

# 1. Assessment Plan - Four Column



## PIE - Administrative Services: Facilities - Custodial

### Where We Are Now: Analysis and Summary

**2018-19**

**Contact Person:** Kenneth McAlpin

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**Critical Decisions Made by Unit:** Growth Positions approved for the new Business Technology Center will have an impact on planning for the custodial department as a whole. Request have been submitted for six (6) new growth FTE.

**Contributors to the Report:** 651 classified employees have been instrumental to the ongoing success of the custodial department

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p><b>Deliver high quality facilities planning, design, construction, and operational services of campus buildings, infrastructure, and equipment, while providing superior customer service.</b> - 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 proactively developing standards of care and operating budgets for new facilities coming on line.</p> <p><b>Status:</b> Active  <b>Goal Year(s):</b> 2018-19  <b>Goal Entered:</b> 09/20/2019</p>	<p><b>Request - Full Funding Requested -</b> \$25,000 one-time funding needed for equipment.  <b>Describe Plans &amp; Activities Supported (Justification of Need):</b> \$25,000 one-time funds to purchase new equipment as needed to improve efficiency and prevent the custodians from transporting equipment across campus.  <b>Lead:</b> Ken McAlpin  <b>What would success look like and how would you measure it?:</b> New equipment would improve efficiency and timeliness in completing work orders and daily assignments, as well as emergency clean up needs.  <b>Type of Request:</b> FACILITIES: This section includes minor building improvement projects and alterations</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 0                      New 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>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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to specific rooms or operational areas.

**Planning Unit Priority:** High  
**One-Time Funding Requested (if applicable):** 25000

**Request - Full Funding Requested -** \$10,000 for equipment repair budget.

**Describe Plans & Activities Supported (Justification of Need):** \$10,000 additional on-going funds needed for the equipment repair account.

**Lead:** Ken McAlpin  
**What would success look like and how would you measure it?:** Custodial equipment would be readily available at all times.

**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):** 10000

**Request - Full Funding Requested -** \$35,000 funds for on-going custodial supplies, including a pilot program to provide miscellaneous supplies for on campus needs.

**Describe Plans & Activities Supported (Justification of Need):** \$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.

**Reporting Year:** 2018-19  
**% Completed:** 0  
 Initial request for \$10,000 for on-going funding for the equipment repair account. (09/20/2019)

**Reporting Year:** 2018-19  
**% Completed:** 0  
 Initial request for \$35,000 for on going custodial supply account. (09/20/2019)

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**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.

**Reporting Year:** 2018-19  
**% Completed:** 0  
 Request funding for pest control management. (09/23/2019)

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

<b>Promote and integrate sustainable facilities, infrastructure, and</b>	<b>Request - No Funding Requested -</b> \$30,000 for replacement/upgraded	<b>Reporting Year:</b> 2018-19 <b>% Completed:</b> 0
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<p><b>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.</b> - 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.</p> <p><b>Status:</b> Active  <b>Goal Year(s):</b> 2018-19  <b>Goal Entered:</b> 09/20/2019</p>	<p>hand dryers.</p> <p><b>Describe Plans &amp; Activities Supported (Justification of Need):</b> 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.</p> <p><b>Lead:</b> Ken McAlpin</p> <p><b>What would success look like and how would you measure it?:</b> Reduction in paper towel use, custodial team member service calls, etc.</p> <p><b>Type of Request:</b> FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p><b>Planning Unit Priority:</b> High  <b>One-Time Funding Requested (if applicable):</b> 30000</p>	<p>Initial request for one time funding for \$30,000 for replacement/upgraded inefficient hand dryers. (09/20/2019)</p>
<p><b>Improve teamwork at all levels within Facilities Planning and Management</b> - Engage productively in the planning, design, materials specification, and construction activities for all project types. Collaboratively transition projects from the construction closeout phase to the operations phase within the first year of operations.</p> <p><b>Status:</b> Active  <b>Goal Year(s):</b> 2018-19  <b>Goal Entered:</b> 09/20/2019</p>		
<p><b>Audit of Cleaning Program</b> - Achieve</p>		

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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. (OS1) Audit Score completed in May of 2017 is 79%  
**Status:** Active  
**Goal Year(s):** 2015-16, 2018-19  
**Goal Entered:** 07/03/2017

**Request for Resources- Staffing -**  
 Continue to request new resources for staffing to support campus expansion and student growth. Complete workload studies for new construction and modular units to be occupied during fiscal year 2015-16 by 10/01/2015. Update master worksheet with building profile for each campus building by 06/01/20016.  
**Status:** Active  
**Goal Year(s):** 2015-16, 2018-19  
**Goal Entered:** 07/03/2016

**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

**Reporting Year:** 2018-19  
**% Completed:** 25  
 Continued evaluations. (09/23/2019)

**Install Information Monitor in Custodial Services Unit -** Request funding for installation of new information monitor to improve overall dissemination of department and campus related information.

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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**Status:** Archive  
**Goal Year(s):** 2016-17, 2018-19  
**Goal Entered:** 08/01/2017  
**Date Goal Archived/Inactivated:**  
09/20/2019

**(OS1) Cleaning Program** - Now that the (OS1) Cleaning Program is fully implemented refine elements of the program aimed at delivering training to all custodial personnel on a more consistent basis. Each staff member to receive a minimum of ten (10) documented in-service training sessions over the course of 12 months

**Status:** Archive  
**Goal Year(s):** 2015-16, 2018-19  
**Goal Entered:** 07/01/2016  
**Date Goal Archived/Inactivated:**  
09/20/2019

**Successfully transition custodial service into the new Business and Computer Technology (BTC) Center.** - Insure that all restroom, and building accessories are installed, Entrance Mats, Interior/Exterior waste cans/ recycling containers.  
**Status:** Archive  
**Goal Year(s):** 2016-17, 2018-19  
**Goal Entered:** 07/31/2017  
**Date Goal Archived/Inactivated:**  
09/20/2019

**Report directly on Goal**

**Reporting Year:** 2017-18  
**% Completed:** 50  
Loaner mats put in place. Awaiting one-time funding request (04/26/2019)

**Waste Reduction** - Continue waste reduction efforts within Custodial Services including the utilization of environmentally friendly restroom supplies, and new generation hand dryers that drastically reduce paper

*Unit Goals*

*Resources Needed*

*Where We Make an Impact: Closing the Loop on Goals and Plans*

towel consumption etc.

**Status:** Archive

**Goal Year(s):** 2015-16, 2018-19

**Goal Entered:** 07/01/2016

**Date Goal Archived/Inactivated:**

09/20/2019

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**Request increase of smart phones in custodial department by six (6) -**

Increase Lead Custodians ability to input work orders in the field, check on work status, and increase communication without the use of their personal phones

**Status:** Archive

**Goal Year(s):** 2016-17, 2018-19

**Goal Entered:** 07/05/2017

**Date Goal Archived/Inactivated:**

09/20/2019