

# Impact: Results & Use of Results Reported by Goal



## Annual Program Plan Custodial Svcs

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Strategic Direction 1 - Student-Centered Curriculum

**There are no Data Analysis and Suggested Actions for this Strategic Direction**

Strategic Direction 2 - Student Access

**There are no Data Analysis and Suggested Actions for this Strategic Direction**

Strategic Direction 3 - Student Success

**There are no Data Analysis and Suggested Actions for this Strategic Direction**

Strategic Direction 4 - Campus Safety and Wellness

**There are no Data Analysis and Suggested Actions for this Strategic Direction**

Strategic Direction 5 - Organizational Effectiveness

**There are no Data Analysis and Suggested Actions for this Strategic Direction**

Dean Signature - Dean Signature indicates review.

**There are no Data Analysis and Suggested Actions for this Strategic Direction**

# Assessment: Program Overview (SWOT)



## Annual Program Plan Custodial Svcs

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**Program Description:** Custodial Department provides cleaning of all interior buildings and restrooms on a daily basis. Plan and organize the maintenance of all hard surface floors and cleaning and extraction of all carpeted areas, pressure wash exterior walls of buildings, clean walk ways around buildings and remove gum. Provide pest control of all interior spaces, respond to special request for set-ups and emergency calls. Provide project support for all scheduled in house maintenance projects. To continue to maintain a clean and safe learning, teaching and working environment for all staff, faculty and students. The changes are additional square footage and no additional staff to help cover the additional space. The goal is through training and new modern equipment is to maintain a clean environment without the additional staff help.

**Department Chair / Coordinator / Program Lead:** Supervisor - Eric Lopez

**Dean/Manager:** Director - John Sinutko

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# Program Plan



## Annual Program Plan Custodial Svcs

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**Department Chair / Coordinator / Program Lead:** Supervisor - Eric Lopez

**Dean/Manager:** Director - John Sinutko

### Initiative: Maintain and Improve Campus Appearance

Resources to train and teach staff the newest cleaning techniques and technology in the industry to improve overall service.

**Initiative Status:** Active

**Initiative Year(s):** 2020 - 2021

### Resource Requests

**(A) Active Request** - Resources to train and teach staff the newest cleaning techniques and technology in the industry to improve overall service. (Active)

**Contact Person for Request:** Eric Lopez

**Resource Category - Where does this request belong?:** (F) Other

**Funding Source:** General Fund

**Priority:** Medium

**Overall / Aggregate Cost:** 21157

**(A) Active Request** - Part time custodian - 4 AM to 8 AM (Active)

**Contact Person for Request:** Eric Lopez

**Resource Category - Where does this request belong?:** (B) Classified Request

**Funding Source:** General Fund

**Priority:** High

**Overall / Aggregate Cost:** 21157

**Replacement Item:** No

**(A) Active Request** - Custodian - Full Time (Active)

**Justification:** Newly renovated gym with added square footage of usable/occupied space and a newly added field house

**Contact Person for Request:** Eric Lopez

**Resource Category - Where does this request belong?:** (B) Classified Request

**Funding Source:** General Fund

**Priority:** High

**Overall / Aggregate Cost:** 53952



# Annual Program Plan Custodial Svcs

**Replacement Item:** No

**(A) Active Request** - Custodian PT - 7 pm to 11 pm (Active)

**Resource Category - Where does this request belong?:** (B) Classified Request

**Funding Source:** General Fund

**Priority:** High

**Overall / Aggregate Cost:** 21157

**Replacement Item:** No

**(A) Active Request** - student workers -- would still like to be able to hire those that may be interested. (Active)

**Contact Person for Request:** Eric Lopez

**Funding Source:** General Fund

**Priority:** High

**Overall / Aggregate Cost:** 10000

**(A) Active Request** - Yes - Custodian full time (Active)

**Justification:** Newly renovated gym with added square footage of usable/occupied space and a newly added field house.

**Contact Person for Request:** Eric Lopez

**Resource Category - Where does this request belong?:** (B) Classified Request

**Funding Source:** General Fund

**Priority:** High

**Overall / Aggregate Cost:** 53952

**(A) Active Request** - New computer for Lead custodian in new located shared office with custodial supervisor. (Active)

**Justification:** To check emails, complete and assign work orders.

**Contact Person for Request:** John Sinutko

**Resource Category - Where does this request belong?:** (D) Technology Need

**Funding Source:** General Fund

**Priority:** High

**Overall / Aggregate Cost:** 500

**Replacement Item:** No

## Work Plan

**Budget \$20,000 for resources.**

**Improve training to improve in areas such as work requirements and work related injuries.**

**Maintain appropriate staffing levels to serve a campus of this size, hire two permanent part time custodians one for four hours in the morning and one for four hours at night. Hire two more fulltime custodian to maintain and clean the new gymnasium and field house and to increase the daily vacuuming, sweeping and mopping. - Eric Lopez**

**Reduce Absenteeism.**

**Relocate supervisor office from Warehouse to office Bldg. Current office is inside the back of the warehouse in a make shift room.**

**See that floors & base molding shine and/or are bright & clean. There is no buildup in corners or along walls, but there can be up to 2 days worth of dust, dirt, stains, or streaks.**

## Initiative: Implement Vehicle Replacement Program

# Annual Program Plan Custodial Svcs

Implement a vehicle replacement program current vehicles are vans and are in need of repair, would like to phase out with a newer fleet of small extended cab trucks so each team can transport supplies, equipment and trash.

**Initiative Status:** Active

**Initiative Year(s):** 2020 - 2021

## Resource Requests

**(A) Active Request** - Replace outdated / aging vehicle fleet (Active)

**Justification:** Aging extra large vans are current fleet and smaller compact trucks would be more economical and able employees to carry equipment, supplies and throw trash.

**Resource Category - Where does this request belong?:** (F) Other

**Funding Source:** General Fund

**Priority:** Medium

**Overall / Aggregate Cost:** 90000

**Replacement Item:** Yes

## Initiative: Maintain/Update Equipment

Maintain existing equipment to maximize efficient work production.

**Initiative Status:** Active

**Initiative Year(s):** 2020 - 2021

## Resource Requests

**(A) Active Request** - Purchase two Advance SC351 floor scrubbers. (Active)

**Justification:** To replace aging equipment and to increase our cleaning efficiency in a timely manner.

**Contact Person for Request:** Eric Lopez

**Resource Category - Where does this request belong?:** (F) Other

**Funding Source:** General Fund

**Priority:** High

**Overall / Aggregate Cost:** 8000

**Replacement Item:** No

**(A) Active Request** - Purchase two back pack gum wands. (Active)

**Justification:** To replace aging equipment and to increase our cleaning efficiency in a timely manner.

**Contact Person for Request:** Eric Lopez

**Resource Category - Where does this request belong?:** (F) Other

**Funding Source:** General Fund

**Priority:** High

**Overall / Aggregate Cost:** 8000

**Replacement Item:** No

**(A) Active Request** - Purchase four Kaivac/Versa restroom cleaning machines. (Active)

**Justification:** To replace aging equipment and to increase our cleaning efficiency in a timely manner.

**Contact Person for Request:** Eric Lopez

**Resource Category - Where does this request belong?:** (F) Other

**Funding Source:** General Fund

**Priority:** High

**Overall / Aggregate Cost:** 16000

**Replacement Item:** No

# Annual Program Plan Custodial Svcs

**(A) Active Request** - Purchase one RX-20 jet extraction. (Active)

**Justification:** To replace aging equipment and to increase our cleaning efficiency in a timely manner.

**Contact Person for Request:** Eric Lopez

**Resource Category - Where does this request belong?:** (F) Other

**Funding Source:** General Fund

**Priority:** High

**Overall / Aggregate Cost:** 3600

**Replacement Item:** No

## Work Plan

Develop an equipment replacement program.

**Initiative: Provide a safe and clean learning environment on a daily basis by emptying trash, sweeping, vacuuming, mopping and cleaning restrooms.**

Provide adequate staffing, equipment and supplies to perform necessary duties to achieve initiative.

**Initiative Status:** Active

**Initiative Year(s):** 2020 - 2021

**Start Date:** 07/03/2017

## Resource Requests

**(A) Active Request** - Provisional/limited term custodian budget. (Active)

**Justification:** To provide adequate staffing to maintain a safe and clean learning environment.

**Contact Person for Request:** Eric Lopez

**Resource Category - Where does this request belong?:** (B) Classified Request

**Funding Source:** General Fund

**Priority:** High

**Overall / Aggregate Cost:** 20000

**Replacement Item:** No