



WORTHINGTON CITY SCHOOL DISTRICT
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MEMORANDUM

TO: File
FROM: Jeffrey J. Eble, Director, Business Services
SUBJ: Custodial staffing comparison considerations
DATE: December 15, 2015

We looked at peer districts to compare Custodial staffing (Hilliard, Upper Arlington, Dublin and Olentangy) and compared them both on a per square foot basis using peer averages and ASBO/APPA national norms.

Below is a copy of the national standards used in comparison for cleaning in school districts. While tasks have some variation, most are very similar and nationally comparing on a square footage basis absorbs most variables.

The attached chart shows the total square footage of the district, compared to all the custodial cleaning staff. Typically the day custodian is not a substantial part of cleaning as they are dealing with building start up and monitoring, deliveries, lunch trash and spill issues, sick student cleanup, furniture, locker and a myriad of other issues. Comparisons are based on the district cleaning staff and the national norms for such.

The peer average per 8 hour FTE custodian is to clean 33,907 square feet. This ranged from 29,714 to 40,001. Worthington's number is 42,017. The national norm is 30,000 per 8 hour FTE. The peer high schools ranged from 6 FTE to 10 FTE with Worthington being at 8.2. The attached chart shows each Worthington school building in comparison to both of these benchmarks.

We are somewhat low at elementary and middle school and closer to target at the high schools. It is typical of high schools to run somewhat higher as there often is set up, tear down, and other preparation for evening activities as well as basic cleaning. Being on the high range of square footage is manageable, but means some level of cleaning is sacrificed. The highest priority is given to sanitation and safety, and other tasks such as repairs or improvements most likely take longer to be accomplished.

Considerations:

- Move .5 custodian from WKHS to TWHS to balance numbers.
- Add .5 custodian time to most elementaries and middle school to adjust deficits
- Add .5 custodial time that could rotate at elementaries and middle schools and work additional as needed to substitute.
- No changes



ESTABLISHING EXPECTATIONS FOR CUSTODIAL EFFORTS

Planners, administrators, and community members must agree on what constitutes "cleanliness." While there is not a nationwide standard for describing standards of cleanliness, a five-tiered system of expectations is emerging to help guide decision-making:

Level 1 cleaning results in a "spotless" building, as might normally be found in a hospital environment or corporate suite. At this level, a custodian with proper supplies and tools can clean approximately 10,000 to 11,000 square feet in an 8-hour period.

Level 2 cleaning is the uppermost standard for most school cleaning, and is generally reserved for restrooms, special education areas, kindergarten areas, or food service areas. A custodian can clean approximately 18,000 to 20,000 square feet in an 8-hour shift.

Level 3 cleaning is the norm for most school facilities. It is acceptable to most stakeholders and does not pose any health issues. A custodian can clean approximately 28,000 to 31,000 square feet in 8 hours.

Level 4 cleaning is not normally acceptable in a school environment. Classrooms would be cleaned every other day, carpets would be vacuumed every third day, and dusting would occur once a month. At this level, a custodian can clean 45,000 to 50,000 square feet in 8 hours.

Level 5 cleaning can very rapidly lead to an unhealthy situation. Trash cans might be emptied and carpets vacuumed on a weekly basis. One custodian can clean 85,000 to 90,000 square feet in an 8-hour period.

The figures above are estimates. The actual number of square feet per shift a custodian can clean will depend on additional variables, including the type of flooring, wall covers, and number of windows, all of which must be taken into account when determining workload expectations.

	sq. feet	custodians	Sq footage per Custodian FTE	Peer average 33,907	Difference	Asbo/appa Natl Norm 30,000	Difference
Bluffsview	59,461	1	59461.00	1.75	-0.75	1.98	-0.98
Brookside	52,072	1	52072.00	1.54	-0.54	1.74	-0.74
Colonial Hills	43,600	1	43600.00	1.29	-0.29	1.45	-0.45
Evening Street	49,927	1	49927.00	1.47	-0.47	1.66	-0.66
Granby	59,004	1	59004.00	1.74	-0.74	1.97	-0.97
Liberty	53,297	1	53297.00	1.57	-0.57	1.78	-0.78
Slate Hill	59,461	1	59461.00	1.75	-0.75	1.98	-0.98
Sutter Park	57,642	1	57642.00	1.70	-0.70	1.92	-0.92
Wilson Hill	62,610	1.5	41740.00	1.85	-0.35	2.09	-0.59
Wo. Estates	66,338	1.5	44225.33	1.96	-0.46	2.21	-0.71
Wo. Hills	52,506	1	52506.00	1.55	-0.55	1.75	-0.75
Wo. Park	59,004	1	59004.00	1.74	-0.74	1.97	-0.97
McCord	74,518	1.625	45857.23	2.20	-0.57	2.48	-0.86
Phoenix	67,738	1.625	41684.92	2.00	-0.37	2.26	-0.63
Worthingway	65,587	1.625	40361.23	1.93	-0.31	2.19	-0.56
Kilbourne	83,536	1.625	51406.77	2.46	-0.84	2.78	-1.16
Linworth	16,400	0.625	26240.00	0.48	0.14	0.55	0.08
TWHS	283,964	8	35495.50	8.37	-0.37	9.47	-1.47
WKHS	272,000	8.5	32000.00	8.02	0.48	9.07	-0.57
Total Custodians	1,538,665	36.62	42017.07		-8.75		-14.66