

BUILDING and GROUNDS PERSONNEL REPORT December 2009

USD #289 Wellsville employs one Building and Grounds director, one assistant director, 2 maintenance persons (one is part-time), and seven custodians. All maintenance personnel work during the day. There is one day custodian at the MS/HS and one day custodian at the elementary. There are three (3) evening custodians at the MS/HS and 2 evening custodians at the elementary. In addition, we have a part-time person who dumps trash and fills paper products at the elementary and one at the MS/HS. These two part-time persons work several hours doing this job, 5 days a week.

After the death of the evening custodian, we did not fill that position. Since it is winter, and the outside maintenance work is not as pressing at this time, we moved one of the maintenance persons to this night custodial position. The winter time, with all the extra added inside activities, including our own basketball and wrestling matches, and then all the WJRC basketball practices and games, is really a busy time for our buildings. Moving this maintenance person to evening custodian – hopefully only on a temporary basis – will help with the upkeep of the building during the winter.

During the busy summer months, we also hire additional part-time staff to clean all the buildings and do extra work and mowing outside. Typically, we employ several of our current employees who only work during the school year (kitchen workers or other staff), and we also employ several student workers. This past summer, we cut our summer staff by 3 employees. Our custodial staff was able to get all the work done that was needed, but they are really being pushed in the short amount of time we have during the break to get everything done that is expected. If summer help is cut again, then we cannot expect every room to be clean and all floors waxed, etc., when the doors open for another new school year.

Custodial/maintenance overtime has almost been completely eliminated, although with the number of outside and weekend activities we have, some limited overtime is required. Since the 2008-09 school year, we have reduced our custodial overtime hours by 28%; but since the 2006-07 school year, we have reduced our overtime hours by 75%.

In a performance audit conducted by Mike Lane from Pur-O-Zone in April of 2009, we were pleased to discover the following:

MS/HS building – 130,000 square ft with 4.3 FTE staff (at that time) with a “clean rating” of 3.0-3.5

Elementary building – 80,000 square ft with 3.3 FTE staff and a “clean rating” of 3.5-3.8.

In the “Clean Rating” scale, 5 is Good; 1 is Bad.

A comparable building to our MS/HS complex was Lawrence West Junior High School with 131,000 square feet, a current staff of 4 and a clean rating of 2.0-2.5.

A comparable building to our Elementary school was Halstead Middle School with 83,843 square ft, with a current staff of 3 and a “clean rating” of 3.0.

We are in the process of gathering data on what the cost of cleaning supplies for buildings our size should be running. I want to gather this data for several months and will have a report on this later in the spring.

Other items of priority for our Buildings and Grounds department at this time are:

1. HVAC evaluation and forecast – we have several units that are approaching 20 years old. We will have a plan for replacement/renovation within the next few months.
2. Training needs for all custodial/maintenance staff
3. Motor pool evaluation and recommendation – our “brown” truck is on its final leg and we want to have a plan in place to replace this vehicle soon.
4. In the process of setting up the “ticket system” – which both technology and maintenance use – in a matrix to match the goals in the buildings and grounds department.
5. Review all job descriptions and staff responsibilities associated with each.
6. Comprehensive plan on district keying needs.