

## **Division: Administrative Services**

### ***Department: Custodial Services***

**Director or Chair:** Tim Flood

**Program Description:** Program Description: The Grossmont College Custodial services provide a broad spectrum of operational support for the entire college community including: general cleaning, trash removal, recycling, set-ups for special events and minor repairs. Custodial employees have worked with the California State Employees Association, the District and the College Administration to establish reasonable standards for cleaning and a code of conduct.

#### **Activities**

Activity #1:

Activity #1: Hire additional Custodians to provide needed cleaning support for newly constructed buildings, align college custodial staff to reflect California Association of School Business Officials recommendation of one custodian per 16,000 sq. ft. of cleaning area.

Benefits:

Expected Benefit: More efficient custodial services, and a cleaner educational environment. Continue to clean district buildings and facilities at current levels and not requiring cuts to existing custodial services provided to the college. Better department moral and fewer injuries and lost time due to the overload of work.

Requirements:

Curriculum Development?	N
Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	Y
Staffing – Faculty?	N
Staff Development?	N

Goals and Objectives: 1, 1.1

---

Activity #2:

Hire daytime Custodial Supervisor. Convert vacant position of Grounds Supervisor to Daytime Custodial Supervisor.

Benefits:

Provide complete coverage and coordinate setups and other related duties to the campus.

Requirements:

Curriculum Development?	N
Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	Y
Staffing – Faculty?	N
Staff Development?	N

Goals and Objectives: 0, 0

---

Activity #3:

Replace old, antiquated custodial equipment to improve cleaning efficiency such as custodial carts, floor scrubbers, vacuums and other needed equipment.

Benefits:

More efficient custodial services and a safer, cleaner educational environment.

Requirements:

Curriculum Development?	N
Equipment?	Y
Facilities?	N
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	N
Staff Development?	N

Goals and Objectives: 1, 1.1

---

Activity #4:

Improve communication with faculty and staff about their custodial requirements, needs, and cleanliness issues through the use of e-mail and voicemail.

Benefits:

More efficient custodial services, better customer service and a cleaner educational environment. Better communication between faculty and custodians resulting in quicker response times and the ability for the custodian to correct an issue before they move forward to their supervisor.

Requirements:

Curriculum Development?	N
Equipment?	Y
Facilities?	N
Marketing?	N
Staffing – Classified?	N
Staffing – Faculty?	N
Staff Development?	N

Goals and Objectives: 1, 1.1

---

Activity #5:

Participate in training and educational opportunities through in-services and vendor sponsored events. Assist college in implementing and identifying new custodial procedures and practices.

Benefits:

More timely repair and more efficient custodial services due to a better informed and trained department. A better informed, safety conscious department, whose employees are aware and up to date on current custodial practices, products, requirements and safety procedures.

Requirements:

Curriculum Development? N

Equipment?	N
Facilities?	N
Marketing?	N
Staffing – Classified?	Y
Staffing – Faculty?	N
Staff Development?	Y

Goals and Objectives: 4, 4.1

---

**Additional Planning Activities**

none

---

**Accomplishments**

Accomplishment #1:

Purchased new cleaning and custodial equipment for LTRC building.

Goals and Objectives: 1, 1.1

---

Accomplishment #2:

Purchased additional 12 new Tenant vacuums for cleaning various areas on the campus.

Goals and Objectives: 1, 1.1

---

Accomplishment #3:

Radio equipment for Operations Staff has been updated for emergency communication on the campus, which is particularly important for evening shift.

Goals and Objectives: 1, 1.1

---

Accomplishment #4:

Holding mandatory monthly safety training provided to Operations Department staff.

Goals and Objectives: 1, 1.1

---

Accomplishment #5:

Email communications from Custodial Department to District and Grossmont site.

Goals and Objectives: 1, 1.1

---

Accomplishment #6:

Hired three replacement custodians for North 500, East 500 and South 200 building areas.

Goals and Objectives: 1, 1.1

---

Accomplishment #7:

With the approval of ASGC, utilizing Student Center Fee funds, hired day shift custodian to cover restrooms and Student Center Buildings.

Goals and Objectives: 1, 1.1

---

Accomplishment #8:

Removed and relocated college's surplus desks and equipment to District warehouse on a regular basis.

Goals and Objectives: 1, 1.1

---

Accomplishment #9:

Provided assistance in clean up in campus class rooms and campus office remodel projects.

Goals and Objectives: 1, 1.1

---

Accomplishment 10:

Working on new campus Facilities form and procedures to make process better for campus.

Goals and Objectives: 1, 1.1

---

**Additional Accomplishments:**

none