

SNL Work Loading & Absence Staffing Plan

99 WORKLOADING TIMES

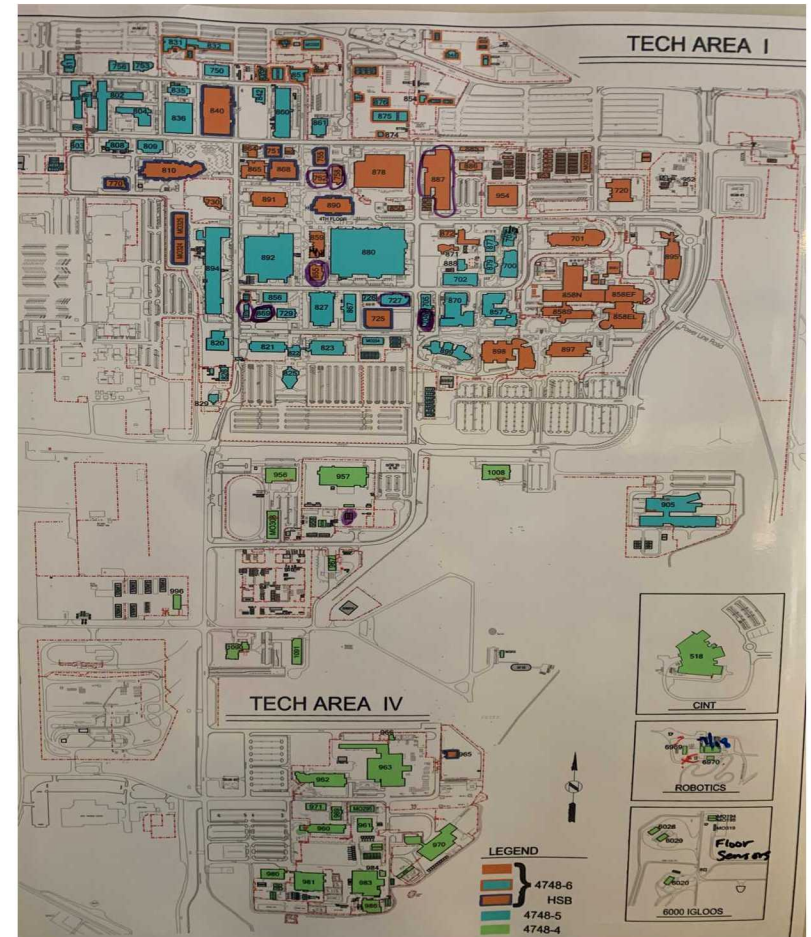
New and Revised to Match New Job Cards

Absence Staffing Plan
Temporary and Overtime

	1 PERSON TEAM	2 PERSON TEAM	3 PERSON TEAM	4 PERSON TEAM	5 PERSON TEAM	6 PERSON TEAM	7 PERSON TEAM	8 PERSON TEAM	9 PERSON TEAM	10 PERSON TEAM	11 PERSON TEAM	12 PERSON TEAM	13 PERSON TEAM	14 PERSON TEAM	15 PERSON TEAM	16 PERSON TEAM	17 PERSON TEAM	18 PERSON TEAM	19 PERSON TEAM	20 PERSON TEAM	21 PERSON TEAM	22 PERSON TEAM	23 PERSON TEAM	24 PERSON TEAM	25 PERSON TEAM	26 PERSON TEAM	27 PERSON TEAM	28 PERSON TEAM	29 PERSON TEAM	30 PERSON TEAM	31 PERSON TEAM	32 PERSON TEAM	33 PERSON TEAM	34 PERSON TEAM	35 PERSON TEAM	36 PERSON TEAM	37 PERSON TEAM	38 PERSON TEAM	39 PERSON TEAM	40 PERSON TEAM	41 PERSON TEAM	42 PERSON TEAM	43 PERSON TEAM	44 PERSON TEAM	45 PERSON TEAM	46 PERSON TEAM	47 PERSON TEAM	48 PERSON TEAM	49 PERSON TEAM	50 PERSON TEAM	51 PERSON TEAM	52 PERSON TEAM	53 PERSON TEAM	54 PERSON TEAM	55 PERSON TEAM	56 PERSON TEAM	57 PERSON TEAM	58 PERSON TEAM	59 PERSON TEAM	60 PERSON TEAM	61 PERSON TEAM	62 PERSON TEAM	63 PERSON TEAM	64 PERSON TEAM	65 PERSON TEAM	66 PERSON TEAM	67 PERSON TEAM	68 PERSON TEAM	69 PERSON TEAM	70 PERSON TEAM	71 PERSON TEAM	72 PERSON TEAM	73 PERSON TEAM	74 PERSON TEAM	75 PERSON TEAM	76 PERSON TEAM	77 PERSON TEAM	78 PERSON TEAM	79 PERSON TEAM	80 PERSON TEAM	81 PERSON TEAM	82 PERSON TEAM	83 PERSON TEAM	84 PERSON TEAM	85 PERSON TEAM	86 PERSON TEAM	87 PERSON TEAM	88 PERSON TEAM	89 PERSON TEAM	90 PERSON TEAM	91 PERSON TEAM	92 PERSON TEAM	93 PERSON TEAM	94 PERSON TEAM	95 PERSON TEAM	96 PERSON TEAM	97 PERSON TEAM	98 PERSON TEAM	99 PERSON TEAM	100 PERSON TEAM																																											
1 PERSON TEAM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100																																											
2 PERSON TEAM	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48	50	52	54	56	58	60	62	64	66	68	70	72	74	76	78	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110	112	114	116	118	120	122	124	126	128	130	132	134	136	138	140	142	144	146	148	150	152	154	156	158	160	162	164	166	168	170	172	174	176	178	180	182	184	186	188	190	192	194	196	198	200																																											
3 PERSON TEAM	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	60	63	66	69	72	75	78	81	84	87	90	93	96	99	102	105	108	111	114	117	120	123	126	129	132	135	138	141	144	147	150	153	156	159	162	165	168	171	174	177	180	183	186	189	192	195	198	201	204	207	210	213	216	219	222	225	228	231	234	237	240	243	246	249	252	255	258	261	264	267	270	273	276	279	282	285	288	291	294	297	300																																											
4 PERSON TEAM	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80	84	88	92	96	100	104	108	112	116	120	124	128	132	136	140	144	148	152	156	160	164	168	172	176	180	184	188	192	196	200	204	208	212	216	220	224	228	232	236	240	244	248	252	256	260	264	268	272	276	280	284	288	292	296	300																																																																				
5 PERSON TEAM	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	105	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195	200	205	210	215	220	225	230	235	240	245	250	255	260	265	270	275	280	285	290	295	300																																																																																			
6 PERSON TEAM	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	114	120	126	132	138	144	150	156	162	168	174	180	186	192	198	204	210	216	222	228	234	240	246	252	258	264	270	276	282	288	294	300																																																																																													
7 PERSON TEAM	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	112	119	126	133	140	147	154	161	168	175	182	189	196	203	210	217	224	231	238	245	252	259	266	273	280	287	294	301	308	315	322	329	336	343	350	357	364	371	378	385	392	399	406	413	420	427	434	441	448	455	462	469	476	483	490	497	504	511	518	525	532	539	546	553	560	567	574	581	588	595	602	609	616	623	630	637	644	651	658	665	672	679	686	693	700	707	714	721	728	735	742	749	756	763	770	777	784	791	798	805	812	819	826	833	840	847	854	861	868	875	882	889	896	903	910	917	924	931	938	945	952	959	966	973	980	987	994	1001
8 PERSON TEAM	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128	136	144	152	160	168	176	184	192	200	208	216	224	232	240	248	256	264	272	280	288	296	304	312	320	328	336	344	352	360	368	376	384	392	400	408	416	424	432	440	448	456	464	472	480	488	496	504	512	520	528	536	544	552	560	568	576	584	592	600	608	616	624	632	640	648	656	664	672	680	688	696	704	712	720	728	736	744	752	760	768	776	784	792	800	808	816	824	832	840	848	856	864	872	880	888	896	904	912	920	928	936	944	952	960	968	976	984	992	1000																		
9 PERSON TEAM	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180	189	198	207	216	225	234	243	252	261	270	279	288	297	306	315	324	333	342	351	360	369	378	387	396	405	414	423	432	441	450	459	468	477	486	495	504	513	522	531	540	549	558	567	576	585	594	603	612	621	630	639	648	657	666	675	684	693	702	711	720	729	738	747	756	765	774	783	792	801	810	819	828	837	846	855	864	873	882	891	900	909	918	927	936	945	954	963	972	981	990	999																																
10 PERSON TEAM	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200	210	220	230	240	250	260	270	280	290	300	310	320	330	340	350	360	370	380	390	400	410	420	430	440	450	460	470	480	490	500	510	520	530	540	550	560	570	580	590	600	610	620	630	640	650	660	670	680	690	700	710	720	730	740	750	760	770	780	790	800	810	820	830	840	850	860	870	880	890	900	910	920	930	940	950	960	970	980	990																																												
11 PERSON TEAM	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220	231	242	253	264	275	286	297	308	319	330	341	352	363	374	385	396	407	418	429	440	451	462	473	484	495	506	517	528	539	550	561	572	583	594	605	616	627	638	649	660	671	682	693	704	715	726	737	748	759	770	781	792	803	814	825	836	847	858	869	880	891	902	913	924	935	946	957	968	979	990																																																					
12 PERSON TEAM	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240	252	264	276	288	300	312	324	336	348	360	372	384	396	408	420	432	444	456	468	480	492	504	516	528	540	552	564	576	588	600	612	624	636	648	660	672	684	696	708	720	732	744	756	768	780	792	804	816	828	840	852	864	876	888	900	912	924	936	948	960	972	984	996																																																												
13 PERSON TEAM	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260	273	286	299	312	325	338	351	364	377	390	403	416	429	442	455	468	481	494	507	520	533	546	559	572	585	598	611	624	637	650	663	676	689	702	715	728	741	754	767	780	793	806	819	832	845	858	871	884	897	910	923	936	949	962	975	988																																																																			
14 PERSON TEAM	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280	294	308	322	336	350	364	378	392	406	420	434	448	462	476	490	504	518	532	546	560	574	588	602	616	630	644	658	672	686	700	714	728	742	756	770	784	798	812	826	840	854	868	882	896	910	924	938	952	966	980	994																																																																								
15 PERSON TEAM	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300	315	330	345	360	375	390	405	420	435	450	465	480	495	510	525	540	555	570	585	600	615	630	645	660	675	690	705	720	735	750	765	780	795	810	825	840	855	870	885	900	915	930	945	960	975	990																																																																													
16 PERSON TEAM	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320	336	352	368	384	400	416	432	448	464	480	496	512	528	544	560	576	592	608	624	640	656	672	688	704	720	736	752	768	784	800	816	832	848	864	880	896	912	928	944	960	976	992																																																																																	
17 PERSON TEAM	17	34	51	68	85	102	119	136	153	170	187	204																																																																																																																																			

Aligned Job Cards with Facilities Management System

- 2017 transition to National Technology and Engineering Solutions of Sandia, LLC (NTESS)
- Consolidated 10 small custodial teams into three larger custodial teams
- Align buildings with Facilities Management System (FMS)
- Align with Solid Waste Pickup Schedule
- Promotions/Clearance Type
- SNL cleanable space is approximately 3.9 million sq. ft.
- 308 Sandia-owned Buildings



Data Collected – Building Profile

- Cleanable/Not cleanable sq. ft.
- Floor types (e.g., Carpet, VCT, Ceramic)
- # of sinks, toilets, urinals, showers in restrooms
- # of water fountains
- # of sinks in any room (aside from restrooms)
- # of stairwells
- # of elevators
- Any space/area changes/conversions
- Cipher/swipe access requirements
- Summarize data in excel

Building Profile		Area_Survey		
	859		859	859 Total
Total SF	20,536		Floor 1	
Common Area SF	5,699	#Restrooms	2	2
Cleanable SF	19,199	#Urinals	2	2
Sets of Stairs		#Toilets	5	5
Stairwell SF	0	#Sinks	5	5
#Elevators	0	#Fountains	0	0
#Restrooms	2	#Showers	3	3
#Restroom Fixtures	15	Carpet SF	10,538	10,538
#Toilets	5	Tile SF	8,661	8,661
#Urinals	2	Common Area SF	5,699	5,699
#Sinks(RR)	5	Total Rooms (Cleanable SF)	19,199	19,199
#Water Fountains	0	#Stairwells		
Elevator SF	0	Storage (Janitor Closet)	69	69
Carpet SF	10,538	Other_SF (Not Cleanable SF)	1,336	1,336
%Carpet	54.9%	Area_SF (Not Cleanable + Cleanable)	20,536	20,536
Tile SF	8,661			
%Tile	45.1%			
Other SF	1,336			
%Other	7.0%			

Continued – Data Collected

JobCard		
	859	859 Total
	Floor 1	
WaterFountain	0	0
Corridor_Sink		
BreakRoom_Sink		
Room_Sink		
Restroom_Fixture	15	15
#_of_Restrooms	2	2
Restrooms_SF	488	488
#_of_sets_stairs		
Stairs_SF	0	0
Carpet_Corr&Hall	3,092	3,092
CT_Corr&Hall	525	525
Concrete_Corr&Hall	0	0
Lino_Corr&Hall	0	0
Mar_Corr&Hall	0	0
Nora_Corr&Hall	0	0
VCT_Corr&Hall	902	902
Carpet_Lobby	0	0
CT_Lobby	299	299
Concrete_Lobby	0	0
Lino_Lobby	0	0
Mar_Lobby	0	0
Nora_Lobby	0	0
VCT_Lobby	0	0
Carpet_Conference	753	753
Concrete_Conference	0	0
ESD_Conference	0	0
HighRise_Conference	0	0
Lino_Conference	0	0
Mar_Conference	0	0
Nora_Conference	0	0
VCT_Conference	0	0
Carpet_Office	5,544	5,544
Concrete_Office	0	0
ESD_Office	0	0

ESD_Conference	0	0
HighRise_Conference	0	0
Lino_Conference	0	0
Mar_Conference	0	0
Nora_Conference	0	0
VCT_Conference	0	0
Carpet_Office	5,544	5,544
Concrete_Office	0	0
ESD_Office	0	0
HighRise_Office	0	0
Lino_Office	0	0
Mar_Office	0	0
Nora_Office	0	0
VCT_Office	38	38
Carpet_Lab	1,117	1,117
Concrete_Lab	0	0
ESD_Lab	0	0
Epoxy_Lab	0	0
HighRise_Lab	4,194	4,194
Lino_Lab	0	0
Mar_Lab	0	0
Nora_Lab	0	0
VCT_Lab	1,876	1,876
Carpet_BR	0	0
CT_BR	0	0
Lino_BR	0	0
Mar_BR	0	0
Nora_BR	0	0
VCT_BR	0	0
CT_RR	488	488
Concrete_RR	0	0
Lino_RR	0	0
Mar_RR	0	0
Nora_RR	0	0
VCT_RR	0	0
SF_w/_RR&Stairs	19,318	19,318
SF_w/o_RR&Stairs	18,829	18,829

SNL Work Loading Rules

- Followed Custodial's Service Level Agreement (e.g., Restrooms – Daily, etc.)
- Three person teams/Clearance level by Bldg.
- Restroom Specialist – Monday thru Friday
- Light Duty/Vacuum Specialist – Monday & Wednesday
- Utility Specialist – Tuesday & Thursday
- Routes established for eight & nine hour work routes
- Restrooms – given three minutes per fixture (DIY 99 work loading times)
- Approx. 12–13 sets per Restroom Specialist
- Restrooms are divided into four cores
- LD/VS 15,000 sq. ft. per hour
- Light Duty/Vacuum are divided into two cores
- Utility divided into two cores – Task-specific duties/frequencies

Cont'd – SNL Work Loading Rules

Goal: 15,000 Sq. Ft. per Hr. - LD/VS / Restrooms: 3mins per Fixture

9/80's Schedule = 9 hour WK day = 6:00am - 3:30pm

6:20am - 9:00am = 2hrs/40mins. = 160 mins.	→ 39,844 Sq. Ft.
9:20am - 11:00am = 1hr/40mins. = 100 mins.	→ 24,844 Sq. Ft.
11:40am - 1:30pm = 1hr/50mins. = 110 mins.	→ 27,659 Sq. Ft.
1:40pm - 3:20pm = 1hr/40mins = 100 mins.	→ 24,844 Sq. Ft.
Total WK Hours: 7hrs/50mins = 470 mins.	→ 117,659 total Sq. Ft.

5/8's Schedule = 8 hour WK day = 6:00am - 2:30pm

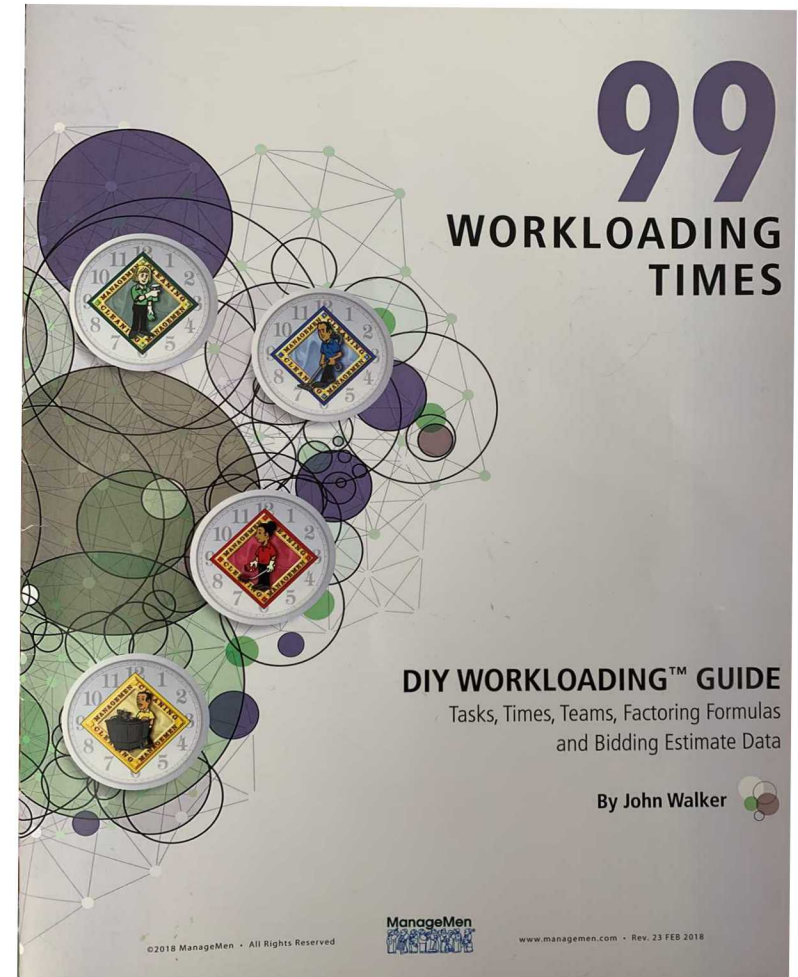
6:20am - 9:00am = 2hrs/40mins. = 160 mins.	→ 39,844 Sq. Ft.
9:20am - 11:00am = 1hr/40mins. = 100 mins.	→ 24,844 Sq. Ft.
11:40am - 1:30pm = 1hr/50mins. = 110 mins.	→ 27,659 Sq. Ft.
1:40pm - 2:20pm = 40mins. = 40 mins.	→ 9,844 Sq. Ft.
Total WK Hours: 6hrs/50mins. = 410 mins.	→ 102,657 total Sq. Ft.

Utility Job Tasks Frequencies

Bldg. Entrances	- Everyday
Common Trash	- Everyday
Conf. Rms.	2 x wkly
Break Rm. Floors	1 x wkly
Offices (VCT) vac/mop	1 x wkly
Corridors (1 scrub)	1 x wkly
Corridors (1 gloss)	1 x wkly
Stairwells	1 x wkly
Elevators	1 x wkly
Core WF/BR Sinks	1 x wkly

Utilization of DIY 99 Work Loading Times

- My go-to guide
- Six steps to work loading
- Helpful work loading times
- Cleaning speed definitions
- Cleaning speed variables
- Task times



SNL Job Cards – Restroom Specialist

RESTROOM SPECIALIST Version Date 5/2019 By J. Gonzales

Facility 891, 855, 859 Location TA-1

Shift Mon-Fri Team T9 Start Time 6:20am Finish Time 2:30pm

TIME	NOTES	Mon	Tues	Wed	Thurs	Fri
6:20am		891/ CLEAN FOR 4th, 3rd CORE I	CORE I	CORE I	CORE I	891/4th, 3rd CORE I
			891/ CLEAN FOR 2nd, 1st CORE I	CORE II	CORE II	891/2nd, 1st CORE II
		CORE II		891/ CLEAN FOR Basement CORE II	CORE II	891 Basement CORE II
1:00pm		CORE II	CORE II		855 CLEAN FOR 859 CORE II	855, 859 CORE II
2:30pm	See Notes	CORE IV	CORE IV	CORE IV	859 CORE IV	DEEP CLEAN

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L-Cleared
Route
9-Hour
Route

NOTES

2:30pm - See Leads for additional duties	2:30pm - See Leads for additional duties
2:30pm - See Leads for additional duties.	2:30pm - See Leads for additional duties.

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RESTROOM SPECIALIST

FACILITY 891, 855, 859 TEAM T9 BY J. Gonzales

891/4th, 3rd	891/2nd, 1st
855 859	891/Basement

CORE MAP

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SNL Job Card – Light Duty Specialist

LIGHT DUTY SPECIALIST Version Date 5/2019 By J. Gonzales
 Facility 891, 859, 855 Location TA-1
 Shift Mon/Wed Team T9 Start Time 6:20am Finish Time 2:00pm

TIME	NOTES	Mon	Tues	Wed	Thurs	Fri
6:20am		891/4th, CLEAN FOR 1 st Bldg 2nd	CORE I	CORE I	CORE I	CORE I
			CLEAN FOR HEALTH CORE II	CORE II	CORE II	CORE II
		CORE II		891/1st, Basement, 859 855	CORE III	CORE III
12:00pm		CORE III	CORE III		CLEAN FOR HEALTH CORE IV	CORE IV
2:00pm	See Notes	CORE IV	CORE IV	CORE IV	CORE IV	DEEP CLEAN

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L- cleared
Route
9 Hour Route

NOTES

6:20am - Start Bldg Entrances
Wipe glass doors + Dust
2:00pm - See leads for
additional duties.

6:20am - Start Bldg Entrances
Wipe glass doors + dust.
2:00pm - See leads for
additional duties

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LIGHT DUTY SPECIALIST
 891, 859, 855 FACILITY
 T9 TEAM
 J. Gonzales BY

891/4th,
3rd,
2nd

891/1st,
Basement,
859
855

CORE MAP

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SNL Job Card – Vacuum Specialist

VACUUM SPECIALIST Version Date 5/2017 By J. Gonzales
 Facility 891, 859, 855 Location TA-1
 Shift Mon/Wed Team T9 Start Time 6:20am Finish Time 2:15pm

TIME	NOTES	Mon	Tues	Wed	THURS	FRI
6:20am	See Notes		CORE I	CORE I	CORE I	CORE I
6:35am	See Notes	891/4th, 3rd, 2nd	CLEAN FOR HEALTH CORE II	CORE II	CORE II	CORE II
12:15pm		CORE II	CORE II	891/1st, Basement, 859, 855	CORE III	CORE III
		CORE III	CORE III		CLEAN FOR HEALTH CORE IV	CORE IV
2:15pm	See Notes	CORE IV	CORE IV	CORE IV	CORE IV	EAER CLEAN

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L. Cleared Route
 9 Hour Route

NOTES

6:20am - Start Bldg. Entrances + Cont Rms. (Vacuum) 6:35am - Start 891/4th	II
2:15pm - See leads for additional duties	IV

6:20am - Start Bldg. Entrances + Cont. Rms. (Vacuum)
 6:35am - Start 891/4th
 2:15pm - See leads for additional duties

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VACUUM SPECIALIST
 891, 859, 855 FACILITY
 T9 TEAM
 J. Gonzales BY

891/4th, 3rd, 2nd	II
891/1st, Basement, 859, 855	IV

CORE MAP

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SNL Job Card – Utility Specialist #1

UTILITY SPECIALIST-
 Facility 891, 859, 855 Version Date 5/2019 By J. Gonzales
 Location TA-1
 Shift Tues/Thurs Team T9 Start Time 6:20am Finish Time 2:00pm

TIME	NOTES	Mon	Tues	Wed	Thurs.	Fri
6:20am		CLEAN ELEVATOR WALLS AND MOP FLOORS				
		CORE I DETAIL MOP DETAIL STAIRS RECYCLE	CORE I SPOT CLEAN	CORE I SPOT CLEAN	CORE I SPOT CLEAN	CORE I SPOT CLEAN
		CORE II SPOT CLEAN	891/4th, DETAIL MOP, DETAIL STAIRS RECYCLE 2nd	CORE II SPOT CLEAN	CORE II SPOT CLEAN	CORE II SPOT CLEAN
		CORE III SPOT CLEAN	CORE III SPOT CLEAN	CORE III DETAIL MOP DETAIL STAIRS RECYCLE	CORE III SPOT CLEAN	CORE III SPOT CLEAN
		CORE IV SPOT CLEAN	CORE IV SPOT CLEAN	891/1st, Basement, DETAIL STAIRS RECYCLE 855	CORE IV SPOT CLEAN	DEEP CLEAN
12:15	See Notes	REMOVE ALL TRASH TO DUMPSTER				
2:00pm						

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US #1

L. Cleared
Route
9 Hour
Route

NOTES

I

Perform the following Utility duties:
 Collect Common Trash
 Conf. Rms. Dust, wipe points of contact

II

2:00pm: See leads for additional duties

III

Perform the following Utility duties:
 Collect Common Trash
 Conf. Rms. Dust, wipe points of contact
 Core Water Fountains & Break Room Sinks

IV

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2:00pm See leads for additional duties.

UTILITY SPECIALIST

891, 859, 855 FACILITY

T9 TEAM

J. Gonzales BY

I

891/4th,
3rd,
2nd

II

III

IV

891/1st,
Basement,
859
855

CORE MAP

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SNL Job Card – Utility Specialist #2

UTILITY SPECIALIST Version Date 5/2019 By J. Gonzales
 Facility 891, 859, 855 Location TA-1
 Shift Tues/Thurs Team T9 Start Time 6:20am Finish Time 1:40pm

TIME	NOTES	Mon	Tues	Wed	Thurs	Fri
6:20am		CLEAN ELEVATOR WALLS AND MOP FLOORS				
		CORE I DETAIL MOP DETAIL STAIRS RECYCLE	CORE I SPOT CLEAN <u>891/1st</u> DETAIL MOP DETAIL STAIRS RECYCLE	CORE I SPOT CLEAN	CORE I SPOT CLEAN	CORE I SPOT CLEAN
		CORE II SPOT CLEAN	CORE II SPOT CLEAN	CORE II SPOT CLEAN	CORE II SPOT CLEAN	CORE II SPOT CLEAN
		CORE III SPOT CLEAN	CORE III SPOT CLEAN	CORE III DETAIL MOP DETAIL STAIRS RECYCLE	CORE III SPOT CLEAN	CORE III SPOT CLEAN
		CORE IV SPOT CLEAN	CORE IV SPOT CLEAN	CORE IV SPOT CLEAN	<u>891/1st</u> DETAIL MOP DETAIL STAIRS RECYCLE	CORE IV SPOT CLEAN
10:20am						DEEP CLEAN
1:40pm	<u>see notes</u>	REMOVE ALL TRASH TO DUMPSITE				

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US#2

L. cleared
Route

9 Hour
Route

NOTES

I	Perform the following Utility duties: (Tues. Only) - Bldg. Entrances - Break Room Floors (VAC/mop) - Office Floors (VAC/mop) - Corridors (1 scrub/VAC/mop) <u>1:40pm. See Leads for additional duties</u>
III	

Perform the following Utility duties: (Thurs Only)
 - Bldg. Entrances
 - Corridors (Buff)
 - Stairwells - Wipe handrails, VAC/mop
1:40pm. See Leads for additional duties

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UTILITY SPECIALIST
 FACILITY 891, 859, 855 TEAM T9 BY J. Gonzales

I	891/4th, 3rd, 2nd
III	

CORE MAP

891/1st,
Basement
859
855

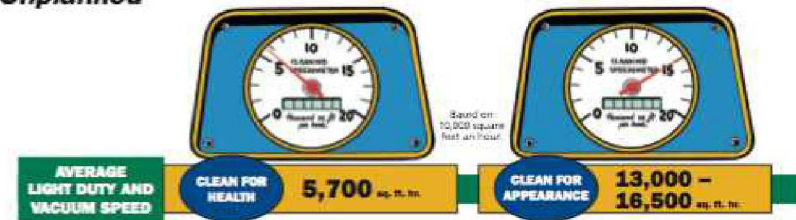
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Absence Staffing Plan

Absence Staffing Plan

Temporary and Unplanned

4 PERSON TEAM	Light Duty Specialist	Vacuum Specialist	Restroom Specialist	Utility Specialist	TOTAL HOURS
3 people show up out of 4	Clean for Health in appropriate Core Empty overflowing trash	Clean for Health in appropriate Core Vacuum high visibility, complaint and traffic areas	Refill paper and soap Mop high traffic floors Empty overflowing trash	Spot clean heavy use areas Toss trash to dumpster	24 hours
2 people show up out of 4	Clean for Health in appropriate Core Empty overflowing trash	Clean for Health in appropriate Core Vacuum traffic areas and complaint areas	Refill paper and soap Empty overflowing trash	Toss trash to dumpster Spot clean heavy use areas	16 hours
1 person shows up out of 4	Clean for Health in appropriate Core Empty overflowing trash	Clean for Health in appropriate Core Vacuum first impression areas where needed	Refill paper and soap Empty overflowing trash	Toss trash to dumpster Spot clean heavy use areas	8 hours
3 PERSON TEAM					
2 people show up out of 3	Clean for Health in appropriate Core Empty overflowing trash	Clean for Health in appropriate Core Vacuum first impression areas where needed	Refill paper and soap Empty overflowing trash	Spot clean heavy use areas Toss trash to dumpster	16 hours
1 person shows up out of 3	Clean for Health in appropriate Core Empty overflowing trash	Clean for Health in appropriate Core Vacuum first impression areas where needed	Refill paper Empty overflowing trash	Spot clean heavy use areas Toss trash to dumpster	8 hours
2 PERSON TEAM					
1 person shows up out of 2	Clean for Health in appropriate Core Empty overflowing trash	Clean for Health in appropriate Core Vacuum first impression areas where needed	Refill paper Empty overflowing trash	Spot clean heavy use areas Toss trash to dumpster	8 hours



Cleaning Tasks

DAILY
(Clean for Appearance)

Light Duty Specialist	Vacuum Specialist	Restroom Specialist	Utility Specialist
1. Empty waste baskets and reinstall liners (if necessary). 2. Wipe chalk trays and empty pencil sharpeners. 3. Spot dust assigned horizontal surfaces. 4. Pick up paper clips, papers and other assigned items from floor. 5. Spot wipe doors, switchplates and drinking fountains.	1. Vacuum assigned high visibility and traffic areas. 2. Vacuum under wastebaskets and under desks. 3. Spot vacuum visible debris on other assigned areas. 4. Vacuum visible debris, crumbs or dry spills on furniture. 5. Reposition furniture, turn out lights and secure areas as required.	1. Refill toilet tissue and all other dispensers. 2. Empty trash. 3. Clean and disinfect all fixtures and clean mirrors. 4. Spot clean partition doors and walls. 5. Swoop and disinfect mop floors.	1. Elevators. Spot clean walls and damp mop floors in all cabs. 2. All areas. Spot clean as assigned. 3. Trash removal. Collect all trash and haul to dumpster.
1. Damp wipe horizontal surfaces (including telephones if required). 2. Spot clean assigned vertical surfaces including mirrors and glass. 3. Dust ceiling light fixtures, air vents and other assigned surfaces.	1. Vacuum Core stains wall to wall. 2. Vacuum designated Core wall to wall.	1. Use control chemicals for sinks, toilets, urinals and brightwork. 2. Dust ceiling air diffuser.	1. Mop wall to wall in Cores. 2. Detail stairs. Mop wall to wall. Wipe all handrails. Clean other items as listed on the Absence Staffing Chart. 3. Empty Recycle containers in Core and assigned 1/3 of Common Areas.
DEEP CLEAN Check the (OS1) Information Board or Absence Staffing Chart for current Project list.	Check the (OS1) Information Board or Absence Staffing Chart for current Project list.	Check the (OS1) Information Board or Absence Staffing Chart for current Project list.	Check the (OS1) Information Board or Absence Staffing Chart for current Project list.

Key Point: Understand the concept of cleaning for health in each core on a regular basis.
Use your Head – best judgment on individual concerns.

Absence Staffing Plan Cont'd

Needs of the Business

- Prioritize what is more important
- Factors:
 - Call-Ins
 - Clearances
 - Vacation
 - Short Staffed
 - Training

99 WORKLOADING TIMES By John Walker

New and Revised to Match New Job Cards

Absence Staffing Plan
Temporary and Unplanned

PERSON TEAM	Light Duty Specialist	Vacuum Specialist	Restroom Specialist	Utility Specialist	TOTAL HOURS
4 PERSON TEAM 3 people show up out of 4	Clean for Health in appropriate Core Empty overflowing trash 8	Clean for Health in appropriate Core Vacuum high-visibility, complaint and traffic areas 8	Clean for Appearance in appropriate Core Refill paper and soap Map high-traffic floors Empty overflowing trash 6	Clean for Health in appropriate Core Spot clean heavy use areas Take trash to dumpster 2	24 hours
2 people show up out of 4	Clean for Health in appropriate Core Empty overflowing trash 5	Clean for Health in appropriate Core Vacuum traffic areas and complaint areas 5	Clean for Appearance in appropriate Core Refill paper and soap Empty overflowing trash 4	Clean for Health in appropriate Core Spot clean heavy use areas 2	16 hours
1 person shows up out of 4	Clean for Health in appropriate Core Empty overflowing trash 3	Clean for Health in appropriate Core Vacuum first impression areas where needed 3	Clean for Appearance in appropriate Core Refill paper and soap Empty overflowing trash 1	Clean for Health in appropriate Core Spot clean heavy use areas 1	8 hours
3 PERSON TEAM 2 people show up out of 3	Clean for Health in appropriate Core Empty overflowing trash 5	Clean for Health in appropriate Core Vacuum first impression areas where needed 5	Clean for Appearance in appropriate Core Refill paper and soap Empty overflowing trash 4	Clean for Health in appropriate Core Spot clean heavy use areas Take trash to dumpster 2	16 hours
1 person shows up out of 3	Clean for Health in appropriate Core Empty overflowing trash 3	Clean for Health in appropriate Core Vacuum first impression areas where needed 3	Clean for Appearance in appropriate Core Refill paper Empty overflowing trash 1	Clean for Health in appropriate Core Spot clean heavy use areas Take trash to dumpster 1	8 hours
2 PERSON TEAM 1 person shows up out of 2	Clean for Health in appropriate Core Empty overflowing trash 3	Clean for Health in appropriate Core Vacuum first impression areas where needed 3	Clean for Appearance in appropriate Core Refill paper Empty overflowing trash 1	Clean for Health in appropriate Core Spot clean heavy use areas Take trash to dumpster 1	8 hours

Key Point: Understand the concept of cleaning for health in each core on a regular basis.
Use your Head – best judgement on individual concerns.

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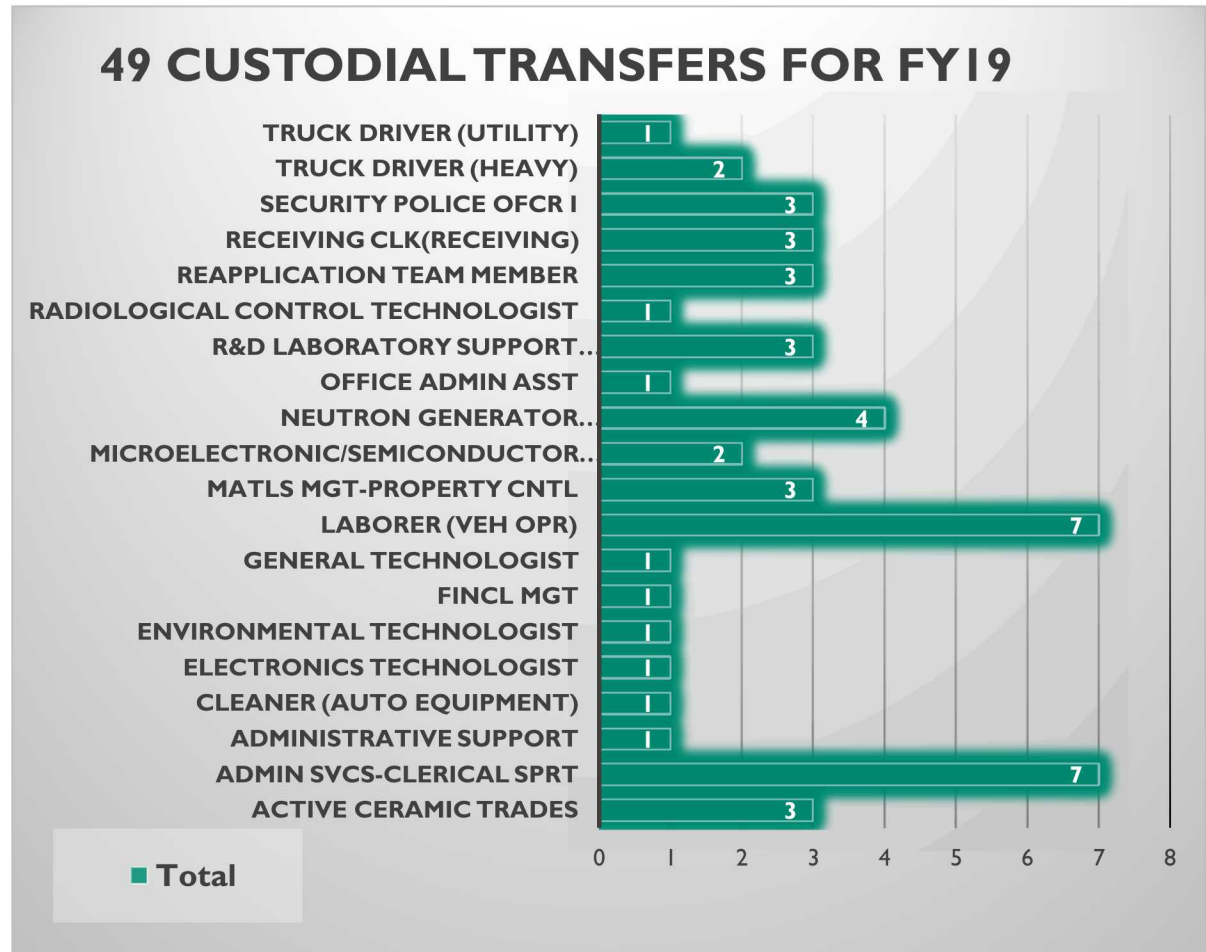
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Absence Staffing Plan – Three-Person Team

3 PERSON TEAM					
2 people show up out of 3	Clean for Health in appropriate Core	Clean for Health in appropriate Core	Clean for Appearance in appropriate Core	Clean for Health in appropriate Core	
	Empty overflowing trash	Vacuum first impression	Refill paper and soap	Spot clean heavy use areas	
		areas where needed	Empty overflowing trash	Take trash to dumpster	
	5	5	4	2	
					16 hours
	Clean for Health in appropriate Core	Clean for Health in appropriate Core	Clean for Appearance in appropriate Core	Clean for Health in appropriate Core	
	Empty overflowing trash	Vacuum first impression	Refill paper	Spot clean heavy use areas	
1 person shows up out of 3		areas where needed	Empty overflowing trash	Take trash to dumpster	
	3	3	1	1	
					8 hours

FY19 Promoted/Hired Custodians

- Clearance Issues
 - 250 days L/Q
- Lack of Custodians
- FY19 Hire 50 New Custodians
- 49 Promotions



Service Level Agreement (SLA)/Additional Support

- Lab areas
 - Utility Support – Tues/Thurs.
 - Safety/Walk Down/Job Site Hazard Evaluation (JSHE)
 - Coordination & scheduling w/customers
- Customer-funded Friday projects
- Hot Shot Team
 - Support areas assigned by supervisors
 - (OS1) cleaning process supporting restroom & utility duties
- Future Floaters
 - Support Day Custodial Teams

Questions???

