

1. Assessment Plan - Three Column

PIE - Administrative Services: Facilities - Custodial

2. Where We Are Now: Year at a Glance

2019-20

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Summary of Notable Achievements: The Custodial team has taken on the challenge of caring for 160,000 square foot of new facilities, with the goal of cleaning for health first, then for appearance. Special recognition should be given to the custodial services as the Covid-19 situation has greatly impacted their daily responsibilities. Our faculty, staff and students should be confident that all college facilities will be cleaned and sanitized while carefully following accepted standards as campus life returns to normal.

scheduled adjustments have been made to increase staffing during the day shift, to for class sessions. This greatly impacting the night shift staffing. Evaluating how many positions will need to be backfilled to maintain cleaning protocols.

Program Planning (Equity, Retention and Success): n.a.

External and Internal Conditions Analysis: n.a.

Critical Decisions Made by Unit: n.a.

Contributors to the Report: Ken McAlpin/Gary Nellesen

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p>Deliver high quality facilities planning, design, construction, and operational services of campus buildings, infrastructure, and equipment, while providing superior customer service. - Operate clean, safe, functional, and reliable facilities by maximizing predictive, preventative, and scheduled maintenance activities, while responsively meeting ongoing and urgent custodial requirements. Manage cost of operation by</p>	<p>Request - Full Funding Requested - \$25,000 one-time funding needed for equipment. Describe Plans & Activities Supported (Justification of Need): \$25,000 one-time funds to purchase new equipment as needed to improve efficiency and prevent the custodians from transporting equipment across campus. Lead: Ken McAlpin What would success look like and how would you measure it?: New</p>	<p>Reporting Year: 2019-20 % Completed: 0 On-going request for \$25,000 for one-time funds for new equipment purchases. (09/20/2019)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p>proactively developing standards of care and operating budgets for new facilities coming on line.</p> <p>Status: Active Goal Year(s): 2018-19, 2019-20 Goal Entered: 09/20/2019</p>	<p>equipment would improve efficiency and timeliness in completing work orders and daily assignments, as well as emergency clean up needs.</p> <p>Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p>Planning Unit Priority: High One-Time Funding Requested (if applicable): 25000</p> <p>Request - Full Funding Requested - \$10,000 for equipment repair budget.</p> <p>Describe Plans & Activities Supported (Justification of Need): \$10,000 additional on-going funds needed for the equipment repair account.</p> <p>Lead: Ken McAlpin</p> <p>What would success look like and how would you measure it?: Custodial equipment would be readily available at all times.</p> <p>Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p>Planning Unit Priority: High On-Going Funding Requested (if applicable): 10000</p>	<p>Reporting Year: 2019-20 % Completed: 0 On-going request for \$10,000 for on-going funding for the equipment repair account. (09/20/2019)</p>
	<p>Request - Full Funding Requested - \$35,000 funds for on-going custodial supplies, including a pilot program to provide miscellaneous supplies for on campus needs.</p> <p>Describe Plans & Activities Supported (Justification of Need):</p>	<p>Reporting Year: 2019-20 % Completed: 0 On-going request for \$35,000 for on going custodial supply account. (09/20/2019)</p>

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\$35,000 funds for on-going custodial supplies, including a pilot program to provide miscellaneous supplies for on campus needs, i.e. tissue, hand sanitize, simple clean. To reduce the excessive chemicals being purchased through department P-cards.

Lead: Ken McAlpin
What would success look like and how would you measure it?: Reduce various purchases of cleaning materials on campus.

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

Planning Unit Priority: High
On-Going Funding Requested (if applicable): 35000

Request - Full Funding Requested - \$30,000 for additional on-going pest control.

Describe Plans & Activities Supported (Justification of Need):
 An additional \$30,000 for on-going pest control management is necessary to maintain the campus wide pest control program, including the food and beverage locations, Sodexo. And meet the LA County Health Control standards.

Lead: Ken McAlpin
What would success look like and how would you measure it?: Meet all pest control standards and codes.

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational

Reporting Year: 2019-20
% Completed: 0
 Request funding for pest control management. ONGOING REQUEST (09/23/2019)

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areas.
Planning Unit Priority: High
On-Going Funding Requested (if applicable): 30000

Promote and integrate sustainable facilities, infrastructure, and equipment by implementing principles of the 2018 Educational and Facilities Master Plan, the 2018 Educational and Facilities Master Plan Environmental Impact Report, and the 2018 Climate Action Plan. - Utilize materials, supplies, vendors, and equipment that align with industry best practices and support the principles of sustainability embraced by the college and enumerated in the Facilities Master Plan, Environmental Impact Report and Climate Action Plan. Expand recycling and waste management practices to align with campus sustainability goals.

Status: Active
Goal Year(s): 2018-19, 2019-20
Goal Entered: 09/20/2019

Request - No Funding Requested - \$30,000 for replacement/upgraded hand dryers.
Describe Plans & Activities Supported (Justification of Need): Continue waste reduction efforts within Custodial Services including the utilization of environmentally friendly restroom supplies, and new generation hand dryers that drastically reduce paper towel consumption, etc.
Lead: Ken McAlpin
What would success look like and how would you measure it?: Reduction in paper towel use, custodial team member service calls, etc.
Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 30000

Reporting Year: 2019-20
% Completed: 0
 On-going request for one time funding for \$30,000 for replacement/upgraded inefficient hand dryers. (09/20/2019)

Improve teamwork at all levels within Facilities Planning and Management - Engage productively in the planning, design, materials specification, and construction activities for all project types. Collaboratively transition projects from the construction closeout phase

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to the operations phase within the first year of operations.
Status: Active
Goal Year(s): 2018-19, 2019-20
Goal Entered: 09/20/2019

Audit of Cleaning Program - Achieve a minimum 80% Audit Score of cleaning program. Program is audited annually and while 90% score was achieved in 2013 it should be noted that a comprehensive evaluation of the audit process was conducted by the auditor which resulted in significant change to the process which impacts the overall score.
Status: Active
Goal Year(s): 2015-16, 2018-19, 2019-20
Goal Entered: 07/03/2017

<p>Request for Resources- Staffing - Continue to request new resources for staffing to support campus expansion and student growth. Status: Active Goal Year(s): 2015-16, 2018-19, 2019-20 Goal Entered: 07/03/2016</p>	<p>In Progress - Continued evaluation of facilities and processing of support documents along with required administrative forms for human resources and new equipment Describe Plans & Activities Supported (Justification of Need): Human Resources five (5) FTE, and Equipment-new "automated floor scrubber" Lead: Kenneth McAlpin What would success look like and how would you measure it?: Sustained cleaning levels that support college mission, and vision, statements Planning Unit Priority: High</p>	<p>Reporting Year: 2019-20 % Completed: 50 Continued evaluations. (09/23/2019)</p>
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