
INTER-OFFICE MEMORANDUM

DATE: February 18, 2011

TO: Facilities Committee

FROM: Roland Broach, Director, Custodial Services

Cc: Timothy E. White, Assistant Superintendent
Facilities Planning & Management

SUBJECT: Custodial Daily Cleaning Duties

The Oakland Unified School Districts' Custodial Services, which is supported by the General Fund, is an integral component of the educational process. Their employees assure that the students are learning in a clean and safe learning environment. Since the recentralization of the Operations & Grounds department, almost five years ago, the Districts' test scores have steadily increased; clean classrooms equate to increased capacity for learning. The regular duties of a custodian, which has helped to increase test scores are as follows:

Opening School Sites: Head or Lead Custodians are usually the first one each morning to the school. They are responsible for disarming the site and cleaning, at a minimum the grounds, in order to remove any hazardous items that could harm a child. They also are responsible for checking the work area of the evening custodians; restrooms (3x per day), classrooms etc. The restroom checks have been implemented in order to mitigate the safety issues associated with hygiene. Due to the lack of staff, most of our Head or Lead Custodians are relegated to cleaning classrooms and office areas in the morning before the students arrive.

School Site Communication: Once school is in session, the custodians work closely with the Principal and/or support staff; bells, walkie-talkies or the custodians' personal cell phones are used to contact the custodian if a certain request needs attention. Daily spills or student illness occurs and custodians are needed to service such areas immediately. Most of the custodians have completed a customer service training, which has had a profound affect on the public's perception of the "custodian."

Cafeteria Cleaning: The custodians are required to clean the cafeterias approximately 3x per day; breakfast, lunch and after school program cleaning is needed to help prevent rodent infestation at a minimum.

File ID Number: 11-0061
Introduction Date: 1-19-11
Enactment Number: _____
Enactment Date: _____
By: _____

Classroom Cleaning: Classroom cleaning occurs on an alternate (A & B schedule) cleaning cycle. This simply means that rooms are cleaned every other day or twice a week. Schools that are under staffed may have an A, B and C schedule implemented; rooms are cleaned every third day. The A, B and C schedule represent cleaning below the district standard.

Restroom Cleaning: Clean restrooms are essential to the establishment of clean schools. Therefore, the custodians are required to clean and restock the restrooms 3x per day; usually at 10:00am 2:00pm and after the students who attend the after school programs are gone home for the day.

Hallways: Floors are spot mopping and swept daily. The removal of gum and scuff marks are crucial to the beautification of the hallways. Clean and shiny hallways are inviting and illustrates to the students, staff and community that the school is cared for.

Yard: The detail cleaning of the yard is needed to maintain the District standard and is imperative to the exterior aesthetic; signaling to potential parents of incoming students that the campus is clean and perhaps a good place to enroll their children.

Offices: Floors are swept and spot mopped on a daily basis. Moreover, dust removal is a weekly task, which allows for the reduction of allergic and/or asthmatic triggers.

Dusting: The dusting of various areas of the school occurs on a weekly to bi-weekly basis. This is due to the staffing levels at the school sites.

Custodial Services FCMAT Recommended Level of Service for 2011-2012

| Purple Represents a shared campus | | Funding Source: General Fund | | |
|-----------------------------------|------------------------------|------------------------------|----------------|--|
| Site No. | Site Name | CURRENT FTE | SQUARE FOOTAGE | FCMAT Recommended FTE. 15,000 Sq Ft |
| ELEMENTARY | | | | |
| 101 | ALLENDALE | 2.0 | 41,452 | 2.8 |
| 102 | BELLA VISTA | 2.0 | 63,234 | 4.2 |
| 103 | BROOKFIELD | 2.5 | 67,493 | 4.5 |
| 105 | BURCKHALTER | 1.5 | 32,456 | 2.2 |
| 106 | CHABOT | 2.0 | 55,891 | 3.7 |
| 107 | EAST OAKLAND PRIDE @ Webster | 2.0 | 84,293 | 5.6 |
| 108 | CLEVELAND | 1.5 | 24,741 | 1.6 |
| 111 | CROCKER HIGHLANDS | 1.5 | 41,656 | 2.8 |
| 112 | GREENLEAF @ Whittier | 2.0 | 49,416 | 3.3 |
| Jefferson Campus | | 2.5 | 79,998 | 5.3 |
| 113 | LEARNING WITHOUT LIMITS | | | |
| 114 | GLOBAL FAMILY SCHOOL | | | |
| 115 | EMERSON | 1.5 | 38,274 | 2.6 |
| 116 | FRANKLIN | 2.5 | 62,424 | 4.2 |
| 117 | FRUITVALE | 3.0 | 60,611 | 4.0 |
| 118 | GARFIELD | 3.5 | 66,380 | 4.4 |
| 119 | GLENVIEW | 2.0 | 43,346 | 2.9 |
| 121 | LA ESCUELITA | 1.0 | 20,067 | 1.3 |
| 122 | GRASS VALLEY | 1.5 | 35,113 | 2.3 |
| LOCKWOOD CAMPUS | | 3.0 | 72,943 | 4.9 |
| 123 | FUTURES ELEMENTARY SCHOOL | | | |
| 149 | COMMUNITY UNITED ELEMENTARY | | | |
| HIGHLAND CAMPUS | | 3.0 | 58,436 | 3.9 |
| 125 | NEW HIGHLAND ACADEMY | | | |
| 192 | RISE | | | |
| 127 | HILLCREST | 1.5 | 29,588 | 2.0 |
| 129 | LAFAYETTE | 2.0 | 56,038 | 3.7 |
| 130 | LAKEVIEW | 1.5 | 58,087 | 3.9 |
| 131 | LAUREL | 2.0 | 35,494 | 2.4 |
| 132 | LAZEAR | 1.5 | 31,698 | 2.1 |
| 133 | LINCOLN | 2.5 | 58,641 | 3.9 |
| 136 | HORACE MANN | 2.0 | 32,106 | 2.1 |
| 138 | MARKHAM | 2.0 | 53,698 | 3.6 |
| 139 | MAXWELL PARK | 2.0 | 46,253 | 3.1 |
| 142 | JOAQUIN MILLER | 2.0 | 40,970 | 2.7 |
| 143 | MONTCLAIR | 1.5 | 38,827 | 2.6 |
| 144 | PARKER | 2.0 | 46,862 | 3.1 |
| 145 | PERALTA | 2.0 | 19,770 | 1.3 |
| 146 | PIEDMONT AVE | 1.5 | 44,035 | 2.9 |
| 148 | REDWOOD HEIGHTS | 1.5 | 40,904 | 2.7 |
| 150 | SANTA FE | 1.5 | 38,796 | 2.6 |
| 151 | SEQUOIA | 1.5 | 40,721 | 2.7 |
| 154 | SOBRANTE PARK | 1.5 | 36,555 | 2.4 |
| 157 | THORNHILL | 1.5 | 33,796 | 2.3 |
| Woodland Campus | | 2.5 | 87,000 | 5.8 |

| | | | | |
|-----|--------------------------------------|------------|----------------|------------|
| 165 | WOODLAND | | | |
| 181 | ENCOMPASS | | | |
| 166 | HOWARD | 1.5 | 43,958 | 2.9 |
| 168 | MUNCK | 1.5 | 34,974 | 2.3 |
| 170 | HOOVER | 2.0 | 38,212 | 2.5 |
| 171 | KAISER | 1.0 | 27,746 | 1.8 |
| | STONEHURST CAMPUS | 3.0 | 60,212 | 4.0 |
| 172 | FRED T. KOREMATSU DISCOVERY | | | |
| 177 | ESPERANZA ACADEMY | | | |
| 174 | MARSHALL | 1.5 | 29,852 | 2.0 |
| | MANZANITA CAMPUS | 3.0 | 73,851 | 4.9 |
| 175 | MANZANITA SEED | | | |
| 179 | MANZANITA COMMUNITY SCHOOL | | | |
| 178 | BRIDGES ACADEMY AT MELROSE | 1.5 | 43,560 | 2.9 |
| 182 | ML KING | 1.5 | 51,543 | 3.4 |
| 183 | PLACE AT PRESCOTT | 2.5 | 43,709 | 2.9 |
| 185 | ASCEND | 2.5 | 70,300 | 4.7 |
| | CESAR CHAVEZ | 4.0 | 103,045 | 6.9 |
| 186 | INTERNATIONAL COMMUNITY | | | 0.0 |
| 190 | THINK COLLEGE NOW | | | 0.0 |
| 191 | SANKOFA @ Washington Elementary | 1.5 | 46,895 | 3.1 |
| 193 | REACH @ Cox | 1.5 | 82,303 | 5.5 |
| | MIDDLE SCHOOLS | | | |
| 201 | CLAREMONT | 2.5 | 64,161 | 4.3 |
| 203 | FRICK | 3.5 | 106,218 | 7.1 |
| 204 | WEST OAKLAND MIDDLE SCHOOL | 2.0 | 96,870 | 6.5 |
| 206 | BRET HARTE | 4.5 | 118,788 | 7.9 |
| 208 | OBAMA | 1.0 | 10,739 | 0.7 |
| 210 | EDNA BREWER | 3.5 | 93,175 | 6.2 |
| 211 | MONTERA | 4.0 | 96,830 | 6.5 |
| 212 | ROOSEVELT | 4.0 | 154,093 | 10.3 |
| 213 | WESTLAKE | 3.5 | 86,584 | 5.8 |
| 215 | MADISON | 3.0 | 83,057 | 5.5 |
| | ELMHURST | 4.0 | 92,046 | 6.1 |
| 221 | ELMHURST COMMUNITY PREP | | | |
| 224 | ALLIANCE ACADEMY | | | |
| 309 | BUNCHE | 1.0 | 37,374 | 2.5 |
| | HAVENSCOURT CAMPUS | 4.0 | 99,437 | 6.6 |
| 226 | ROOTS | | | |
| 232 | COLISEUM COLLEGE | | | |
| | CALVIN SIMMONS CAMPUS | 4.0 | 123,036 | 8.2 |
| 228 | UNITED FOR SUCCESS | | | |
| 335 | LIFE ACADEMY | | 36,700 | 2.4 |
| 235 | MELROSE LEADERSHIP Academy @ Sherman | 1.5 | 26,212 | 1.7 |
| 236 | URBAN PROMISE | 2.0 | 37,181 | 2.5 |
| | HIGH SCHOOLS | | | |
| 304 | OAKLAND HS | 8.5 | 205,545 | 13.7 |
| 305 | OAKLAND TECHNICAL HS | 9.0 | 241,970 | 16.1 |
| 306 | SKYLINE HS | 8.0 | 211,995 | 14.1 |
| 310 | DEWEY HS | 1.0 | 20,216 | 1.3 |
| 313 | STREET ACADEMY | 0.5 | 15,074 | 1.0 |
| 314 | FAR WEST (MS + HS) | 1.0 | 21,829 | 1.5 |

| | | | | |
|-----|---|--------------------------|------------------------|-----------------------------------|
| | YOUTH EMPOWERMENT CAMPUS | 3.0 | 97,917 | 6.5 |
| 330 | Sojourner Truth Independent Studies @ YES | | | |
| 344 | YES YOUTH EMPOWERMENT | | | |
| 333 | COMMUNITY DAY@ Old Chabot | 1.0 | 13,689 | 0.9 |
| 338 | MET WEST | 0.3 | 59,600 | 4.0 |
| | FREMONT CAMPUS | 6.0 | 203,636 | 13.6 |
| 339 | ARCHITECTURE ACADEMY(Fremont) | | | |
| 342 | MANDELA (Fremont) | | | |
| 343 | MEDIA COLLEGE PREP (Fremont) | | | |
| | CASTLEMONT CAMPUS | 7.5 | 214,048 | 14.3 |
| 346 | BUSINESS, INFORMATION @ CASTLEMONT | | | |
| 347 | LEADERSHIP @ CASTLEMONT | | | |
| 348 | EAST OAKLAND SCH ARTS (EOA) @ CASTLEM | | | |
| 351 | EXCEL (McClymonds) | 2.5 | 195,554 | 13.0 |
| 352 | RUDDSDALE CONTINUATION | 0.5 | 14,619 | 1.0 |
| | CARTER CAMPUS | 2.0 | 54,877 | 3.7 |
| 353 | OAKLAND INTERNATIONAL HIGH | | | |
| | Bay Tech | | | |
| | OTHER CAMPUS/OFFICES | | | |
| 225 | BURBANK | 2.0 | 35,912 | 2.4 |
| | FOSTER | 2.5 | 85,046 | 5.7 |
| | HILLSIDE ACADEMY | 0.5 | 7,365 | 0.5 |
| | TILDEN | 2.5 | 39,061 | 2.6 |
| | COLE | 2.0 | 47,287 | 3.2 |
| | STUDENT SERVICES | 1.5 | 36,700 | 2.4 |
| | FOOD SERVICES | 1.0 | | 1.0 |
| | ADULT EDUCATION | 1.0 | | 2.0 |
| | ECE | 9.0 | | 11.0 |
| | CENTRAL OFFICES | 9.0 | | 10.0 |
| | ADMINISTRATION BLDG. | | | |
| | HARPER BUILDING | | | |
| | 955 HIGH STREET | | | |
| | 900 HIGH STREET | | | |
| | SWEEPERS | | | |
| | Total custodial FTE/needed custodial FTE | 234.8 | 5,551,293 | 411 |
| | Total | | \$14,017,560.00 | \$24,527,402.72 |
| | CENTRAL ADMINISTRATION | | | |
| | Positions | Current Positions | | Number of Positions Needed |
| | Director | 1 | | 1 |
| | Day Field Supervisor | 3 | | 3 |
| | Night Field Supervisor | 2 | | 3 |
| | Office Manager | 1 | | 1 |
| | Custodial Coordinator | 0 | | 1 |
| | Secretary | 1 | | 1 |
| | Clerk | 1 | | 2 |
| | Total central office staff/ needed staff | 9 | | 12 |
| | Total staff/needed staff | 243.8 | | 423 |
| | Grand Total | | \$14,751,435.00 | \$25,497,715.72 |