

# CleanOpsStaff

(Last Updated 12/30/2008)

## A Custodial Cleaning Operations and Staffing Computer Application

*Based on APPA Custodial Staffing Guidelines  
For Educational Facilities  
(second edition)*

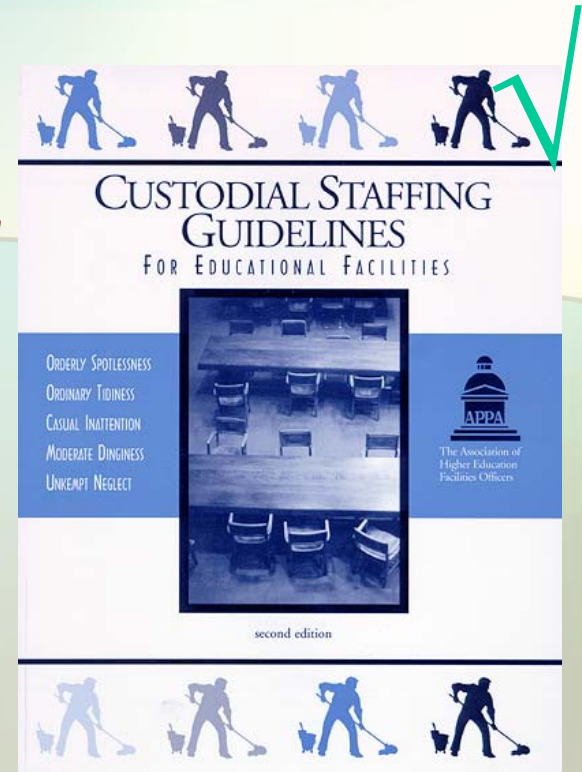
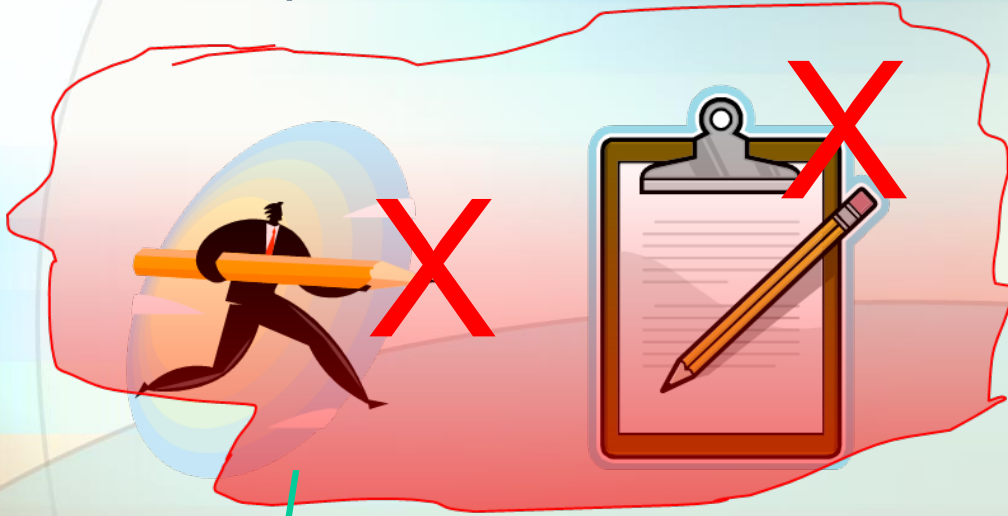
Developed by  
Ernest R. Hunter, Sr.  
Hunter Consulting and  
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## Essential Questions About Your Custodial Operation You Must Be Able to Answer - CleanOpsStaff can help!

- How many custodians and how much money do I need to clean the new building that is coming on line?
- How many cleanable square feet of space am I responsible for cleaning?
- How many custodians and how much money do I need to clean all the buildings I am responsible for?
- What cleaning level can I expect with my current staffing level and budget?
- What Cleaning level am I actually getting with my cleaning staff?
- Are my custodial equally work loaded?
- Are the days of the week equally worked loaded?
- When is it best to schedule my project work?
- What is my average CSF per Custodian?
- Can I reduce the cost of my cleaning operation?

# Why *CleanOpsStaff*?

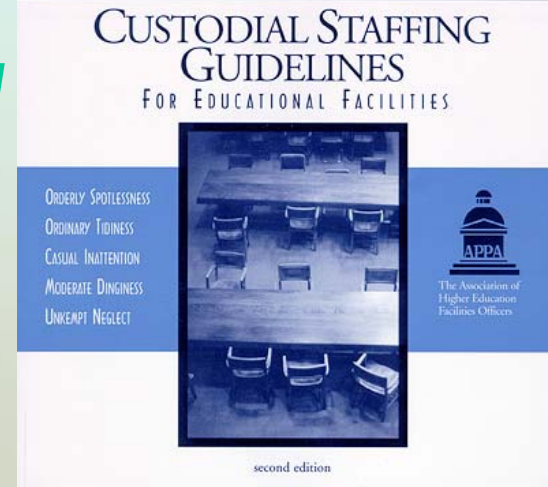
It takes the pencil out of the calculations in the guidelines...



# Why CleanOpsStaff?



*CleanOpsStaff* will do the grunt work and help you get the full value of the APPA Concept and Guidelines in managing your custodial operation.



# CleanOpsStaff Strategy

- Make Custodial Staffing and Operation software affordable for institutions who otherwise would not purchase expense software.
- Make the package scalable so customer only pay for features they need
- Frequent updates and enhancements based on user feedback
- Easily accessible through web downloadable Program Manager and Main Program and add-in wizards and upgrades
- Partnership with APPA
- Training on-line and on-site
- Implementation Support and Data Import Support

# Purpose of CleanOpsStaff

- Computer application to help you use the APPA Custodial Staffing Guidelines (second edition) to improve your custodial operations.
  - Help you determine the required staffing level for the desired level of cleanliness for new facilities coming on line and for existing facilities
  - Provides a computer assisted audit/assessment tool to determine what level of cleanliness you are actually achieving
  - Help you justify the budget resources (FTEs and cost) you need for new building coming on line and existing buildings
  - Help you balance FTE assignment to individual buildings or zones on your campus
  - Help you reduce the cost of your operation through reports that show resources by building and by room or space

# *CleanOpsStaff* Concept

- Implements the APPA Custodial Ground Rules (page 1)
  - Appearance Levels
  - Standard Spaces
  - Data in Cleanable Square Feet (CSF)
- Implements the APPA Appearance Levels (page 1)
  - Level 1 - Orderly Spotlessness
  - Level 2 - Ordinary Tidiness
  - Level 3 - Causal Inattention
  - Level 4 - Moderate Dinginess
  - Level 5 - Unkempt Neglect

## *CleanOpsStaff* Concept (cont.)

- Implements other Guidelines methods
  - Routine Activities and Project Activities
  - Standard Spaces Category Matrices
  - Base Time To Clean
  - Minutes To Clean (MTC)
  - Daily Minutes To Set Aside
  - FTEs To Clean
  - Cleanable Square Feet (CSF) per FTE
  - Productive Minutes Per Day
  - Time Weighted Average Cleaning Level
  - Space Weighted Averaged Cleaning Level (*CleanOpsStaff* Add)

# CleanOpsStaff Capability

- *CleanOpsStaff-Demo* - As downloaded from web site:
  - 100 records (Room/Space) capability
  - All capabilities of CleanOpsStaff-Full except Printing/Exporting
  - No Output capability
- *CleanOpsStaff-Full* -Requires Product Code from APPA
  - 5000 records (Room/Space) capability
  - Fully implements chapters 1-7 of APPA Guidelines book
  - Contain all capabilities except features listed below under *CleanOpsStaff-Pro*
  - *Data Export capabilities*
  - *Audit and Audit Analyzer with graphical displays*
- *CleanOpsStaff-Pro* - after Upgrade:
  - Upgradable to 20,000 records (2,500 increments) capability \*\*
  - Data Import and Convert data with *JustDoNext* Data Wizard \*\*
  - Smartphone/PDA/Pocket PC capable with *ProMobilePlus*\*\*
  - Automatic Scheduler with *CleanOpsStaff-ProScheduler*\*\*
  - 40 Local space categories with *ProLocal*\*\*
- \*\* Require Separate Upgrades from Hunter Consulting and Training

# *CleanOpsStaff* Capability (cont.)

- *CleanOpsStaff* Features:

- Can be configured for Local Variables (Hourly Wages, Productive Minutes in Day, Work Days In Year etc.)
- Can save many different *Local Variables Files* to disk
- Uses *Quick Entry (QEntry) Toolbox* to speed up data entry
- Uses *Quick Staff Calculator* to quickly compute CSF/FTE, Cleaning Levels, FTE requirement, and Time To Clean
- Uses *Quick Ticket (QTicket)* with *Drag-To-Select* to quickly determine staffing needs for subset of inventory
- Uses *Right Click Shortcut Menus* with *Flex-Copy-Paste* to improve data input and integrity.

# *CleanOpsStaff* Capability (cont.)

- *CleanOpsStaff* Features:

- Uses *Drag-To-Select Report Generation* to quickly generate reports for subset of inventory
- Has 15 (*40 with ProLocal upgrade*) Local Space Categories that can be built to meet local conditions. Has Local *Space Category Maker Toolbox* (Like Wizard)
- Can save many different Local Space Categories files to disk
- Can Customize a *Sixth Cleaning Level (Level C2)* for all 33 APPA standard Space to meet your local conditions
- Can save many different Custom Standard Space Categories files
- Can accommodate additional frequencies such as Twice Daily (TD), Three Times Per Month (3/M), Twice Weekly (TW)

# CleanOpsStaff Capability (cont.)

- *CleanOpsStaff* Features:

- LEED-EB EQ Credit 3.2 and 3.3 Audit Support
- Upgrade to 20,000 record capacity <sup>(1)</sup>
- Import inventory data from normal Excel spreadsheet <sup>(2)</sup>
- Conduct Audit inspection with PDA/Smartphone <sup>(3)</sup>
- Collect inventory data with PDA/Smartphone <sup>(3)</sup>
- Automatically generate weekly schedule<sup>(4)</sup>
- 40 Local Space Categories<sup>(5)</sup>
- Export all data and report to any other application including Excel, Word, PowerPoint, etc.
- Has Dynamic Drop Down Lists that are updated with each new data entry for faster data input
- Performs all the calculations in the APPA Guidelines
- Generates all the Reports in the APPA Guidelines

(1) Require purchase additional record capacity in 2500 record increment

(2) Require purchase of JustDoNext Data Import Wizard

(3) Require purchase of CleanOpsStaff-ProMobilePlus

(4) Require purchase of CleanOpsStaff-ProScheduler

(5) Require purchase of CleanOpsStaff-Local

# *CleanOpsStaff* Capability (cont.)

- *CleanOpsStaff* Features:
  - *Drag To Select* to analyze data subset or run reports
  - *Main Panel* with *low light/high light mode* for maximum data view
  - *Time Mode Button* to switch between displaying times in *Minutes and Hours*
  - *Work Mode Button* to switch among *Routine Activities, Projects Activities* and *Both (Routine & Projects) Activities*
  - Has extensive *Instant Help in Screen Tips, Help Button and Quick Help File Desk Guide*
  - *Contextual Help* (click on item and a help message box appears)

# *CleanOpsStaff* Capability (cont.)

- *CleanOpsStaff* Features:
  - *High Density Toolboxes with Active Edges and Dual Shapes*
    - *Active Edges* - click on Active Edges to read system information in Main Panel or change shape of Toolbox
    - *Dual Shapes* - most toolboxes can be switched between Long-Width/Short-Height and Narrow-Width/Tall-Height for maximum visibility of your data
    - Dual Shapes can also be activated by dragging toolbox to the screen top
    - Has built-in *MiniKeypad* and *MiniCalculator* to perform math operations and paste results into worksheets and forms - useful when converting space dimensions to square feet

# *CleanOpsStaff Modes*

*CleanOpsStaff* has three modes. The DEMO mode, Full Feature Mode and Pro Mode. The Demo Mode is intended for demonstration and evaluation and can only handle 100 records or spaces and has certain feature restrictions. You may use the Demo mode only for these two purposes.

The Full Feature Mode can handle 5000 records or spaces with no feature restriction. You must obtain an Activation Key from Hunter Consulting and Training and activate the program before you can run *CleanOpsStaff* in Full Feature Mode.

The Pro Feature Mode allow you to upgrade to up 20,000 records or and install enhancement Add-Ins. Any add-in or record capacity upgrade require *CleanOpsStaff-Pro*.

# *CleanOpsStaff* Technical Overview

- Written in Visual Basic for Applications (VBA)
- Uses Microsoft Excel 2003 & 2007 as platform
- Run on Microsoft Windows XP, and Windows Vista
- Requires Excel 2003 or Excel 2007 - no other software required
- Uses *High Density Floating Toolboxes* with *Active Edges* - packs lot of commands in small screen space

## *CleanOpsStaff* Technical Overview (cont.)

- *CleanOpsStaff* is a specialized user interface for Excel
- *CleanOpsStaff* takes advantage of the power and ease of Excel
- Learning curve for people who always use Excel would be very short
- No experience needed with Excel or any other program to learn to use *CleanOpsStaff*

*Very Best Regards,  
Hunter Consulting and Training*