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Memo

To Facilities Committee

From Tadashi Nakadegawa , Interim Deputy Chief, Facilities Planning and Management

Committee Meeting Date March 13, 2020

Subject Custodial Services - Routine Repair Maintenance Account (RRMA)

Action Custodial Services - Reassignment of percent of custodial hours to maintenance.

**Background/
Discussion**

Currently the duties of the Oakland Unified Custodial Services' Department do not include the full scope of routine maintenance duties. In years past when Custodial Services was fully staffed, duties included a more robust level of service in regards to the Routine Maintenance Account (RRMA). However, with subsequent budget reductions the Custodial Services Department had to scale back on services. As a result, staffing and other custodial resources are limited to duties such as replacing lights, troubleshooting security and fire alarm issues.

Modifying Custodial Services job descriptions to transition them into completing more robust maintenance duties will impact school sites in the loss of cleaning time, even if adequate resources are available. The loss of cleaning time places schools at risk of falling, even further, below district standards with respect to cleanliness.

Day operations make up approximately 30% of Custodial Services staff. The following has been identified as the most impacted duties that face the potential of losing allocated time to complete newly assigned maintenance tasks:

- mandated restroom inspections
- facilitating breakfast programs
- facilitating lunch operations
- responding to service
- responding to emergency service requests

Night operations make up approximately 70% of Custodial Services staff and account for the majority of the classroom cleaning conducted daily. The following has been identified as the most impacted duties that face the potential of losing allocated time to complete newly assigned maintenance tasks:

- classroom cleaning
- buffing of hallways
- security checks
- restocking dispensers; possibly restrooms
- other related duties

In addition to increasing duties assigned (such as painting, carpentry, electrical and plumbing), the implementation of work order tracking, new training and quality assurance are factors to consider in ensuring that Custodial Services has the capacity to meet the Districts obligatory audit requirements. An inference can be made that if custodians assume RRMA duties without being properly resourced, CAL OSHA and William Complaints will increase tremendously. Custodians will also need the proper equipment to assume newly assigned maintenance duties. All campuses/sites will need to be equipped with tool boxes, drills and a safe place to secure them. The implementation of training and additional equipment will have a fiscal impact.

Recommendation

1. Refrain from adding extra duties to custodial employees that already are understaffed and challenged in maintaining district cleaning standards.
2. The District must properly train custodial employees to complete RRMA duties, increase their pay rate, hire more staff to ensure coverage for cleaning while the newly

assigned RRMA duties are being met; this will minimize CAL
OSHA and William Complaints.

Fiscal Impact

N/A Pending an analysis

Attachment

Cleaning Standards and Scope of Work