



## FACILITIES SERVICES REORGANIZATION SUMMARY

### OBJECTIVES

- Provide facilities services during 24 hour, seven day week period as deemed necessary and most effective to provide for a safe and healthy campus.
- Utilize resources most effectively. Eliminate or reduce constraints that affect worker productivity.
- Base AVCCD custodial services on documented APPA Custodial Standards.
- Provide most effective use of supervisory and lead worker resources.

### RECOMMENDATIONS

- Grounds Department
  - Maintain current shift of Monday – Friday, 6:00 am to 2:30 pm.
  - Due to periodic athletic events that require Grounds department support on Saturdays as well as week day schedule conflicts for weed abatement and other projects, it will be most productive to periodically assign a modified work schedule of Tuesday through Saturday for department staff.
- Maintenance Department
  - Maintain current shift of Monday – Friday with flexible work schedules to meet campus work requirements most effectively.
  - For 2015-16 request a new 2nd shift Maintenance Worker position. Position will be supervised by Maintenance Supervisor and coordinate with proposed 2nd shift custodial lead and two custodians.
- Campus Events & Operations Department
  - Motor pool - Maintain current shift of Monday - Friday, 7:00 am to 3:30 pm.
  - Fleet Management - Vehicles and assignment of drivers to be coordinated by supervisor.
  - Campus Events – Maintain current 1st shift with variable schedules as required to support weekly campus events and special projects.
  - Custodial
    - 1st Shift, Current Lead custodian and 2 custodians change shift time: Current Schedule(s) : Monday – Friday, 5:30 am/8:00 am to 2:00 pm/4:30 pm

**New Schedule** :Monday -Friday, 6:00am to 2:30pm

- 2nd Shift, New Lead custodian position and 2 custodians assigned from current Custodial department personnel.

**New Schedule** :Monday –Friday, 2:30 pm to 11:00 pm.

Lead custodian and 2 custodians will be supervised by Campus Events & Operations supervisor and coordinate with 3rd shift Custodial supervisor.

- Custodial Department

- o Custodial shift assignments and work assignments are based on APPA Custodial Standards applied to the AVC campus weekly activity schedule. Assignments may change as required to support effective custodial scheduling per the established standards.
- o There will be three custodial shifts:
  - Shift 1: **Monday** 5:00am – 1:30pm      **Tuesday – Friday** 6:00am – 2:30pm
  - Shift 2: **Monday – Friday** 2:00pm – 10:30pm
  - Shift 3: **Monday – Thursday** 10:00pm – 6:30pm      **Friday** 5:00pm – 1:30am

***Response to Concerns: Written comments were solicited from every Facilities Services employee for one week. Ten of seventeen evening custodians responded. Of the ten responses several felt that the proposed recommendations would be an improvement.***

***A second shift will be on campus during evening hours with a dedicated maintenance worker (to be hired). The trained maintenance worker will provide better response to safety drills and direction to other staff and campus security than what currently exists. If necessary, additional personnel can be provided by M&O for drills in the early evenings to ensure their success.***

***From discussions with custodians and the assessment of data, the majority of the campus space (and the most critical spaces) are only available for cleaning after 10:00 p.m. With newly installed EMS controls for the larger buildings as well as implementing a team cleaning strategy that will vacate many buildings earlier, it is assumed that any additional HVAC costs, if any, will be negligible.***

***Health and safety training is very important. Options need to be considered to find the best solution. Other colleges use a variety of training methods that can be considered. Most night custodians will be on the Friday shift which is proposed to begin around 5:00 p.m. and could provide a very good time for such training by Keenan.***

***It is important to measure our effectiveness and will be doing so on a daily/weekly/monthly basis. Effectiveness will also be influenced by the completion of planned training and other issues.***

***Clerical support is available to provide coordination M-Th. until 6:00 p.m. Communications methods and protocol will be developed with key users and Campus Security to ensure the 2nd shift maintenance worker and custodial lead are readily accessible to support campus users.***

