



TUCSON UNIFIED SCHOOL DISTRICT

MEETING OF: September 10, 2013

TITLE: Custodial and Preventive Maintenance Staffing Standard

ITEM #: 11

Information:

Study: X

Action: X

PURPOSE:

Use Governing Board additional \$500,000 funds approved July 7, 2013, to fund custodians and facility preventive maintenance, for additional staff, service, and skills in direct support of the educational process and building functions in our schools.

DESCRIPTION AND JUSTIFICATION:

TUSD facilities maintenance and repair has been impacted by necessary M and O reductions, the elimination of State School Facilities Board (SFB) Building Renewal funding, and the end of the Bond program. The Governing Board authorized an additional \$500,000 to support custodial and facility maintenance. \$325,000 was designated for custodial staffing and \$175,000 was designated for facility maintenance.

The Operations team researched state and school district custodial and maintenance standards to inform our staffing recommendations. According to data collected for American School and University's 38th annual Maintenance and Operations Cost Study, the median school district allocated custodians with 32,100 square feet per full time equivalent standard. This recommendation proposes a phased in approach toward the median as funding is available starting with \$350,000.

Custodian Staffing

It is proposed that the additional custodial funding be used to accomplish two objectives.

1. Ten (10) custodial FTE added to the school sites with higher than the District average square feet per custodial FTE. Based on the revised formula targeting the American School and University Magazine Median, these schools would gain custodial staff in the future. The cost would be approximately \$325,000 based on an estimated salary and benefits of \$32,500 per year. These school sites are:

	Current FTE	Current Sqft per FTE	Adjusted FTE	Adjusted Sqft per FTE
Blenman	1.5	40393	2	30295
Catalina	6.5	54233	7.5	47002
Cholla	7.5	40585	8	38048
Cragin	1.5	38571	2	28929
Doolen	3	37902	3.5	32487
Magee	2.5	42704	3	35587
Mansfeld	3	38511	3.5	33009
Palo Verde	6.5	52250	7	48518

Pistor	3	38691	3.5	33167
Pueblo	7.5	48589	8	45553
Rincon	8.5	42778	9	40402
Roberts/Naylor	2.5	41719	3	34766
Sabino	5.5	55038	6.5	46570
Sahuaro	7.5	40014	8	37513
Santa Rita	6	52980	6.5	48904
Utterback	3.5	40718	4	35628
Vail	2.5	43228	3	36023
Wright	1.5	37042	2	27782

2. With the additional staffing, we plan to centralize control of hiring .5 custodians in order to support more employees in full time positions and maintain efficient and cost effective service. Central Administration will have responsibility of assignments when adding or replacing a .5 custodian with the goal to make employees whole. For example, Blenman currently has 1.5 custodians and is adding a .5 position. Blenman's current .5 custodian would first be offered the additional .5 position. If the addition is declined then a school nearby with a .5 would be offered the additional position, such as Doolen, which is receiving an additional .5 also. This process would be repeated until as many .5 employees have full time positions until the additional ten custodial FTE is exhausted.

Preventive Maintenance

Facing M and O cuts and the loss of the SFB budget, which funded our previous Preventive Maintenance (PM) team, the Operations team believed it critical to move the PM tasks back to our facilities trade shops. Given the fact that we can assign a tradesman to installations, repairs, routine maintenance, as well as preventive maintenance, we recommended preserving as many of these trade level FTE's as possible instead of preserving the 12 lower level personnel who had performed some, though not all, preventive maintenance tasks. There are, for example, electrical, plumbing, and HVAC preventive maintenance tasks that required the skilled trades.

1. It is recommended that we use the \$175,000 to fund four new skilled trade positions: two HVAC positions, one Electrician and one Plumber, based on the evidence of peak work order needs. The cost is \$168,730 with the balance to supplies (\$6,270.)
2. We will dedicate one HVAC Field Foreman and two HVAC Techs assigned to the preventive maintenance team and the primary focus will be on HVAC preventive tasks.

It is essential that our preventive maintenance schedule is carried on properly and consistently through the various facilities trade shops. Harry Ain, Facilities Manager, has a viable plan which involves the periodic rotation of tradesmen through an ongoing preventive maintenance team and schedule. Although this team will have a focus dedicated to PM work, it will also have the greater knowledge of our systems and allow much greater flexibility for completing each task. Another benefit to this plan is that when the tradesmen rotate back to their respective shops, they will carry with them in-depth knowledge of what issues may lie ahead for repairs or improvements; issues they may otherwise never have been made aware of through repair work orders alone.

Staffing levels for all facility maintenance efforts is moving to allocation based on Comprehensive Maintenance Management System (CMMS) data, informed by median standards from ASUMAG. Improvements will come with ERP/CMMS updates and the integration of our work order system to drive job execution and evaluation of our preventive maintenance and repair programs.

This items supports Superintendent Goal of Achievement.

Vivian "Candy" Egbert, Jim Burns, and Harry Ain will be available to answer questions.

BOARD POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the

Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

_____ District Budget
 _____ State/Federal Funds
 _____ Other

Budget Cost Budget Code

Budget Certification (for use by Office of Financial Services only):

Date _____
 I certify that funds for this expenditure in the amount of \$ are available and may be:
 Authorized from current year budget
 Authorized with School Board approval
 Code: Fund:

INITIATOR(S):

Vivian "Candy" Egbert, Chief Operations Officer	9/5/13
Name	Date
	Title

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

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TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM
CONTINUATION SHEET