

Maintenance and Operations 11/14/14

History/Current Information

	<u>Square Footage</u>			
	<u>2002</u>	<u>2014</u>	<u>Increase/Decrease</u>	<u>% Change</u>
District Sq. Footage	808,123	1,119,896	+311,773	+38.6%
	<u>M&O Staffing</u>			
	<u>2002</u>	<u>2014</u>	<u>Increase/Decrease</u>	<u>% Change</u>
Custodial (FTE)	36	31	-5	-13.8%
Custodial (S.F. /FTE)	22,448	36,126	13,678	+62%
Grounds (FTE)	12	9	-3	-25%
Maintenance (FTE)	12	13	+1	+7.7%
Supervision (FTE)	9	7	-2	-22%
Total	69	60	-9	-13%

Note- additional custodial FTE needed to be at the same level as 2002 (19)

APPA Staffing Recommendation

Chabot/Las Positas Cleanable Square Footage 866,893
(Updated 5/5/14)

APPA Cleaning Levels

	Level 2	Level 3	Level 4	Level 5
Cleaning Time in Minutes	23,971	17,889	14,430	12,989
Cleaning Time in Hours	400	298	241	216
Required Custodial FTE	57	43	34	31

Current Custodial FTE	31
Average daily absences	5
Average Daily FTE	26

Key-Cleaning Levels

Level 2- Orderly Tidiness

Level 3-Casual Inattention

Level 4-Moderate Dinginess

Level 5-Unkempt Neglect

Appearance Factors and the Five Levels of Clean

Level 1 - Orderly Spotlessness

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam, and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 2 - Ordinary Tidiness

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days worth of dust, dirt, stains, or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Lights all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam, and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 3 – Casual Inattention

- Floors are swept or vacuumed clean, but upon close observation there can be stains. A buildup of dirt and/ or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 4 - Moderate Dinginess

- Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is an obvious buildup of dirt and/ or floor finish in corners and along walls.
- There is a dull path and/or obviously matted carpet in the walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks.
- Lamp fixtures are dirty and some (up to 5 percent) lamps are burned out.
- Trash containers and pencil sharpeners have old trash and shavings. They are

stained and marked.

- Trash containers smell sour.

Level 5 - Unkempt Neglect

- Floors and carpets are dull, dirty, dingy, scuffed, and/or matted. There is a conspicuous buildup of old dirt and/ or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust balls and flies. Many lamps (more than 5 percent) are burned out.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

Figure 1 Staffing Service Levels

APPA Standard Space	Level #1	Level #2	Level #3	Level #4	Level #5
Classroom with Hard Floor	8,500	16,700	26,500	39,500	45,600
Entranceway	4,300	7,500	12,300	20,700	35,000
Locker/Changing Room - No Shower	11,800	12,100	xxxx	xxxx	xxxx
Office with Carpet Floor	9,600	18,200	32,000	53,000	87,000
Public (Circulation) with Hard Floor	7,500	20,500	30,500	38,400	41,800
Research Lab with Hazardous Waste	5,200	7,000	8,200	11,400	28,200
Research Lab without Hazardous Waste	6,900	10,600	13,500	25,000	87,200
Stairwell	7,500	15,100	17,400	24,500	75,300
Storeroom	77,000	210,000	395,300	1,832,700	3,360,000
Washroom	2,000	2,600	xxxx	xxxx	xxxx
Shower Room	5,200	5,200	xxxx	xxxx	xxxx
Public (Circulation) with Carpet Floor	17,700	40,400	53,500	80,900	93,600
Office with Hard Floor	8,400	14,600	25,100	36,000	49,500
Classroom with Carpet Floor	9,700	21,700	24,000	34,700	37,200
Classroom with Carpet Floor-High Use	5,100	12,700	13,400	17,900	18,800
Classroom with Hard Floor-High Use	4,700	9,600	10,100	21,000	22,900
Washroom-High Use	1,000	1,300	xxxx	xxxx	xxxx
Utility	4,100	5,500	9,800	17,700	45,700
Vending	4,800	11,100	16,000	17,700	19,500
Dormitory Lounge	5,200	8,700	17,800	42,900	136,500
Cafeteria with Carpet	9,900	15,400	xxxx	xxxx	xxxx
Cafeteria with Hard Floor	11,200	16,400	xxxx	xxxx	xxxx
Library with Carpet	17,900	36,900	72,600	106,400	126,800
Library with Hard Floor	10,900	20,200	23,500	47,000	57,000
Auditorium Seating & Foyer	5,700	14,000	32,600	67,200	408,000
Auditorium Stage & Wings	18,600	27,500	82,800	239,500	xxxx
Gymnasium (Wood Floor)	17,300	36,500	80,700	257,400	1,108,200
Dormitory Washroom	1,500	1,800	xxxx	xxxx	xxxx
Dormitory Sleep/Study	3,900	4,100	8,000	18,700	24,700
Patient Conference Room	8,300	8,300	xxxx	xxxx	xxxx
Patient Treatment Area — Carpeted	3,300	3,300	xxxx	xxxx	xxxx
Patient Treatment Area — Hard Floor	2,900	2,900	xxxx	xxxx	xxxx
Nursing Station — Hard Floor	5,700	5,700	xxxx	xxxx	xxxx

Building 200

Room/Area	Size/Sq. ft.	Code	Level	APPA sq. Ft.	Minutes Per Shift	Cleaning Time Minutes	Hours
200 Boardroom	1,200	Class w/H.F.	3	26,500	420	19.0	0.3
203 Reception Room	185	Office w/Carpet	3	32,000	420	2.4	0.0
204 Office	392	Office w/Carpet	3	32,000	420	5.1	0.1
204A Supply Room	116	Utility	3	9,800	420	5.0	0.1
204B Office	394	Office w/Carpet	3	32,000	420	5.2	0.1
205 Office	196	Office w/Carpet	3	32,000	420	2.6	0.0
206 Office	240	Office w/Carpet	3	32,000	420	3.2	0.1
207 Office	221	Office w/Carpet	3	32,000	420	2.9	0.0
208 Office	243	Office w/Carpet	3	32,000	420	3.2	0.1
208A Office	243	Office w/Carpet	3	32,000	420	3.2	0.1
210 Office	818	Office w/Carpet	3	32,000	420	10.7	0.2
5 Offices 10 X 12	600	Office w/Carpet	3	32,000	420	7.9	0.1
212 Office	152	Office w/Carpet	3	32,000	420	2.0	0.0
213 Office	90	Office w/Carpet	3	32,000	420	1.2	0.0
214 Office	235	Office w/Carpet	3	32,000	420	3.1	0.1
217 Office	90	Office w/Carpet	3	32,000	420	1.2	0.0
219 Office	90	Office w/Carpet	3	32,000	420	1.2	0.0
2 Offices 9 X 12	216	Office w/Carpet	3	32,000	420	2.8	0.0
223 Office	132	Office w/Carpet	3	32,000	420	1.7	0.0
224 Material Prod.	189	Class w/H.F.	3	26,500	420	3.0	0.0
231 Office	132	Office w/Carpet	3	32,000	420	1.7	0.0
233 Office	97	Office w/Carpet	3	32,000	420	1.3	0.0
235 Office	105	Office w/Carpet	3	32,000	420	1.4	0.0
229 Staff Lounge	391	Class w/H.F.	3	26,500	420	6.2	0.1
254 Office	1,248	Office w/Carpet	3	32,000	420	16.4	0.3
Lobby	3,123	Class w/H.F.	3	26,500	420	49.5	0.8
Corridor	391	Class w/H.F.	3	26,500	420	6.2	0.1
PBX	240	Class w/H.F.	3	26,500	420	3.8	0.1
Restrooms	411	Washroom	2	2,600	420	66.4	1.1
Mail Room	405	Class w/H.F.	3	26,500	420	6.4	0.1

Total Sq. ft. =	12,585
Cleaning Time in Minutes =	245.8
Total Cleaning Hours =	4.1

Revised Maintenance and Operations Staffing Plan 11/14/2014

Integrated Planning & Budget Model (IPBM) Facilities Committee Recommendation

Listed in priority order are recommendations to restore personnel as funding becomes available.

<u>Priority One</u>	FTE	Total Compensation
• Fill vacant Custodial Supervisor position at Chabot College	1	\$95,136
• Fill vacant Grounds Supervisor position at Las Positas College	1	\$95,136
• Fill 4 vacant custodial positions (this will meet APPA level 4 cleaning standard)	4	<u>\$249,412</u>
		\$439,684
 <u>Priority Two</u> 		
• Hire 4 custodial positions	4	\$249,412
• Hire 2 grounds workers	2	<u>\$124,706</u>
		\$374,118
 <u>Priority Three</u> 		
• Hire 4 custodial positions (this will meet APPA level 3 cleaning standard)	4	\$249,412
• Fill vacant Maintenance Worker position	1	\$68,918
• Establish Custodial and Operations Manager Positions at each campus (SSC recommendation)	2	<u>\$209,874</u>
		\$528,204

Note: Total Compensation is based on step 1 salary range, including benefits at 49%