

MEMO

To: Bob Cook, HOS
Jessica Mullen, Operations Director
From: HOS Facilities Committee
CC: BPS Board Members Eve Miller, Marty Miley
Date: November 16, 2014

RE: Cleaning Staff and Procedures Recommendations

The HOS Facilities Committee met on Wednesday, November 11, 2014 at 6:00 – Main Campus to discuss the cleaning issues at both campuses, custodial staff job descriptions, additional hiring, custodial duties and procedures, and modular classroom landscape. We have come to the following recommendations and action items that will need to be reviewed by the Operations Director, HOS and the Board.

Current Needs in-house:

Main Campus:

1 Full Time Head Custodial position:
Currently Held by Mike Ponder
Direct Report to Operations Director
(See attached job position /description)

K1 Building:

1 Part Time employee to assist Mr. Tim
Work hours from 9:30AM – 3PM
(< 30 hrs a week non-benefit employee)
Possibly Move Michelle Mariana?
Direct report to Mr. Tim Drury

Recommendations:

1. Contract for Night Cleaning Crews at both campuses
2. Contract for Major Cleaning projects (quarterly cleaning, sickness outbreaks, etc.)
3. Provide laminated checklists for each room (Teacher specific requests to be allowed within reason, ex. No cleaning of tables in kindergarten done by teacher) See sample below
4. Provide checklists for Daily vs. Nightly duties
5. Provide emergency cleaning contract budget for sickness outbreaks or for major functions at the school
6. Provide yearly maintenance budget for HVAC and professional evaluation of plumbing and HVAC systems
7. As school grows, provide a separate position for facilities manager to help with minor construction and facilities upkeep
8. Security cameras to be at front desk or in HOS office/administrative assistant's office.
9. Review of airlock quote to be high priority for safety of students and staff.
10. Provide lighting in parking lot and walkways for safety of late night work or events
11. Provide landscaping budgets for future construction projects.

Action Items for Committee, HOS, Operations Director and Board:

1. Requesting quotes for Night cleaning crews, major cleaning contracts- once reviewed we will forward/present to HOS, Operations and Board to be included in future or current budget if available

2. Requesting quote for airlock system, lighting for safety at Main campus. Understood that quote has been obtained by HOS needs review by Board.
3. Review of job descriptions and adjust personnel as needed. (Operations Director, HOS and Board)
4. Need to review current work orders ASAP for recommendations as to quotes, budget, etc. (Operations Director and/or Board)
5. Review HVAC and plumbing systems. We have obtained contacts for HVAC need guidance from board as to who will handle so that these maintenance/cost issues are added to the future budgets. Committee is willing to help but need permissions for action.
6. Board and/or HOS to provide a monetary donation policy so that the committee can begin to request donations for the landscaping needed for the modular classrooms. Quantity and size required by city regulations will be hard to get donated out right so we will need monetary donations to get this accomplished.

Sample Classroom Cleaning Checklist

Custodial Daily Checklist (Cleaning) Week of: _____ - _____

| Item | M | T | W | Th | F |
|---|---|---|---|----|---|
| Vacuuming classrooms & offices, etc | | | | | |
| Cleaning tops of student desks | | | | | |
| Dusting shelves, filing cabinets, copiers, computer terminals, bookcases, window ledges, heater tops etc. | | | | | |
| Erasing boards (except if teacher marks it otherwise) | | | | | |
| Emptying wastebaskets | | | | | |
| Cleaning classroom doors, doorknobs, windows, light switches | | | | | |
| Sweeping all tile floors | | | | | |
| Checking & replacing, if necessary, supplies in bathrooms | | | | | |
| Cleaning the bathroom sinks, toilets, urinals, counters, walls, stalls, dispensers, mirrors | | | | | |
| Mopping the floors/ vacuuming floors | | | | | |
| Cleaning entrance door windows | | | | | |
| All exit/entrance doors locked | | | | | |
| Turning off all lights | | | | | |
| Set security alarm (last custodian leaving building) | | | | | |
| Leaving notes in business office for any needed supplies, concerns, etc. | | | | | |

School: _____ **Signature:** _