



Ray-Pec School District

Building & Grounds
Program Review
September 2019



Team Members

Scott Dobson - Director Of Facilities

12 years in RP School District
3 years as Maintenance Supervisor
2 years as Director of Facilities

Robert Cantrell - Maintenance Supervisor

1 year in RP School District

Jasmine Demerath - Custodial Supervisor

2 years in RP School District

Van McLain - Energy Manager (part-time)

45 years in RP School District
14 years as Energy Manager

Ellen Wilfong - Administrative Assistant

24 years in RP School District

Maintenance Staff - 12:

2 HVAC Technician (1 Currently Open)
Electrician
Plumber
4 Grounds Crew
4 General Maintenance

Custodial Staff - 72.5:

49 Evening Custodians
13.5 Day Custodians
7 Custodial Subs
3 Central Warehouse Staff



Building & Grounds Purpose

Mission:

The mission of the Buildings and Grounds Department is to provide a safe, clean, healthy learning environment for students, staff and the community through well-trained personnel utilizing best practices to achieve customer satisfaction and exceptional facilities.

Five Key Themes of Excellence:

- Extraordinary customer service
- Exceptional quality of work
- High level of efficiency
- Meaningful and effective communication
- Outstanding professionalism and courtesy



Program Highlights

- Clean and maintain over one million square feet of building space
- Groom and maintain approximately 165 acres of ground
- 3,383 work orders completed in the 2017-2018 school year
- 3,435 work orders completed in the 2018-2019 school year
- Rooftop unit installation (x16)
- In-house support of construction projects to avoid potential change orders
- Moving all building furniture at Timber Creek Elementary for new carpet install
- District paint crew painted approximately 385 gallons of paint district-wide
- High School & South Middle School Gym Remodels
- District custodians used approximately 900 gallons of floor wax this past summer
- Introduction of 3 electrostatic cleaning units, this technology kills cold & flu viruses, MRSA, and norovirus
- Oversight of Capital Improvements (\$2,041,260 FY19 Actual) (\$ 2,224,678 FY20 Budget)
- Moving the HS over to a new cleaning methodology called “team cleaning”. Team cleaning groups related tasks. A team of specialists goes through the area systematically. Rather than cleaning a specific area, each individual on your cleaning staff performs a specific task.



Scorecard

Ray-Pec Program Scorecard: Building and Grounds														
				SCORING CRITERIA										
				Basic			Nearing Goal			Goal	Advanced			
	Measures	2017	2019	1	2	3	4	5	6	7	8	9	10	Raw Score
1	Staff Survey (Overall Rating of Building and Grounds)	95.5	89.6	80	82	84	86	88	90	92	94	96	98	5
2	Professional/Courteous Behavior (Custodial)	94.7	90.0	80	82	84	86	88	90	92	94	96	98	6
3	Professional/Courteous Behavior (Maintenance)	98.5	97.1	80	82	84	86	88	90	92	94	96	98	9
4	Quality of Work (Custodial)	83.7	75.5	80	82	84	86	88	90	92	94	96	98	0
5	Quality of Work (Maintenance)	94.3	91.0	80	82	84	86	88	90	92	94	96	98	6
6	Cleanliness of District Buildings (inside)	86.6	78.3	80	82	84	86	88	90	92	94	96	98	0
7	Overall appearance of grounds	88.5	84.7	80	82	84	86	88	90	92	94	96	98	3
TOTAL SCORE				1	2	3	4	5	6	7	8	9	10	4.14



Recommendations (Opportunities for Improvement)

Goal #1: Increase the number of positive responses (ones and twos) on the staff perception survey in regards to quality of work (custodial) from 75.5% to 85%

Goal #2: Increase the number of positive responses (ones and twos) on the staff perception survey in regards to overall appearance of grounds (maintenance) from 84.7% to 90%.

Goal #3: Increase the number of positive responses (ones and twos) on the staff perception survey in regards to overall grade for the department 89.6 to 95%.



Questions?