CASBO CUSTODIAL STAFFING
AND SERVICE TIME STANDARDS

In determining custodial staffing, you must incorporate what standard of cleaning the client is willing to pay for and the cleaning services that are necessary to promote healthy conditions. Services performed by site custodians that are not part of the custodial service time standard would create less time for necessary cleaning and is not reflected in the formula designed for the CASBO Custodial Staffing and Service Time Standards.

In evaluating the time line for a day custodian, defined as a person who works at a school site while students are present, you will need to determine the school site’s needs and the cleaning time available.

In developing these time standards, enough time has been allotted to clean all areas at the school site and reflects the cleaning standards as identified in the CASBO Custodial Handbook. Assigning custodial staff to non-cleaning tasks not assigned in the CASBO Custodial and Service Time Standards formula will allow necessary cleaning to be postponed or neglected.

/ 8 hours
/ 2 breaks (15 min. each)
/ security check replace tools and equipment
/ time available for cleaning

480 minutes
30 minutes
20 minutes
430 minutes

NON CLEANING DUTIES:

/ Open - the school check for vandalism, safety concerns, maintenance items.
/ Playground - field inspection
/ Miscellaneous duties including teacher and site manager requests, activity set-ups, repairing furniture/equipment, ordering and delivering supplies
/ Put up flag and p.e. equipment.

40 minutes
25 minutes
60 minutes
20 minutes

Cleaning duties

/ Clean front of school daily
/ Clean drinking fountains daily
/ Clean child care facilities
/ Set up for lunch
/ Clean hallway
/ Clean multi-use room
/ Clean kitchen
/ Rest room care
/ Clean patio areas

30 minutes
2 min each
30 min. each
30 min daily
6 min per 1000 sq. ft.
9 min per 1000 sq. ft.
20 minutes per 1000 sq. ft.
2 min. Per fixture
15 min per 1000 sq. ft.

The first step in determining a cleaning schedule for the night custodian is to calculate how much cleaning time is available in a given time shift:

8 hours

480 minutes
less 2 breaks (30) minutes
less 2 security checks (35) minutes
time available to clean 415 minutes

The procedure for cleaning classrooms is listed below:

Regular classroom

* Sweep or vacuum the floor 9 minutes
* Clean sinks, dump trash, check pencil sharpener 3 minutes
* For science rooms for each sink add 45 sec.

Weekly duties one each day 5 minutes

Monday Dust horizontal surfaces
Tuesday Clean chalk trays and
Spot clean doors and walls
Wednesday Clean table tops and/or desk tops
Thursday Clean sink counters and
Spot clean carpets
Friday Clean chalk/white boards and trays

* Note in cleaning sinks do not forget to clean fixtures, dispensers, and edges.

TIME LINE FOR OTHER CLEANING:

* Multipurpose room 9 minutes per 1000 sq. Ft.
* Home EC. including wet mop 30 minutes per. Rm.
* Kitchen and rest rooms if applicable 20 min./ 1000 sq. ft
  including damp mopping
* Gymnasium 6 min./ 1000 sq. ft
* Shops 10 min./ 1000 sq. ft
* Clay and art rooms including dam mopm 17 min/ 900 sq. ft
  damp mopping
* Office 20 min/1000 sq. Ft.

Rest Room Care is the Most Important Function that we perform and Carries the Highest Priority of Our Timel!

Rest rooms should be maintained accordingly: all dispensers checked for paper and soap, floors should be swept and damp mopped (paying close attention to the borders and behind the doors), sinks, toilets and urinals should be sanitized (paying close attention to cleaning under the rim & lip of toilet and urinals), mirrors should be cleaned and trash bins emptied, partitions, walls, and fixtures should be dusted daily (including vents weekly). Rest rooms with less than 10 fixtures will take 2 minutes per fixture to clean, and rest rooms with 11 or more fixtures will take 1.5 minutes per fixture to clean.

Upgrade of the original CASBO FORMULA

(1) One custodian for every 13 teachers.
   Plus
(2) One custodian for every 325 students
   Plus
(3) One custodian for every 13 rooms
   Plus
(4) One custodian for every 18,000 sq. ft.

(5) Total the above and divide by four to indicate the number of custodians needed

(6) Schools of less than 450 students need to add .30 FTE (Full Time Equivalent) to the final calculation

(7) Community usage

- Elementary School: .06 FTE
- Middle School: .25 FTE
- High School: .50 FTE

This will provide the correct number of custodians to clean and maintain a building to the above timelines and the standards found in the CASBO Custodial Handbook. We will use a large elementary and a small elementary.

To determine the number of custodians needed for a school of 38,000-sq. ft. with 25 teachers, 685 students, and 23 classrooms, we add and divide and round to the highest tenth as follows:

25 Teachers divided by 13 = 1.92
685 students divided by 325 = 2.10
23 classrooms divided by 13 = 1.78
38,000 Sq ft divided by 18,000 = 2.11

Total divided by 4 = 7.91 = 1.97
Community usage = .06
Less than 450 Allowance = NA
Total = 2.03 FTE
You need 2.00 custodians

14 Teachers divided by 13 = 1.08
304 students divided by 325 = .94
25 classrooms divided by 13 = 1.92
41,580 Sq. ft. divided by 18,000 = 2.31

Total divided by 4 = 6.25 = 1.56
Community usage = .06
Less than 450 allowance = .30
1.92 FTE
You need 2.00 custodians

Remember, this formula takes into consideration the total campus including restrooms, gyms, outside areas, offices, classrooms and ECT. How you allocate each assignment will be in the District Custodial Handbook.