



CALIFORNIA'S
COALITION
for ADEQUATE
SCHOOL HOUSINGSM

www.cashnet.org

C.A.S.H. Maintenance Network Regional Workshop

Thursday, October 29, 2009

8:00 a.m. to 12:00 p.m.

Los Angeles County Office of Education

9300 Imperial Highway

Downey, California

OPERATING WITH LEAN STAFFING IN THE CURRENT CLIMATE

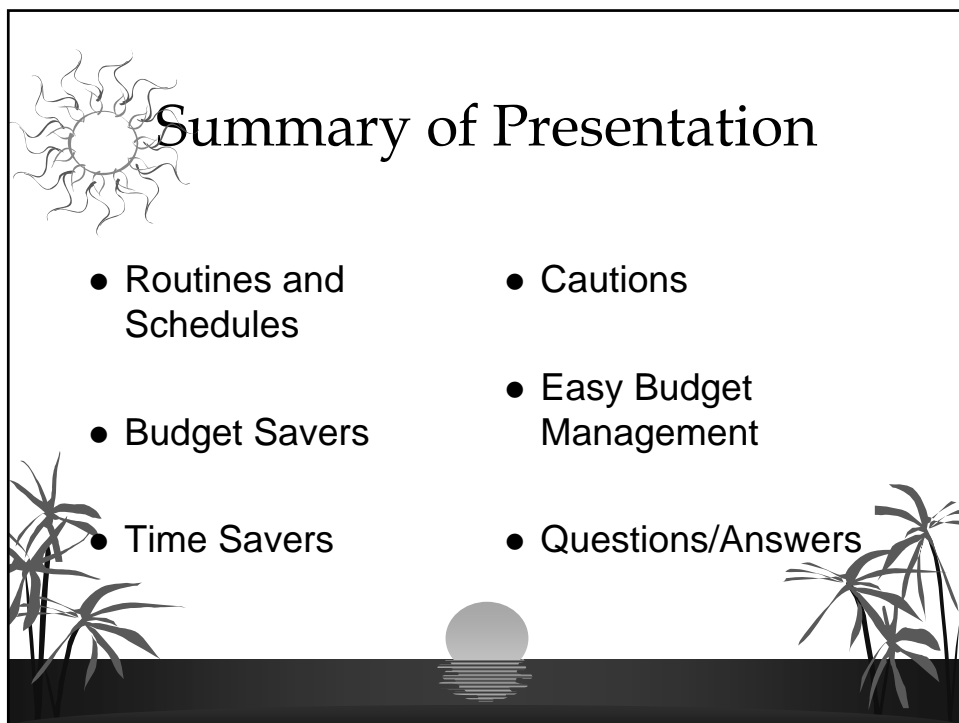
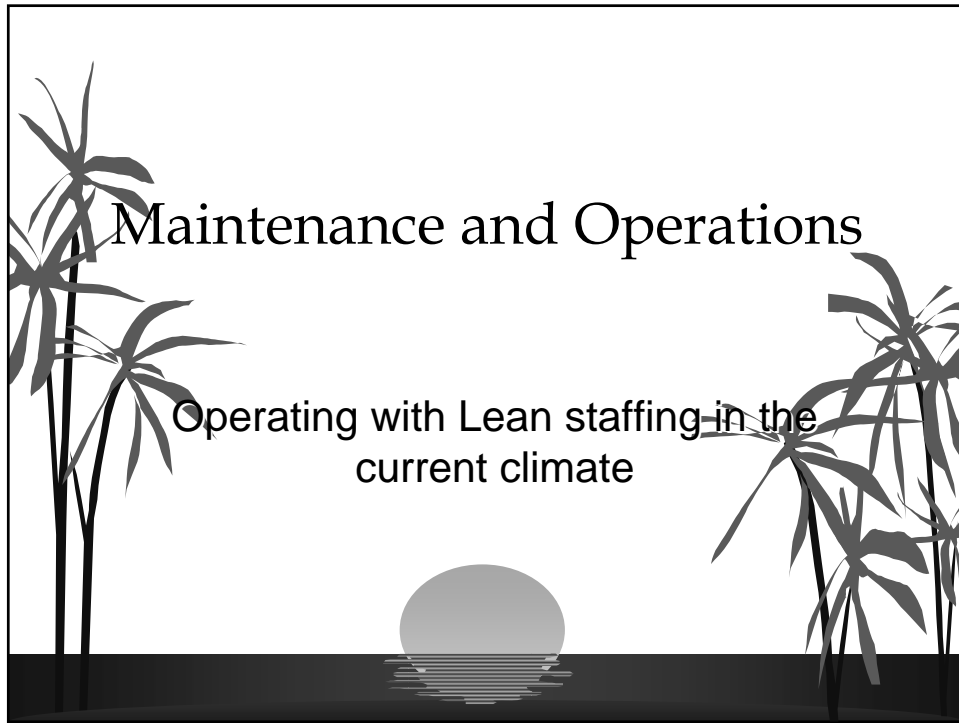
CYNTHIA DIPAOLA

Paramount USD

CALIFORNIA'S COALITION *for* ADEQUATE SCHOOL HOUSING

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Handout materials are available online after the workshop. To download the materials, visit www.cashnet.org/meetings and click on the link labeled "Workshop and Conference Handouts."

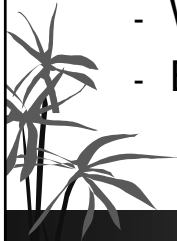


Routines and Schedules



Schools and staff like to know why they can expect.

- Proactive Maintenance Schedules
- Work Order turnarounds
- Emergency response process



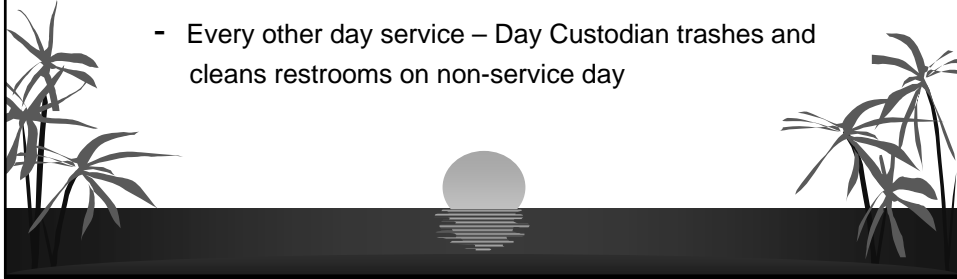
Review of Schedules

- Looking at samples, customize with consideration of size of school and travel times needed
- Pilot with two schools – include Campus Day Custodial Staff and Site Managers, then refine before complete launch
- Re-tool after 3 months, include your staff in program goals and tools they need to make it work



Samples Provided

- Preventive Maintenance Schedule
- General Maintenance Schedule
 - include a classroom checklist (Summer/Winter)
- Grounds Service Schedule
- Warehouse Staff schedule
- Custodial Service Schedule
 - Every other day service – Day Custodian trashes and cleans restrooms on non-service day

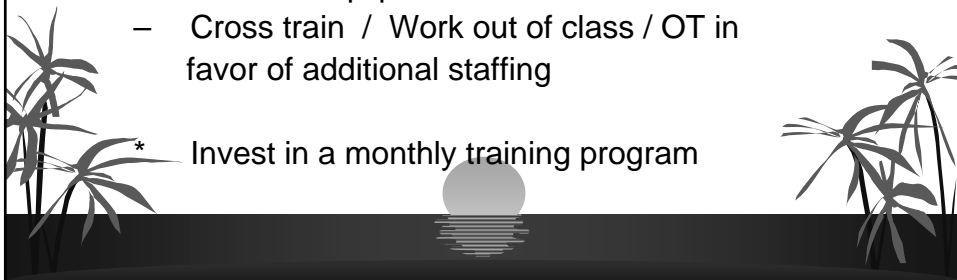


Budget Savers

You must have Top Administrative Support or else.....

- Every-other-day cleaning
- Team Cleaning (reduced absence/subs/IA's)
- PM your equipment
- Buy used Fleet where you can
- Invest in equipment to be labor savers
- Cross train / Work out of class / OT in favor of additional staffing

* Invest in a monthly training program



Time Savers

- Provide each staff member a stocked truck
- Use technology – cell phone/ software
- Buy items installed – Whiteboards/large appliances/cabinetry – and a warranty for some
- Buy labor savings tools – restroom floor cleaners/sanitizers (no more mops), electric pallet jacks, bob cats, portable cutting key cutting machines
- Use Unit Cost bids for trades repairs to eliminate repeat bidding (and related delays)

CAUTION

- **Bargaining Unit Limitations – know your contract**
- **Assure Regulatory compliance – OSHA/Gov/Ed/PCC Codes**
- **Communicate with your staff – Debrief often**
- **Repair all IA related repairs immediately**
- **Refine practice annually**
- **Meet with your garage fleet repair group**

Personnel Trouble



- Engage Personnel Department
 - Update Tests for trades
 - Incorporate a Practical Evaluation as part two of each interview
 - Don't waste Probation to test, and truly evaluate
 - If do not use Progressive Discipline Process to correct behavior, it *will* get worse and others will see this as permitted behavior

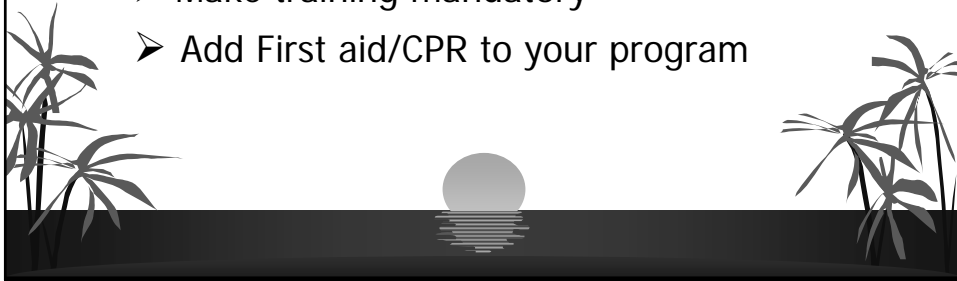
What is contracted out?

- Roofing Repair
- Exterior Paint
- Tree Trimming
- Large Equipment repair
- Copier/Marquee
- Security Patrol
- HVAC replace
- HVAC PM
- Shrub pruning
- Stadium Cleaning
- Bleacher Repair
- School Bus Services

A Word about Training

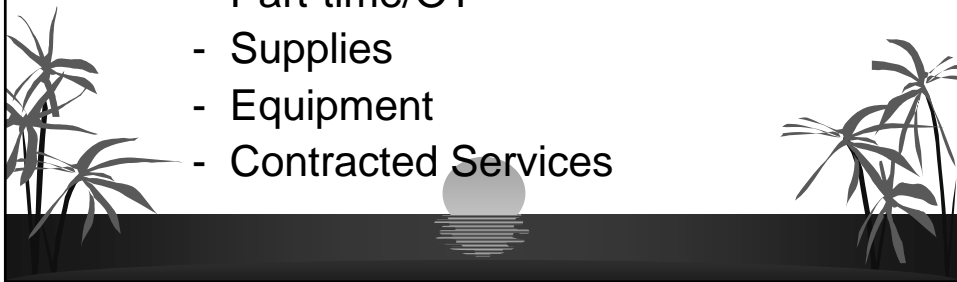


- Conduct Regulatory Training on time
- Offer monthly (your JPA has many free)
- Pay for technical training
- Make training mandatory
- Add First aid/CPR to your program



Budget Management

- Be aware of your budget
- Use checkbook to monitor (see form)
- Monitor use of Open PO's (see form)
- Budget is simple:
 - Personnel
 - Part-time/OT
 - Supplies
 - Equipment
 - Contracted Services



Staffing

- If you have a vacancy, do not refill – unless essential. Always re-tool, re-organize, hire your greatest need, not the vacancy
- Staff for the slowest month, not the heaviest. Employees will appreciate overtime, working out of class during your busy time.
- Don't be pushed to sign vacation slips, use the contract as a tool.
- Be positive with staff – ask them for their input, they must be part of the decision making process – especially for big changes
- Office staff must be part of trades meeting, their perspective is keen and key



That's all folks....

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