

Operating Maintenance Department In Lean Times



Presented By:
Cindy DiPaola



Paramount Unified School District

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Paramount, CA 90723

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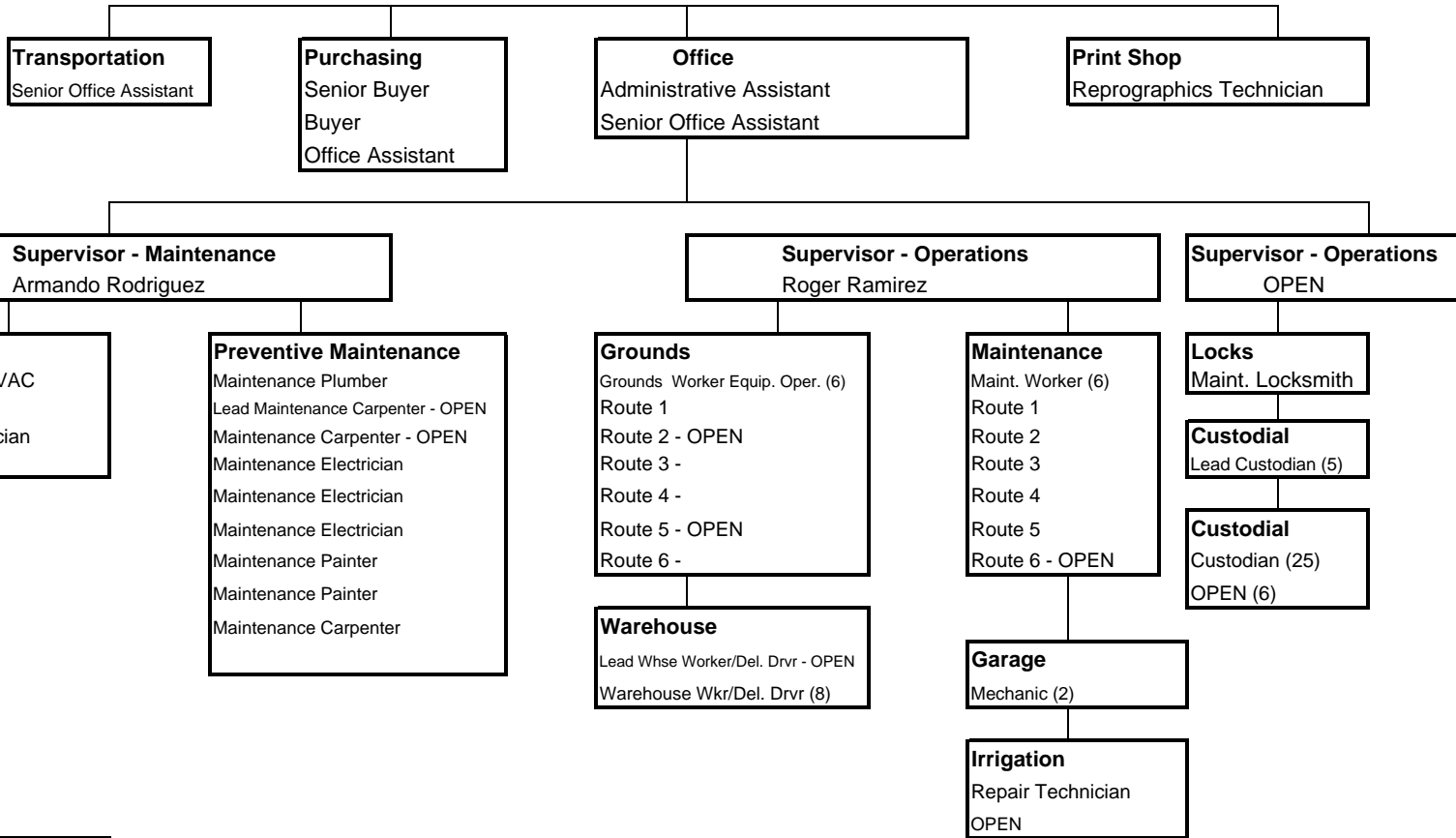
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Operations Department

Director
Cindy DiPaola



- Operations**
- * Maintenance
 - * Grounds
 - * Warehouse/Food Delivery
 - * Print Shop
 - * Purchasing
 - * Security
 - * Custodian
 - * Transportation

Paramount U.S.D. Configuration

2 - High Schools	District Total Zone
4 - Middle Schools	5.5 sq. miles
11 - Elementary Schools	Supports 4 cities
ADA - 15,700	



Paramount Unified School District Preventative Maintenance Schedule 2009-2010

July				
Mon	Tue	Wed	Thur	Fri
		1 West	2 West	3
6 West	7 West	8 West	9 West	10 West
13 West	14 West	15 West	16 West	17 West
20 West	21 West	22 West	23 West	24 West
27 PHS	28 PHS	29 PHS	30 PHS	31 PHS

August				
Mon	Tue	Wed	Thur	Fri
3 PHS	4 PHS	5 PHS	6 PHS	7 PHS
10 PHS	11 PHS	12 PHS	13 PHS	14 PHS
17 PHS	18 PHS	19 PHS	20 PHS	21 PHS
24 PHS	25 PHS	26 PHS	27 PHS	28 PHS
31 PHS				

September				
Mon	Tue	Wed	Thur	Fri
	1 Mokler	2 Mokler	3 Mokler	4 Mokler
7 Mokler	8 Mokler	9 Mokler	10 Mokler	11 Mokler
14 Park	15 Park	16 Park	17 Park	18 Park
21 Park	22 Park	23 Park	24 Park	25 Park
28 Roosev	29 Roosev	30 Roosev		

October				
Mon	Tue	Wed	Thur	Fri
			1 Roosev	2 Roosev
5 Roosev	6 Roosev	7 Roosev	8 Roosev	9 Roosev
12 Jackso	13 Jackso	14 Jacks	15 Jacks	16 Jacks
19 Gaines	20 Gaines	21 Gaines	22 Gaines	23 Gaines
26 Gaines	27 Gaines	28 Gaines	29 Gaines	30 Gaines

November				
Mon	Tue	Wed	Thur	Fri
2 Alondr	3 Alondr	4 Alondr	5 Alondr	6 Alondr
9 Alondr	10 Alondr	11	12 Alondr	13 Alondr
16 Alondr	17 Alondr	18 Alondr	19 Alondr	20 Alondr
23 Alondr	24 Alondr	25 Alondr	26	27
30 Alondr				

December				
Mon	Tue	Wed	Thur	Fri
	1 District	2 District	3 District	4 District
7 Wirtz	8 Wirtz	9 Wirtz	10 Wirtz	11 Wirtz
14 Wirtz	15 Wirtz	16 Wirtz	17 Wirtz	18 Wirtz
21 Wirtz	22 Wirtz	23 Wirtz	24	25
28 Wirtz	29 Wirtz	30 Wirtz	31 Wirtz	

January				
Mon	Tue	Wed	Thur	Fri
				1
4 Collins	5 Collins	6 Collins	7 Collins	8 Collins
11 Collins	12 Collins	13 Collins	14 Collins	15 Collins
18	19 Jeffers	20 Jeffers	21 Jeffers	22 Jeffers
25 Keppel	26 Keppel	27 Keppel	28 Keppel	29 Keppel

February				
Mon	Tue	Wed	Thur	Fri
1 Keppel	2 Keppel	3 Keppel	4 Keppel	5 Keppel
8	9 LC	10 LC	11 LC	12 LC
15	16 LC	17 LC	18 LC	19 LC
22 LC	23 LC	24 LC	25 LC	26 LC

March				
Mon	Tue	Wed	Thur	Fri
1 Alt Ed	2 Alt Ed	3 Alt Ed	4 Alt Ed	5 Alt Ed
8 Zambo	9 Zambo	10 Zambo	11 Zambo	12 Zambo
15 Zambo	16 Zambo	17 Zambo	18 Zambo	19 Zambo
22 Zambo	23 Zambo	24 Zambo	25 Zambo	26 Zambo
29 PHS	30 PHS	31 PHS		

April				
Mon	Tue	Wed	Thur	Fri
			1 PHS	2 PHS
5 Holly	6 Holly	7 Holly	8 Holly	9 Holly
12 Holly	13 Holly	14 Holly	15 Holly	16 Holly
19 Holly	20 Holly	21 Holly	22 Holly	23 Holly
27 Lincoln	28 Lincoln	29 Lincoln	30 Lincoln	

May				
Mon	Tue	Wed	Thur	Fri
3 Lincoln	4 Lincoln	5 Lincoln	6 Lincoln	7 Lincoln
10 Lincoln	11 Lincoln	12 Lincoln	13 Lincoln	14 Lincoln
17 OPS	18 OPS	19 OPS	20 OPS	21 OPS
24 Tanner	25 Tanner	26 Tanner	27 Tanner	28 Tanner
31				

June				
Mon	Tue	Wed	Thur	Fri
	1 Tanner	2 Tanner	3 Tanner	4 Tanner
7 BV	8 BV	9 BV	10 BV	11 BV
14 Adult	15 Adult	16 Adult	17 Adult	18 Adult
21 Adult	22 Adult	23 Adult	24 Adult	25 Adult
28 West	29 West	30 West		

PM TEAM: Painter, Plumber, Electrician, Carpenter

**OPERATIONS
 GROUNDS DEPARTMENT
 SERVICE SCHEDULE**

Staff Name	Monday	Tuesday	Wednesday	Thursday	Friday
Staff 1	School 5	School 7 Service Equipment	School 9	School 10	School 3
Staff 2	Projects	School 1	School 20 Service Equipment	School 19	School 2
Staff 3	School 14	District Office	School 17	School 4	School 11 Service Equipment
Staff 4	School 18 Projects	School 6	School 12	Lincoln	Orange Service Equipment
Staff 5	Projects School 16	School 16 Mowing/Blowing	School 16 (Weed Trimming) PHS-West Fields	School 8	School 16 Mowing/Shrubs Service Equipment
Staff 6	Operations Service Equipment	Mow Fields School 14, School 8, School 9, School 16	Mow Fields School 20, School 19, School 15, School 2	Mow Fields School 16, School 10, School 4	Mow Fields School 12, School 1, School 17, School 7

**OPERATIONS
 GENERAL MAINTENANCE DEPARTMENT
 SERVICE SCHEDULE**

Staff Name	Monday	Tuesday	Wednesday	Thursday	Friday
GM Staff 1	School 11	School 7	School 18	School 4	School 3 School 5
GM Staff 2	School 19 School 20	School 1	Projects	School 10	School 2
GM Staff 3	School 14	Projects	School 12	School 16	School 16
GM Staff 4	Projects	School 9	School 17	School 8	School 15
GM Staff 5	Graffiti Projects	District Office School 6	Graffiti Projects	Graffiti Projects	Graffiti Projects

**OPERATIONS
GENERAL MAINTENANCE
SERVICE SCHEDULE**

Name	Monday	Tuesday	Wednesday	Thursday	Friday
LARRY	TANNER	PROJECTS	PROJECTS	PROJECTS	COLLINS
KEITH	GAINES/JACKSON	ALONDRA	PARK/ZAMBONI	LOS CERRITOS	PROJECTS
ERASMO	DISTRICT OFFICE JEFFERSON	PROJECTS	KEPPEL	LINCOLN	PROJECTS
CHARLES	ALT ED./BUENA VISTA	ADULT ED/PROJECTS	PHS WEST	MOKLER	HOLLYDALE
JOSE (SUB)	WIRTZ	PHS/PROJECTS	ROOSEVELT	PHS	PHS

**OPERATIONS
GROUNDS DEPARTMENT
SERVICE SCHEDULE**

Name	Monday	Tuesday	Wednesday	Thursday	Friday
JAVIER A. (SUB)	ZAMBONI S/E	PHS JEFFERSON	BUENA VISTA	ALONDRA	COLLINS
JASON	GAINES	PHS ADULT ED	PHS WEST	PARK HOLLYDALE	ROOSEVELT S/E
JAVIER V. (SUB)	MOKLER	KEPPEL S/E	WIRTZ	LINCOLN	LAKWOOD
HILARIO JOEL	DISTRICT OFFICE PHS BASEBALL	PHS ROSECRANS CORNER	PHS WEST FIELD AREA LOS CERRITOS	OPERATIONS PHS BASEBALL FIELD	JACKSON TANNER S/E
VICTOR		MOW FIELDS	MOW FIELDS	MOW FIELDS	MOW FIELDS

OPERATIONS GROUNDS DEPARTMENT WINTER PROJECT SERVICE SCHEDULE

Staff Name	Monday	Tuesday	Wednesday	Thursday	Friday	STAFF ASSIGNMENT
ROUTE 1	School 5	School 7 Service Equipment	School 9	School 10	School 3	
ROUTE 2	Projects	School 1	School 20 Service Equipment	School 19	School 2	
ROUTE 3	School 14	District Office	School 17	School 4	School 11 Service Equipment	
ROUTE 4	School 18 Projects	School 6	School 12	School 8	School 15 Service Equipment	
ROUTE 5	Projects School 16	School 16 Mowing/Blowing	School 16 (Weed Trimming) School 17 Fields	School 16 Lining Fields Planter Beds	School 18 Mowing/Shrubs Service Equipment	
ROUTE 6	Operations Service Equipment	Mow Fields School 14, School 8, School 9, School 16	Mow Fields School 20, School 19, School 15, School 2	Mow Fields School 16, School 10, School 4	Mow Fields School 12, School 1, School 17, School 7	

FIELD MAINTENANCE

PERSON # 1	
PERSON #2 ?	
DETAIL/PRUNING	
PERSON #1	
PERSON #2	

General Maintenance

- Install White Boards
- Ceiling Tiles
- Adjust Fountains/
Faucets
- Minor Gate/Fence
Repair
- Touch-up Paint
- Graffiti
- Install Basketball
Hoops
- Paint Fields
(PHS Events)
- Assist All Trades
- Prep for Williams
Inspections
- Curb Appeal
- Projects
- Install Screens
- Minor Door
Adjustments
- Patch Walls/Stucco
- Paint Safety Lines
- Install Dispensers
- Minor Tile Repair
- Desk Repairs
- Mount Fire
Extinguisher Signs
- Tuff-Track Ramps
- Paint Hand Rails
- Work Orders

CLASSROOM CHECKLIST

- Security/Lock Operation
- Paint/Surface
- Blind Function/Condition
- Hardware
- Alarm System

Exterior Fields

- Drinking Fountain (Operation, Bolts, Cleanliness)
- Bleacher
(Stability, Edge, Surface, Rust)
Equipment (Goals, Hoops, Standards)
- Play equipment, Bolts, Stability, Surface, Chains, Paint, Spring, Lube)
Drainage, Woodchip, Felt Keep Buried)
- Grass – Soil (Gopher, Trip, Hazards, Heads)

Fire Safety

- Fire Extinguisher
Tag Hose – Housing
- Electrical load
- Flammables near Heat Sources
- Emergency Exit/Evacuation Signage

Flooring

- Carpet Repair
- Tile Repair
- Carpet Stains
- Excessive Wear

Plumbing

- Sink Conditions/Drainage
- Drink Fountain
- Leaks, Corrosion/Failure Potential

Other

- Flag
- Door Closure (Auto)
- Wall/Ceiling Conditions
- Partitions –Stability-Parts
- Alarms
- Extension Cords

Furniture

- Desk, Chairs, Tables, Shelves, Lectern
- Surface Conditions- Wear/Hardware
- Stability-Chalk Board/White Board
- Mounting
- Cleaning Capability

A/V Equipment / Computer

- Overhead – Equipment Condition
- Electrical (Cords/Parts)
- Screen
- P.A. Speaker

Trash Receptacle / Cleanliness

- Location
- Cleanliness
- Closets – Lock /Safety Hazards
- Wall Maps
- Fire Extinguisher – Tag - Hose Housing

Asphalt

- Bumper Condition/Position
- Speed Bump Condition
- Stripping/Pavement Signage
- Surface (Oil, Gas, Potholes)
- Recommended Large Repairs

Exterior

- Signage
- Cleanliness/Accuracy
- Hardware Conditions
- Paint Condition

Auditorium/Multi Purpose

- Fire Safety – Electrical Load
Flammable
- Material



CUSTODIAL CLEANING SERVICES 2009-2010

July				
Mon	Tue	Wed	Thur	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August				
Mon	Tue	Wed	Thur	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September				
Mon	Tue	Wed	Thur	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October				
Mon	Tue	Wed	Thur	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November				
Mon	Tue	Wed	Thur	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December				
Mon	Tue	Wed	Thur	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January				
Mon	Tue	Wed	Thur	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February				
Mon	Tue	Wed	Thur	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26


March				
Mon	Tue	Wed	Thur	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		


April				
Mon	Tue	Wed	Thur	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May				
Mon	Tue	Wed	Thur	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June				
Mon	Tue	Wed	Thur	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

 No Service

 Buena Vista, Alt. Ed, Collins, District, LC, Lincoln, Operations, Zamboni, P. Park, Roosevelt, Tanner, Keppel, PHS-East Rooms 1-111, Gym, G/B Locker, Bathrooms, Adult Ed. Day 1

 Alondra, Hollydale, CDS, Wirtz, Jefferson, Jackson, Gaines, Mokler, District PHS-East Rooms 114-803, Gym, G/B Locker, Bathrooms, PHS-West, Adult Ed. Day 2

Custodial Team Matrix

TEAM 1

Lead: Santos Reyes

Raul Adame, Maria Diaz,

Enrique Estrada / **SUB**, Jackie Allen,

Alicia Castillo, Francisco Acevedo / **SUB**

	3:00	3:30	4:30	5:00	5:30	6:00	6:30	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00
Day 1	Los Cerritos	Break 15 min				Keppel		LUN. 30 min		Roosevelt		Break 15 min				OFF
Day 2	Hollydale	Break 15 min						LUN. 30 min		Alondra		Break 15 min				OFF

TEAM 2

Lead: Juan Galvan

Joel Garcia / **SUB**, Tanya Davis,

Alexander Watson, Brian Underhill,

Aurelio Garcia, Elbert McGray / **SUB**

Day 1	Wirtz	Break 15 min						LUN. 30 min		PHS West		Break 15 min				OFF
Day 2	Tanner	Break 15 min				Zamboni		LUN. 30 min				Break 15 min		Lincoln		OFF

TEAM 3

Lead: Open / SUB

Cesar Rogel / **SUB**, Lydia Razo / **SUB**

Javier Vega / **SUB**, OPEN / **SUB**

Manuel Perez, OPEN / **SUB**

Day 1	Mokler	Break 15 min				Jackson		LUN. 30 min		Gaines		Break 15 min		Gaines CDC		OFF
Day 2	Lakewood Buena Vista	Break 15 min				Collins		LUN. 30 min				Break 15 min		District Office		OFF

TEAM 4

Lead: Darren Alexander

Anselmo Real / **SUB**, Juan Andrade,

Miguel Campos, Martin Ramirez,

Laura Martinez, Luis Espinosa

Day 1	Park	Break 15 min				PHS		LUN. 30 min				Break 15 min				OFF
Day 2	Jefferson	Break 15 min				OPS		LUN. 30 min		PHS		Break 15 min				OFF

TEAM 5

Lead: Louie Ortiz

David Hensley, Manuel Melendez,

Vanessa Ford, Jason Garcia

Day 1		Break 15 min						LUN. 30 min				Break 15 min				OFF
Day 2		Break 15 min						LUN. 30 min				Break 15 min				OFF

North Park Gate

Hollydale School 2008-2009 MASTER MAP

1-5 Playground

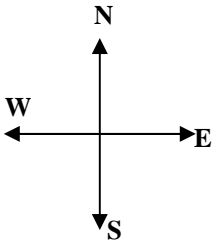
S	G	B
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53	6-8	Van de Velde
51	6-8	O'Donnell
49	6-8	Koch
47	6-8 SDC	Simco
45	6-8	Angulo
43	6-8	Marquez
41	6-8	Vaughn
39	6-8	Mezzanatto

54	6-8	Montemayor
52	P.E.	Diaz
50	6-8	Wulkowicz
48	6-8	Yu
46	6-8	Computer Lab
44		Bookroom
42	6-8	Cribari
40	6-8	Pardo
38	4/5-SDC	Butler

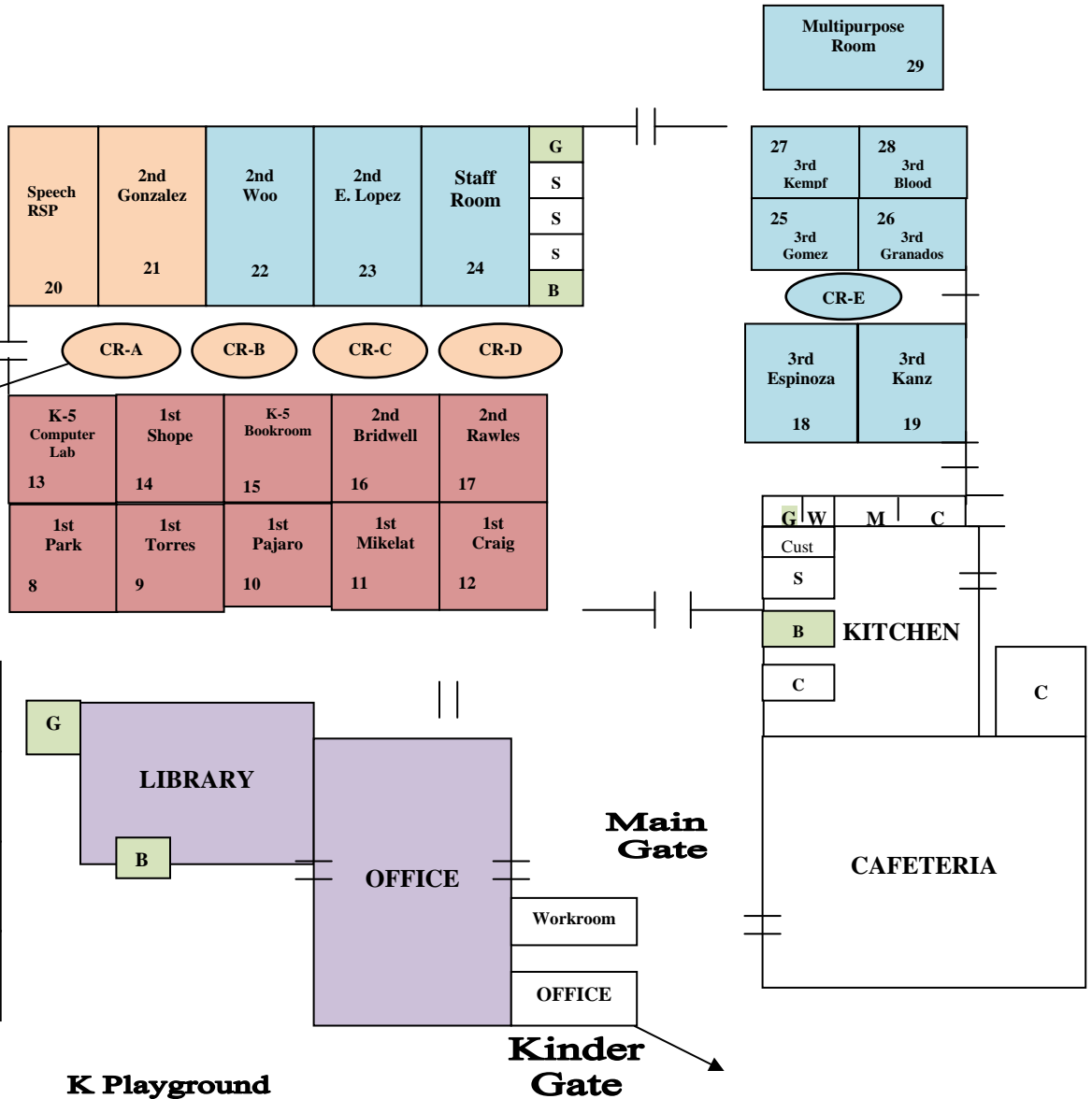
37	5th	Gerber	36	5th	Miller
35	5th	Forsythe	34	5th	Stewart
33	4th	Clifton	32	4th	J. Lopez
31	4th	Lee	30	4th	Kuzas

G	S
S	G
B	B



South Park Gate

1-3 SDC Yamagata 7	K Moor 2
5th Castro 6	K Hollman 1
K Besler/Pierre 5	Pre-K B
K Contreras 4	Pre-K A
K Tyler 3	



K Playground

Main Gate
Kinder Gate



Classroom Cleaning

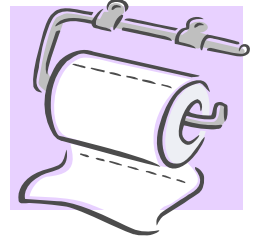
- Empty Pencil Sharpener
- Pick up large papers etc. from floor
- Empty Waste Receptacles/Baskets
- Clean Sinks/Chrome Fixtures/Counter Tops
- Clean Inside Window/As Needed
- Clean Chalk Boards/White Boards/Trays
- Dust Classroom/High And Low/As Needed
- Dust Mop Floors/Vacuum Carpets
- Spot Clean Carpet/Floor/As Needed
- Remove graffiti as needed
- Remove Gum From Carpet/Floor As Needed
- Wipe Door Frames/Doors
- Check Lights/Change As Needed
- Lock Windows/Doors





Restroom Cleaning

- ❑ Sweep Floor
- ❑ Empty Waste Receptacles/Baskets
- ❑ Supply Paper Towels/Toilet Paper/Hand Soap Dispensers
- ❑ Clean Sinks/Mirrors With Disinfectant Solution
- ❑ Clean Urinals/Toilets With Disinfectant Solution
- ❑ Clean All Walls/Partitions/Doors With Disinfectant Solution
- ❑ Remove All Graffiti
- ❑ Check Lights/Change As Needed
- ❑ Extract-Mop Floor With Disinfectant Solution
- ❑ Secure Doors



Note

- Leave toilet seats up after cleaning
- Wipe mirrors dry with paper towel
- When cleaning toilet stalls, clean floor in back of stall with a sponge/rag. This area cannot be reached with the floor mop.
- If odors are still present in the restroom, it will be evident that additional cleaning will be necessary to eliminate the cause of the odor.

RESTROOM CLEANING SUMMER

SITE: _____

TEAM # _____

ROOM # _____

EMPLOYEES PRESENT: _____

COMPLETED BY:	INSPECTED BY:	AREA	ASSIGNMENT	<input checked="" type="checkbox"/>	AREA	ASSIGNMENT	<input checked="" type="checkbox"/>
		LIGHTS	Dust & Replace Light Bulbs		DOORS	Wash & Clean Doors (Bottom to Top)	
			Dust & Clean Diffusers/Lenses			Clean & Disinfect Fixtures	
		CEILING	High Dusting & Corners			Shine & Buff Handles/Door Knobs	
			Dust & Clean Vents and Ceiling			Remove Gum & Other Debris	
					BASEBOARDS	Wipe & Clean	
		WALLS & DIVIDERS	Remove Soil & Debris		THRESHOLD	Sweep & Scrub	
			Wash & Clean Dividers (Bottom to Top)			Rinse & Wipe Threshold	
			Wash & Clean Walls (Bottom to Top)		ADDITIONAL ITEMS		
			Dust & Clean Fixtures (Light Swith, etc.)				
		CABINETS/ COUNTERTOPS	Remove Glue, Gum, Pen Mark, etc.				
			Wipe & Clean				
		SINKS & FAUCETS	Scrub & Clean				
			Remove Hard Water & Chemical Residue				
			Disinfect				
		TOILETS & URINALS	Scrub & Clean				
			Remove Hard Water & Chemical Residue				
			Disinfect		NOTES		
		FLOORS	Strip & Rinse Floor				
			Remove Bulid Up from Corners & Edges				
			Seal Floor (2 Coats)				
			Clean Corners & Edges				
			Remove Debris & Clean Drain				
			Dust Mop Floor				
			Shine & Buff Handles/Door Knobs				
			Remove Gum & Other Debris				



Paramount Unified School District Maintenance and Operations

DEEP CLEANING IN PROGRESS



Your Furniture
Has Been Moved



**Paramount Unified School District
Maintenance and Operations Department
Senior Custodian Weekly Checklist**

CUSTODIAN: _____

SITE: _____

Week of: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES:
ESSENTIAL CLEANING:						
Litter Pick Up						
Graffiti Check						
Breakfast Trash Removal						
Trash Can Wash						
Morning Restroom Check						
Minor Repairs						
Deliveries						
Drinking Fountain Cleaning						
Mid Day Restroom Check						
Lunch Monitor						
Lunch Trash						
Office Lounge						
Restroom Cleaning						
Yard Vac (Clean all walkway)						
Dumpster Area / Wash Down						
Bird Nest Check / Removal						
Exterior Window Wash						
Clean Shelter Tables/Power wash						
Power Wash Playground Equipment						
Secure Areas / Code Out						

Warehouse Schedules

Daily Routine 2009

Fred Craft	
6:00 AM	Breakfast Run
6:30 AM	
7:00 AM	
7:30 AM	
8:00 AM	
8:30 AM	
9:00 AM	Break until 9:15am
9:30 AM	Mail Run
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	Lunch
12:30 PM	Money Run
1:00 PM	
1:30 PM	
2:00 PM	Break until 2:15pm
2:15 PM	Yard Cleanup
2:30 PM	End of Shift

Brent McCarty	
6:00 AM	Load Trucks for
6:30 AM	Food Deliveries
7:00 AM	
7:30 AM	
8:00 AM	
8:30 AM	Money Run
9:00 AM	Break until 9:15am
9:30 AM	Lunch Run
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	Lunch
12:30 PM	Lunch Run
1:00 PM	Money Run
1:30 PM	
2:00 PM	Break until 2:15pm
2:15 PM	Yard Cleanup
2:30 PM	End of Shift

Chad Moser	
6:00 AM	Pull Frozen Food
6:30 AM	Load Trucks
7:00 AM	Pull Dry Food and
7:30 AM	Supplies for next
8:00 AM	day delivery
8:30 AM	
9:00 AM	Break until 9:15am
9:30 AM	Pull Frozen Food
10:00 AM	Pull Catering Food
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	Lunch
12:30 PM	Pull Dry Food and
1:00 PM	Supplies for next
1:30 PM	day delivery
2:00 PM	Break until 2:15pm
2:15 PM	Yard Cleanup
2:30 PM	End of Shift

Danielle Crockett	
6:00 AM	Breakfast Run
6:30 AM	
7:00 AM	
7:30 AM	Marking Station
8:00 AM	Receiving/
8:30 AM	Pull Orders
9:00 AM	Break until 9:15am
9:30 AM	Shipping/Receiving
10:00 AM	Order Delivery
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	Lunch
12:30 PM	Receiving/
1:00 PM	Pull Orders
1:30 PM	
2:00 PM	Break until 2:15pm
2:15 PM	Yard Cleanup
2:30 PM	End of Shift

Warehouse Schedules

Daily Routine 2009

Juan Gonzalez	
6:00 AM	Load Trucks
6:30 AM	Food Delivery
7:00 AM	
7:30 AM	
8:00 AM	
8:30 AM	Money Run
9:00 AM	Break until 9:15am
9:30 AM	Lunch Delivery
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	Stock Food Orders
12:00 PM	Lunch
12:30 PM	Money Run
1:00 PM	
1:30 PM	
2:00 PM	Break until 2:15pm
	Yard Cleanup Lock up Trucks
2:30 PM	End of Shift

Brent McCarty	
6:00 AM	Load Trucks
6:30 AM	Food Delivery
7:00 AM	
7:30 AM	
8:00 AM	
8:30 AM	
9:00 AM	Break until 9:15am
9:30 AM	Lunch Delivery
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	Pull Food Orders
12:00 PM	Lunch
12:30 PM	Money Run
1:00 PM	
1:30 PM	
2:00 PM	Break until 2:15pm
	Yard Cleanup
2:30 PM	End of Shift

Steve Brock	
6:00 AM	
6:30 AM	Mail/Work Orders
7:00 AM	Pull Orders
7:30 AM	Stock Shelves
8:00 AM	
8:30 AM	
9:00 AM	Break until 9:15am
9:30 AM	Pull Orders
10:00 AM	Stock Shelves
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	Lunch
12:30 PM	Pull Orders
1:00 PM	Stock Shelves
1:30 PM	
2:00 PM	Break until 2:15pm
	Yard Clean up Close up Shop
2:30 PM	
3:30 PM	End of Shift

Fernando Contreras	
6:30 AM	Pull Dry Food and
7:00 AM	Supplies for schools
7:30 AM	
8:00 AM	Pull Frozen Food
8:30 AM	
9:00 AM	Break until 9:15am
9:30 AM	
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	Close up Freezer
12:00 PM	Lunch
12:30 PM	Pull Dry Food and
1:00 PM	Supplies for schools
1:30 PM	
2:00 PM	Break until 2:15pm
	Yard Clean up Close up Shop
2:30 PM	
3:00 PM	End of Shift

Bulk Food Delivery



**Maintenance and Operations
Warehouse Weekly Food Delivery Schedule**

		<u>AR</u>	<u>LV</u>	<u>AR</u>	<u>LV</u>
Tuesday	Truck 1 – Mokler / Collins	6:30	7:20	7:35	8:25
	Truck 2 – Alondra / Lakewood	6:40	7:35	7:50	8:10
Wednesday	Truck 1 – Hollydale	6:45			8:15
	Truck 2 – PHS West	6:45			8:45
Thursday	Truck 1- Wirtz / Lincoln	6:45	7:30	7:45	8:25
	Truck 2- PHS	6:50			8:45
Friday	Truck 1 – Los Cerritos / Keppel	6:45	7:30	7:45	8:25
	Truck 2 – Roosevelt / Gaines	6:45	7:30	7:45	8:25

VENDOR: Universal Asphalt **\$9,736.00**
ACCOUNT NUMBER: 01.0 06206.0 00000 81000 5630 0000000
PURCHASE ORDER #: 90188
BUDGET: \$20,000.00 **EXPENDED:** \$10,264.00
DEPARTMENT: Annual-Asphalt Repairs *SIG:Cindy*
Notes:

DATE	INVOICE #	AMOUNT	DATE ENTERED
07-21-90	33950	\$1,000.00	08-28-09
08-25-09	34069	\$4,430.00	10-07-09
09-01-09	34091	\$1,284.00	10-07-09
10-06-09	34161	\$750.00	10-07-09
10-13-09	34176	\$500.00	10-12-09
10-13-09	34175	\$1,950.00	10-12-09
10-12-09	34174	\$350.00	10-12-09



PARAMOUNT UNIFIED SCHOOL DISTRICT
Operations
General Funds
2008-2009

Function **75500 - Print Shop**
 Object **4350** 01.0 00000.0 00000 75500 4350 0000757
 Description **Office Supplies**

Date	Req. #	Journal ID# / PO #	Descriptions	Budget	Expenditure	Encumbrance	Balance
07/01/08			Beginning Budget	81,647.00			81,647.00
09/11/08	23231	80804	Delphin Computer Supply		69.06		81,577.94
08/08/08	19279	80498	Priority Mailing Systems - ink reservoir		235.00		81,342.94
08/08/08	19285	80506	Southwest Office Supplies		1,738.06		79,604.88
08/08/08	20871	80614	Ultimate Office		463.65		79,141.23
10/20/08	39443		Warehouse Order		1,029.60		78,111.63
05/29/09	27569	AR	Eastman Kodak Co.		438.70		77,672.93
6/11/09	27596	AR	Priority Mailing Systems - ink reservoir & PRINTHEAD		603.50		77,069.43
05/22/09	27556	81990	Spicers Paper Co.		3,945.25		73,124.18
06/19/09	14966	AR	Staples		227.09		72,897.09
06/29/09	14989	AR	Unique Products, LLC		858.71		72,038.38
							72,038.38
							72,038.38
							72,038.38
							72,038.38
							72,038.38
							72,038.38
							72,038.38
							72,038.38
							72,038.38
							72,038.38
							72,038.38
TOTAL				81,647.00	9,608.62	0.00	72,038.38

HOME TO SCHOOL TRANSPORTATION 2009-2010

P1	P2	P3	P4	P5	P6	P7	P8	P9
					Downey/59th -7:10			
				Downey/59th -7:15	Michelson/Verdura - 7:15		Mendy/Racine - 7:10	
				Michelson/Verdura - 7:20	Paramount/54th - 7:20		Pelton/Mendy - 7:20	
Market - 6:55	Paramount/54th - 6:55	Downey/Andy -7:05	Lakewood - 7:00	South/Ackerfield - 7:25	South/Ackerfield - 7:25	P.9 will take PHS East route on Late start Mondays	Zamboni 6-8 / 7:30 (Tanner 6-8)	
South/Ackerfield - 7:00	Minnesota/Adams -7:15	Coke/Artesia-7:10	Paramount/55th - 7:05	Downey/Harding - 7:30	Downey/Harding - 7:30	Paramount/54th - 7:15	Pelton/Mendy - 7:40	Collins School - 7:10
Collins school - 7:05	Jackson 6-8 / 7:20	Jackson 6-8 / 7:20 (Collins 6-8)	Jackson 6-8 / 7:25	PHS East - 7:40	PHS West - 7:45	PHS East - 7:30	Mendy/Racine - 7:50	Jackson 6-8 / 7:20 (Collins 6-8)
Jackson 6-8 / 7:20	Paramount/54th - 7:40	Downey/Andy -7:35	Orange/ Myrrh - 7:35			Hoover/Harding - 7:45	Tanner K-5 / 8:00	8608 Artesia-7:40
South/Ackerfield -7:35	Collins K-5 / 7:55 (Lakewood K-5)	2301 Market -7:41	Minnesota/Adams - 7:40			Hoover/Roosevelt - 7:50	Walnut/Garfield - 8:10	Collins K-5 / 7:50
Paramount/55th-7:40		Lakewood - 7:45	Motz/Hunsaker - 7:50			Hollydale K-8 / 8:00	Paramount/Howe - 8:20	
Collins K-5 / 7:50 (Lakewood K-5)		Collins K-5 / 7:55	Gaines K-3 / 8:00				Buena Vista -8:35	
Indiana/Alondra - 8:15			Orange/Somerset-8:15					
Gundry/Alondra-8:20			Buena Vista -8:35					
Buena Vista -8:35								
					Collins (Kinder) - 1:30			
Indiana/Alondra 11:15					8608 Artesia - 1:42			
Orange/Somerset 11:20					Downey/Andy - 1:47			
Alondra/Gundry 11:25					Paramount/55th - 1:57			
Garfield/Walnut 11:32					Paramount/ 54th - 1:59			
Paramount/Howe 11:37					2301 Market - 2:02			
Buena Vista 11:52					South/Ackerfield - 2:07			
Indiana/Alondra 12:20								
Alondra/Gundry 12:25								
Orange/Somerset 12:30								
Garfield/Walnut 12:45								
Paramount/Howe 12:50								
Jackson 6-8 / 12:56	Jackson 12:56	Jackson 6-8 / 12:56	Jackson 6-8 / 12:56	Gaines K-3 / 1:13	Tanner - 1:15	Hollydale - 1:15	Zamboni - 12:55	Jackson 6-8 / 12:56
South/Ackerfield - 1:14	Minnesota/Adams -1:11	8608 Artesia - 1:14	Paramount/55th - 1:14	Motz/Hunsaker- 1:33	Pelton/Mendy - 1:25	Hoover / Harding - 1:40	Pelton/Mendy - 1:15	Collins - 1:20
Market - 1:19	Paramount/54th - 1:26	Downey/Andy- 1:19	Lakewood -1:19	Orange/ Myrrh - 1:40	Mendy/Racine - 1:35	Hoover / Roosevelt - 1:45	Mendy/Racine - 1:25	Collins- 1:25
Collins K-5 - 1:25		Collins- 1:25	Collins (Kinder) - 1:30	Minnesota/Adams - 1:46				Paramount/54th - 1:45
Paramount/55th - 1:40		Downey/Andy - 1:30	8608 Artesia - 1:42					2301 Market- 1:50
South/Ackerfield - 1:45		8608 Artesia - 1:35	Downey/Andy - 1:47					
		Lakewood - 1:40	Paramount/55th - 1:57					
			Paramount/ 54th - 1:59					
			2301 Market - 2:02					
			South/Ackerfield - 2:07					
Jackson - 2:20	Jackson 2:20	Jackson 2:20	Jackson 2:20	Gaines K-3 / 2:13	Tanner - 2:20	Hollydale 2:20	Zamboni - 2:20	Jackson 2:20
South/Ackerfield-2:40	<i>Minnesota/Adams -2:35</i>	8608 Artesia - 2:40	Paramount/55th -2:40	Motz/Hunsaker-2:33	Pelton/Mendy - 3:00	Hoover / Harding 3:00	Pelton/Mendy - 2:40	Collins - 2:45
Market-2:45	Paramount/54th - 2:50	Downey/Andy-2:45	Lakewood -2:45	Orange/ Myrrh - 2:40	Mendy/Racine - 3:10	Hoover / Roosevelt 3:05	Mendy/Racine - 2:50	Collins- 2:45
Collins - 2:50		Collins - 2:50	PHS East 3:05	Minnesota/ Adams - 2:46			PHS West 3:05	Paramount/54th - 3:00
Paramount/55th-3:05		Downey/Andy - 2:55	Paramount/54th-3:30				Downey/59th-3:30	2301 Market-3:05
South/Ackerfield-3:10		8608 Artesia - 3:00					Michelson/Verdura -3:35	
		Lakewood - 3:05					Paramount/54th - 3:40	
Buena Vista 3:32	Buena Vista 3:32	Buena Vista 3:32					South/Ackerfield - 3:45	
Indiana/Alondra-3:50	Paramount/Howe - 3:55	Orange/Somerset - 3:50					Downey/Harding - 3:50	
Alondra/Gundry-3:55	Walnut/Garfield - 4:00							

on: All 4 PM buses need to load and go!