.
37. Performs all other duties and assignments applicable to the position as may be directed by the Facilities Manager or Assistant Facilities Manager.

TERMS OF EMPLOYMENT:

Work year, workdays, salary and benefits are established in accordance with the provisions of the current collective bargaining agreement.

EVALUATION:

Performance of the job will be evaluated at least annually in accordance with the provisions of the current collective bargaining agreement.

ACKNOWLEDGEMENT:

In signing this Job Description, I acknowledge that I have received a copy of the job description in which I am currently employed. I understand that a signed copy will be placed in my personnel file.

Employee Signature _____ **Date** _____

PLUM BOROUGH SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Custodian (8-hour position; first shift)

DEPARTMENT: Facilities Department

QUALIFICATIONS:

1. Possess at least a high school diploma or GED.
2. Be able to pass a physical examination as may be required.
3. Ability to follow oral and written instructions and to read product data sheets.
4. Ability to work and communicate with other employees and other individuals.
5. Ability to work effectively and efficiently without close supervision.
6. Ability to use custodial cleaning products and equipment.
7. Must demonstrate proficiency to operate hand tools and small power tools.
8. Must demonstrate proficiency to operate lawnmowers, snowblowers, weed eaters, and other such lawn and garden equipment.
9. Must possess physical capability to lift eighty (80) pounds from floor to waist, sixty-five (65) pounds from waist to shoulder, fifty (50) pounds overhead, and to carry eighty (80) pounds for twenty (20) feet.
10. Must possess physical capability to sit, stand, and walk for periods of not less than five (5) hours.
11. Must possess physical capability to climb to a height of not less than twenty (20) feet.
12. Has demonstrated aptitude for skillful and successful performance of the assigned performance responsibilities.
13. The Employer may determine such alternatives to the above qualifications as may be required for the specific job vacancy.

REPORTS TO: Building Principal/Assistant Principal in cooperation with
Facilities Manager and Assistant Facilities Manager

PERFORMANCE RESPONSIBILITIES:

1. Sweeps, scrubs, waxes, and polishes concrete, tile, terrazzo, wood, and other types of floors and stairs.
2. Vacuums and scrubs carpeting.
3. Cleans, dusts, and washes walls, furniture, woodwork, and other equipment in classrooms, offices, and other areas of the buildings.
4. Washes, scrubs, and disinfects restrooms.
5. Checks and refills all soap, toilet tissue, and towel dispensers as necessary.

6. Washes and/or cleans chalkboards and marker boards in accordance with manufacturer's directions.
7. Cleans windows, door glass, and other glass surfaces.
8. Cleans and disinfects drinking fountains and water coolers.
9. Cleans and polishes metal work such as door panels, handles, railings, etc.
10. Empties and cleans waste containers and pencil sharpeners.
11. Cleans light bulbs, fixtures, and lenses.
12. Replaces lights bulbs and ballasts in fixtures as necessary both inside and outside for all fixtures which are accessible by using a ladder.
13. Puts up and takes down flag on all days when school is in session.
14. Moves and arranges chairs, tables, desks, furniture, and other equipment as needed or directed.
15. Sets up furniture and equipment for special events and permit groups as directed.
16. Performs repairs and adjustments to building furniture, fixtures, and other furnishings as may be required.
17. Maintains custodial equipment in clean and operable condition and stores such equipment properly.
18. Maintains building grounds by cutting grass, trimming hedges, shrubs, and trees; maintains shrub and flower beds; operates lawnmowers and weed eaters, hedge trimmers, and other such landscape equipment.
19. Picks up leaves, refuse, and debris on school grounds.
20. Removes snow and ice from walks, steps, and entryways; keeps all building exits clear and accessible; operates snowblower as necessary.
21. Cleans catch basins and roof drains as directed.
22. Cleans and maintains boiler room, custodial storage areas, and supply rooms in an orderly manner and in accordance with state, county, and local regulations and ordinances.
23. Paints walls, ceilings, floors, doors, etc. as directed.
24. Repairs and paints fences, backstops, railings, etc. as directed.
25. Performs watering of seeded areas as directed.
26. Checks and maintains proper heat, ventilation, and air conditioning in all areas of building; reports any malfunctions immediately to supervisor.

27. Monitors boilers, compressors, emergency power plants, etc., and completes report forms as required.
28. Locks and unlocks doors, entrances, classrooms, offices in accordance with school district procedures and as directed by the building administrators.
29. Maintains security of building and areas of responsibility by locking doors, windows, and gates as directed.
30. Removes all refuse from building and disposes it in the dumpster; cleans all debris around dumpster area.
31. Unload, moves, and stores supplies, furniture, equipment, etc. as directed.
32. Weekly inspects building for any violations of fire, sanitary, and safety procedures and regulations and corrects the same; reports such problems to supervisor.
33. Directs visitors within the building.
34. Submits requisition for custodial supplies to the Head Custodian.
35. Complies with all safety standards.
36. Attends all in-service and other training programs as may be required by the employer.
37. Completes such reports as may be required.
38. Dresses appropriately to perform duties of position.
39. Remains on duty until employee on next shift reports to work.
40. Performs all other duties and assignments applicable to the position as may be directed by the Facilities Manager or Assistant Facilities Manager.

TERMS OF EMPLOYMENT:

Work year, workdays, salary and benefits are established in accordance with the provisions of the current collective bargaining agreement.

EVALUATION:

Performance of the job will be evaluated at least annually in accordance with the provisions of the current collective bargaining agreement.

ACKNOWLEDGEMENT:

In signing this Job Description, I acknowledge that I have received a copy of the job description in which I am currently employed. I understand that a signed copy will be placed in my personnel file.

Employee Signature _____ **Date** _____

SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Custodian (8-hour position; second shift)

DEPARTMENT: Facilities Department

QUALIFICATIONS:

1. Possess at least a high school diploma or GED.
2. Be able to pass a physical examination as may be required.
3. Ability to follow oral and written instructions and to read product data sheets.
4. Ability to work and communicate with other employees and other individuals.
5. Ability to work effectively and efficiently without close supervision.
6. Ability to use custodial cleaning products and equipment.
7. Must demonstrate proficiency to operate hand tools and small power tools.
8. Must demonstrate proficiency to operate lawnmowers, snowblowers, weed eaters, and other such lawn and garden equipment.
9. Must possess physical capability to lift eighty (80) pounds from floor to waist, sixty-five (65) pounds from waist to shoulder, fifty (50) pounds overhead, and to carry eighty (80) pounds for twenty (20) feet.
10. Must possess physical capability to sit, stand, and walk for periods of not less than five (5) hours.
11. Must possess physical capability to climb to a height of not less than twenty (20) feet.
12. Has demonstrated aptitude for skillful and successful performance of the assigned performance responsibilities.
13. The Employer may determine such alternatives to the above qualifications as may be required for the specific job vacancy.

REPORTS TO: Facilities Manager
Assistant Facilities Manager

PERFORMANCE RESPONSIBILITIES:

1. Sweeps, scrubs, waxes, and polishes concrete, tile, terrazzo, wood, and other types of floors and stairs.
2. Vacuums and scrubs carpeting.
3. Cleans, dusts, and washes walls, furniture, woodwork, and other equipment in classrooms, offices, and other areas of the buildings.
4. Washes, scrubs, and disinfects restrooms.
5. Checks and refills all soap, toilet tissue, and towel dispensers as necessary.
6. Washes and/or cleans chalkboards and marker boards in accordance with manufacturer's directions.
7. Cleans windows, door glass, and other glass surfaces.

8. Cleans and disinfects drinking fountains and water coolers.
9. Cleans and polishes metal work such as door panels, handles, railings, etc.
10. Empties and cleans waste containers and pencil sharpeners.
11. Cleans light bulbs, fixtures, and lenses.
12. Replaces lights bulbs and ballasts in fixtures as necessary both inside and outside for all fixtures which are accessible by using a ladder.
13. Puts up and takes down flag on all days when school is in session.
14. Moves and arranges chairs, tables, desks, furniture, and other equipment as needed or directed.
15. Sets up furniture and equipment for special events and permit groups as directed.
16. Performs repairs and adjustments to building furniture, fixtures, and other furnishings as may be required.
17. Maintains custodial equipment in clean and operable condition and stores such equipment properly.
18. Maintains building grounds by cutting grass, trimming hedges, shrubs, and trees; maintains shrub and flower beds; operates lawnmowers and weed eaters, hedge trimmers, and other such landscape equipment.
19. Picks up leaves, refuse, and debris on school grounds.
20. Removes snow and ice from walks, steps, and entryways; keeps all building exits clear and accessible; operates snowblower as necessary.
21. Cleans catch basins and roof drains as directed.
22. Cleans and maintains boiler room, custodial storage areas, and supply rooms in an orderly manner and in accordance with state, county, and local regulations and ordinances.
23. Paints walls, ceilings, floors, doors, etc. as directed.
24. Repairs and paints fences, backstops, railings, etc. as directed.
25. Performs watering of seeded areas as directed.
26. Checks and maintains proper heat, ventilation, and air conditioning in all areas of building; reports any malfunctions immediately to supervisor.
27. Monitors boilers, compressors, emergency power plants, etc., and completes report forms as required.
28. Locks and unlocks doors, entrances, classrooms, offices in accordance with school district procedures and as directed by the building administrators.

29. Maintains security of building and areas of responsibility by locking doors, windows, and gates as directed.
30. Removes all refuse from building and disposes it in the dumpster; cleans all debris around dumpster area.
31. Unload, moves, and stores supplies, furniture, equipment, etc. as directed.
32. Weekly inspects building for any violations of fire, sanitary, and safety procedures and regulations and corrects the same; reports such problems to supervisor.
33. Directs visitors within the building.
34. Submits requisition for custodial supplies to the Head Custodian.
35. Complies with all safety standards.
36. Attends all in-service and other training programs as may be required by the employer.
37. Completes such reports as may be required.
38. Dresses appropriately to perform duties of position.
39. Remains on duty until employee on next shift reports to work.
40. Performs all other duties and assignments applicable to the position as may be directed by the Facilities Manager or Assistant Facilities Manager.

TERMS OF EMPLOYMENT:

Work year, workdays, salary and benefits are established in accordance with the provisions of the current collective bargaining agreement.

EVALUATION:

Performance of the job will be evaluated at least annually in accordance with the provisions of the current collective bargaining agreement.

ACKNOWLEDGEMENT:

In signing this Job Description, I acknowledge that I have received a copy of the job description in which I am currently employed. I understand that a signed copy will be placed in my personnel file.

Employee Signature _____ **Date** _____

**CONSULTANT
BIOGRAPHY**

JOHN W. FROMBACH

John Frombach is a retired educator who served the public schools in several capacities including teacher and administrator for 40 years. After receiving his bachelor's degree in education from Edinboro University of Pennsylvania, he returned to his home school district to teach elementary students in the Northwestern School District in Albion, Pennsylvania. Subsequently, he was appointed to the position of Administrative Assistant to the Superintendent performing a variety of duties ranging from coordinator for federal projects, supervisor of educational support services, coordinator for math curriculum, and negotiator for the Board.

In 1979, he left the Northwestern School District to accept the position of Director of Services in the Baldwin-Whitehall School District in suburban Pittsburgh where he worked until his retirement in 2005. In this capacity, he had overall responsibility for all educational support services including human resource management, collective bargaining, pupil transportation, facilities operation, food and nutrition programs, and construction projects.

During his 26-year tenure in the district, he successfully negotiated more than 12 contracts with both teachers and educational support staff and never experienced a strike by employees. Experiencing a 40 per cent decline in enrollments, the district closed 11 buildings in a period of 10 years to the current eight facilities. During this time period, he managed the closing and disposal of the excess buildings and oversaw more than 50 million dollars in construction projects to renovate the remaining buildings to serve the community into the 21st century. At the time of his retirement, he was in the process of completing the final design of a 60 million dollar renovation project at the high school.

He was granted a Master's Degree in Education from Edinboro University in 1970 and received certification for both elementary and secondary principal from Westminster College. He received a certificate in Human Resource Management from the University of Pittsburgh. In 1994, he completed the requirements for the Letter of Eligibility at California University of Pennsylvania.

During his career, he has served the profession of school business management at both the state and national levels. In 1994, he served as president of the Pennsylvania Association of School Business Officials (PASBO). In 1999, he was elected to the Board of Directors of the Association of School Business Officials International (ASBO) and served as President in 2005. He has made countless presentations not only in Pennsylvania but across the United States and Canada. He has spoken to more than 30 state and provincial conferences on a variety of topics relating to school business management. His numerous articles have been published in several professional journals. He has fulfilled the requirements for status as a Registered School Business Administrator for both ASBO International and PASBO.

As an adjunct faculty member, he teaches in the graduate school of education at Carlow University in Pittsburgh. Since 2008, he has worked as Employer Plans Liaison for Kades-Margolis Corporation. As Regional Chapter Liaison for PASBO, he provides support to seven PASBO chapters in western Pennsylvania. As a self-employed educational consultant, he has provided support to school districts in southwestern Pennsylvania in a variety of school business management areas.

In 1996, PASBO honored him with the Gary Reeser Memorial Award as Outstanding School Business Official of the year. In recognition of his contributions to the profession, to education, and to the community, he was granted the International Eagle Service Award by ASBO International. In 2005, he was the recipient of the National PTA Life Time Achievement Award. He has participated in several leadership development programs including the Benjamin Rush Leadership Training Institute at Dickinson College in Carlisle, Pennsylvania.

In the community, he has been a disaster volunteer with the Southwestern Pennsylvania American Red Cross for almost twenty years. Since 1990, he has served on the Allegheny County Local Emergency Planning Committee. Recently, he served on the Tax Study Commission for the Brentwood Borough School District. He is Past President of the Whitehall Community Lions Club and Past District Governor of the Allegheny County Lions. He also serves on the Board of Directors of the Brentwood-Baldwin-Whitehall Chamber of Commerce. Active in church activities, he is a member of Christ United Methodist Church. His wife Elaine who retired from Pittsburgh advertising agency MARC USA in 2008 now works with the United Way of Allegheny County in Donor Relations and Special Events.

