

**Bridgeport Public Schools**  
**Office of Building Operations and Facilities Planning**

**Vision:** School buildings that shine. Custodial and maintenance employees who are responsive and understanding of the needs of the occupants. Timely response to emergency situations to maintain uninterrupted operations.

**Mission:** To ensure that students, staff members and visitors attend safe, clean and properly maintained facilities that can be used without interruption throughout the year."

**GOALS**

- **Safe Schools** - Free from dangers. All building systems, finishes and components are in good order. Exterior grounds, walks, driveways, lights, etc. all in good shape.
- **Clean Schools** - Regular care of grounds, daily cleaning of entire building, trash removal, floor & bathroom care. Periodic removal of unused items from storage areas.
- **Healthy Schools** - Safe working practices and adherence to standard operating procedures for the best indoor air quality. Focus on proper building temperature levels and adequate ventilation.

**Teamwork & Collaboration:**

Practices used by all supervisors, managers, custodial and maintenance employees.

- **Daily Cleaning of Schools** - Individuals working on two shifts. Cross Training.
- **Work Orders** - Employees deployed in teams and by trade responsibilities. – Carpentry, Electrical, Plumbing, Logistics plus coordination of outside contractors and vendors.
- **Special Projects** - Planned, unplanned and emergencies. Team work yields quicker completion times.
- **Pilot Programs**- New and better ways of accomplishing tasks. Networking, tradeshow, workshops, vendor proposals, utility companies, employee suggestions, governmental agencies, local businesses and industries all explored and utilized.

### **Systems Approach:**

Standardized procedures and processes followed by everyone that allows individuals to succeed.

- **Orientation Checklist**- New or reassigned employees.
- **School Survey Checklists**- Interacting with staff in a positive and supportive manner while providing critical information.
- **CompuClean**- New cleaning system used to track building status as well as order custodial supplies.
- **Summer Cleaning** - Floor plan layouts, weekly milestones, written narratives that include the sequence and special concerns.
- **Federal & State**- A.H.E.R.A, I.P.M, M.S.D.S. NIMS & ICS, O.S.H.A. practices and procedures adopted and followed.

### **Training & Communication:**

Employees participate in enlightening and engaging experiences to improve their knowledge and skills. They are kept informed of activities and expectations on a regular basis.

- **One to One** - Mentoring, coaching and orienting
- **Small Groups** - Up to nine individuals. Specific areas of need.
- **Medium Size Groups** - Twelve to twenty-four. Largest size practical to convey information while being productive and ability to work in problem solving teams.
- **Hands-On** - Equipment, cleaning, safety and other procedural practices via informational cubes.
- **Digital Documents** - E-mails about standardized procedures and current initiatives. Information on activities shared with all employees.
- **Spartan Cleancheck Program**- 24/7 access to online training for any and all custodial procedures.

**Benchmarking:**

Comparing data obtained from direct observation, financial records, and historical patterns of use and other collection means to adjust and improve services.

- **Custodial Cleaning and Care**- Cost per square foot
- **Building Care Supplies**- Cost per square foot
- **Utility Usage**- Energy Star- U.S Environmental Agency and local university
- **Job Description and Work Schedules**- Scope, Sequence and Timing
- **Standards for New Construction**- Furniture, fixtures, equipment and finishes
- **Standardizing**- When replacing existing equipment and fixtures