

JUHSD Cleaning Improvement Plan



2022-2023

Current Challenges

- **Staffing** - not enough subs, not enough workers, hiring process is causing delays, rovers and subs not trained, poor attendance
- **Accountability** - *“desperation is stopping us from really holding people accountable”-Lead Custodian*, hard to cultivate ownership due to staffing shortages, lunch & break time schedules, walkthroughs are infrequent
- **Site Involvement** - custodians cannot do it all alone, rooms are cluttered & often left in shambles, there is often little site support in other areas as well
- **Site Conditions** - some areas are beyond repair or beyond staff's expertise to address

What does a good program look like?

Full, stable crew at every school

Delineated responsibilities

Set schedules for custodial teams

Set expectations for teachers & coaches

Student expectations

Administrative designee, regular meetings

Trained subs and rovers

Plan Actions Summary

	Designate a Site Administrator	Engage Campus Staff & Students	Address Staffing Shortages	Improve Processes & Systems
Whole Campus Cooperation	Meet regularly with custodians	Enlist Campus Supervisors & VPs to help monitor facilities	Hire two additional roving Night Custodians	Clearly delineate duties for each Custodian
Increased Support for Custodians	Coordinate communication with site staff & students	Encourage all staff & students to pick up/recycling & composting campaign	Remove testing requirement for subs - revise test for new hires	Establish set schedules for lunch and breaks
Improved Accountability	Maintain a regular walkthrough schedule	Establish classroom & athletics standards (ie. food, chairs, clutter)	Provide more training for rovers and subs	Identify & address areas where cleaning is ineffective due to poor condition
	Assist district admin with personnel issues, such as discipline and hiring	Minimize extra demands on custodians (deliveries, opening doors, etc.)	Hire outside help periodically for catch up (floors & painting)	Improve the Work Order routing system
			Monitor attendance/enforce contractual rules	Rotate Summer School between the two Daly City Schools

[Plan Details](#)

Metrics

Walkthroughs:

- By September 2022 - Walkthrough Checklist Finalized
- Walkthroughs completed at every site by Nov 1, Jan 1, Mar 1, and May 1

Attendance:

- Baseline Jan '22-May '22, 84.9% attendance
- By Jan '23-May '23, attendance improved by at least 10% fewer absences to 86.4%

Work Orders:

- System reconfiguration done by Jan 31
- Baseline completion rates determined by June 30