

Custodial and Grounds Square Footage per Person

Currently, the department's cleaning square footage is as follows:

- Total square footage of De Anza cleanable space: 968,836 square feet
- Total number of custodians 21
- Total of square footage per custodian 46,135 square feet per custodian

In the above current scenario, the department is maintaining Level 5 cleaning service as per APPA's appearance level standards, if all custodians report to work. However, it will be difficult for the department to maintain the level of service when the attendance falls to 80%, 16 custodians, which will increase the square feet per custodian to 60,552 sq ft. Any additional custodial absences will lower the cleaning level below APPA level 5, a non-rated level!

The following scenarios are based on increasing of the workforce by 1, 2 or 3 custodians and the appropriate level of cleaning:

An increase of 1 or 2 custodians:

- Total square footage of De Anza cleanable space: 968,836 square feet
- Total number of custodians 22 or 23
- Total of square footage per custodian 44,038 square or 42,128 feet per custodian

In the above scenario, the department will be able to maintain the APPA Level 4 service if all custodians report to work. However, it will be difficult for the department to maintain the level of service when the attendance falls to 80%, 18 custodians, which will increase the square feet per custodian to 53,824 sq ft. The service will revert to Level 5. Any additional custodial absences will lower the cleaning below APPA level 5, a non-rated level!

An increase of 3 custodians:

- Total square footage of De Anza cleanable space: 968,836 square feet
- Total number of custodians 24
- Total of square footage per custodian 40,368 square feet per custodian

In the above scenario, the department will be able to almost clean at APPAs Level 3 service if all custodians report to work. But, it will be difficult for the department to maintain the Level 3 service when the attendance falls to 80%, 19 custodians, which will increase the square feet per custodian to 50,991 sq ft. The service will revert to Level 5. Any additional custodial absences will lower the cleaning below APPA level 5, a non-rated level!

Custodial and Grounds Square Footage per Person

An increase of 4 custodians:

- Total square footage of De Anza cleanable space: 968,836 square feet
- Total number of custodians 25
- Total of square footage per custodian 38,753 square feet per custodian

In the above scenario, the department will maintain Level 3 cleaning if all custodians report to work. But, it will be difficult for the department to maintain the Level 3 service when the attendance falls to 80%, 20 custodians, which will increase the square feet per custodian to 48,442 sq ft. The service will revert to Level 5. Any additional custodial absences will lower the cleaning below APPA level 5, a non-rated level!

APPA's cleaning standards from APPA's Custodial Staffing Guidelines for Educational Facilities.

APPA Standard Space	Level 1 Orderly Spotlessness	Level 2 Ordinary Tidiness	Level 3 Casual Inattention	Level 4 Moderate Dinginess	Level 5 Unkempt Neglect
Custodial Levels of Cleaning	8500	16700	26500	39500	45600

APPA Staffing Service Levels (subset used for example)

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.
- Washrooms 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 – Orderly 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.

Custodial and Grounds Square Footage per Person

- Washrooms 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 – Causal 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 noticeable 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 lamps (up to 5 percent) 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, scuffed, 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 ball and flies. Many lamps (more than 5 percent) are burned out.
- Trays containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

Custodial and Grounds Square Footage per Person

Currently, the Grounds Department is staffed with six FTE Grounds Gardener and Grounds Maintenance staff members maintain a total of 81.8 acres or 16.36 acres per Grounds Gardener/Maintenance staff member. This is up from an original 6.82 acres per staff member prior to staff reductions in 2008.

Functionally the 81.8 acres are used in the following manner:

Landscaped area	28.5 acres
Athletic Fields/Facilities	10.1 acres
Parking Lots and Roadways	<u>43.2 acres</u>
	81.8 acres.

Along with the Grounds Supervisor (**Position Eliminated**), six Grounds positions fall into the following classifications:

- 1 Grounds Gardener I (**Vacant**)
- 1 Grounds Gardener II
- 2 Grounds Gardener III
- 2 Grounds Maintenance (the equivalent of Grounds III w/Custodial training)

The Grounds Supervisor manages the unit, prioritizing, and scheduling the daily and seasonal work assignments.

Shifts

5:00 AM – 1:30 PM	Grounds Supervisor: Monday-Friday (Vacant)
5 AM - 1:30 PM	5 crew member: Monday-Friday
5 AM - 1:30 PM	1 crew member: Tuesday- Friday (6 AM - 2:30 PM Saturday)

Standardized Levels of Attention APPA: The Association of Higher Education Facilities Officers has quantified workload measures into five standardized ‘levels of attention.’

GROUND LEVELS

APPA Standard Space	Level State of the Art	Level 2 High Level	Level 3 Moderate Level	Level 4 Moderate Low Level	Level 5 Minimum Level	Level 6 Natural Area Not Developed
Grounds Acres per person	7.96 acres	10.37 acres	13.96 acres	22.42 acres	42.6 acres	50+ acres

APPA Staffing Service Levels (subset used for example)

Custodial and Grounds Square Footage per Person

LEVEL 1 State-of-the-art maintenance applied to a high-quality, diverse landscape.

Associated with high traffic urban areas, such as public squares, malls, government grounds, or college/university campuses.

- Turf Care: Grass mowed according to species and variety, at least once every 5 days, as often as every 3 days. Aeration required not least than 4 times per year. Reseeding as needed. Weed control to no more than 1% of the surface.
- Fertilizer: Adequate fertilizer applied to plant species according to their optimum requirements.
- Irrigation: Sprinkler irrigated by electronic automatic controls. Frequency follows rainfall, temperature, season length and demands of individual plant species.
- Litter Control: Minimum of once per day, seven days per week. No overflowing receptacles.
- Pruning: Frequency dictated by species, length of the growing season, design concept also a controlling factor, i.e., using clipped method vs. natural-style hedges.
- Disease and Pest: Controlling objective to anticipate and avoid public awareness of any problem.
- Surfaces: Sweeping and cleaning frequency as such that at no time does the accumulation of debris distract from the look or safety of the area.
- Repairs: Done, immediately, when problems are discovered.
- Inspections: A staff member to conduct inspections daily.

LEVEL 2, High-level maintenance.

Associated with well-developed public areas, malls, government grounds, or college/university campuses. The recommended level for most organizations.

- Turf Care: Grass cut once every 5 days. Aeration required no less than 2 times per year. Reseeding when spots are present. Weed control to no more than 5% of the surface.
- Fertilizer: Adequate fertilizer level to ensure all plants are healthy and thriving.
- Irrigation: Sprinkler irrigated by electronic automatic controls. Frequency follows rainfall, temperature, season length and demands of individual plant species.
- Litter Control: Minimum of one per day, 5 days per week. Accumulation depends on the size of the container available to the public.
- Pruning: Usually done at least once per season, species planted may dictate more frequent attention.
- Disease and Pest Control: Done when disease or pest are inflicting noticeable damage or reducing vigorous plant material growth.
- Surfaces: Should be kept clean, repaired, or replaced when their condition has noticeable deterioration.
- Repairs: Done whenever safety, function, or appearance is in question.
- Inspections: A staff member to conduct inspections daily when regular staff is scheduled.

Custodial and Grounds Square Footage per Person

LEVEL 3 Moderate-level maintenance.

Associated with locations that have moderate to low levels of development or visitation, or with operations that, because of budget restrictions, cannot afford a high level of maintenance.

- Turf Care: Grass cut at least once every 10 days. Normally not aerated unless turf indicates need. Reseeding done only when major bare spots appear. Weed control to no more than 15% of the surface.

- Fertilizer: Applied only when plant vigor seems low. A low-level application is made once per year.
- Irrigation: Depends on climate. Areas with more than 25 inches per year rely on natural rainfall. Areas with less than 25 inches per year have some form of supplemental irrigation, typically 2 to 3 times per week.

- Litter Control: Minimum service of 2 to 3 times per week.

- Pruning: When required for the health of reasonable appearance.

- Disease and Pest Control: Done only to address epidemics of serious complaints.
- Surfaces: Cleaned on a complaint basis. Repaired or replaced as budget allows.

- Repairs: Done whenever safety or function is in question.

- Inspections: Inspections are conducted once per week.

LEVEL 4 Moderate to low-level maintenance. Associated with locations affected by budget restrictions that cannot afford a high level of maintenance.

- Turf Care: Low-frequency mowing schedule based on species. Low growing grasses may not be mowed; tall grasses receive periodic mowing. Weed control limited to legal requirements for noxious weeds.

- Fertilizer: No fertilization.

- Irrigation: no irrigation.

- Litter Control: Once per week or less, complaints may increase the level above one servicing.

- Pruning: No regular trimming. Safety or damage from weather may dictate the actual work schedule.

- Disease and Pest Control: None, except where the problem is epidemic and epidemic conditions threaten resources or the public.

- Surfaces: Replaced or repaired when safety is a concern and budget is available.

- Repairs: Done whenever safety or function is in question.

- Inspections: Conducted once per month.

Custodial and Grounds Square Footage per Person

LEVEL 5 Minimum-level maintenance.

Associated with locations that have severe budget restrictions.

• Turf Care: Low-frequency mowing schedule based on species. Low growing grasses may not be mowed; high grasses receive periodic mowing. Weed control limited to legal requirements for noxious weeds.

- Fertilizer: No fertilization.
- Irrigation: no irrigation.
- Litter Control: On-demand or complaint basis.
- Pruning: No pruning unless safety is involved.
- Disease and Pest Control: No control except in epidemic or safety situations.
- Surfaces: Serviced only when safety is a consideration.
- Repairs: Done whenever safety or function is in question.
- Inspections: Inspections are conducted once per month.

LEVEL 6 Natural area that is not developed.

- TURF CARE. Not mowed. Weed control only if legal requirements demand.
- FERTILIZER. Not fertilized. IRRIGATION. No irrigation.
- LITTER CONTROL. On demand or complaint basis.
- PRUNING. No pruning unless safety is involved.
- DISEASE AND INSECT CONTROL. No control except in epidemic or safety situations.
- SNOW REMOVAL. Only as necessary.
- SURFACES. Serviced only when safety is a consideration.
- REPAIRS. Should be done whenever safety or function is in question.
- INSPECTIONS. Inspections are conducted once per month. FLORAL PLANTINGS. None.

The current level of Grounds Personnel:

- The total acreage of De Anza Grounds: 81.8 acres
- Total number of Grounds Personnel: 5
- Total of Total Acreage per Grounds Personnel: 16.36

In the above current scenario, the department is maintaining Level 3 maintenance as per APPA's appearance level standards, if all grounds personnel report to work. Any additional grounds absences with lower the maintenance level to APPA level 6, a non-developed area level!

Custodial and Grounds Square Footage per Person

An increase of 1 or 2 Grounds Person:

- The total acreage of De Anza Grounds: 81.8 acres
- Total number of Grounds Personnel: 6
- Total of Total Acreage per Grounds Personnel: 13.64 or 11.69

In the above scenario, the department will be able to maintain APPAs Level 3 maintenance if all grounds personnel report to work. But, it will be difficult for the department to maintain the Level 3 service when the attendance falls to 80%, 5 grounds personnel, which will increase the acreage per grounds personnel to 16.36 acres per person. The service will maintain APPA's Level 3, but any additional custodial absences will lower the maintenance level to APPA level 6, a non-developed area level!

An increase of 3 Grounds Person:

- The total acreage of De Anza Grounds: 81.8 acres
- Total number of Grounds Personnel: 8
- Total of Total Acreage per Grounds Personnel: 10.23

In the above scenario, the department will be able to maintain APPAs Level 2 maintenance if all grounds personnel report to work. But, it will be difficult for the department to maintain the Level 3 service when the attendance falls to 80%, 6 grounds personnel, which will increase the acreage per grounds personnel to 13.64 acres per person. The service will revert to APPA's Level 3, but any additional custodial absences will lower the maintenance level to APPA level 6, a non-developed area level!