



**Complete Facility Management.**

**Fully Integrated Programs that Save Money and Improve Quality:**

- **Building Maintenance**
- **Custodial Services**
- **Grounds Management**
- **Project Management**

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## **Mission**

To provide a service that instills pride in our partners, who consist of management, staff, and customers, all committed to constantly improving the environment for working, teaching and learning.

## **Means**

This mission is accomplished by providing personal and financial growth opportunities for our employees and high quality service resulting in financial savings for our customers.

## **Core Values**

### We Value Integrity

- We are honest and fair in our business practices and partnerships
- We display integrity in our personal and professional decisions
- We practice personal accountability

### We Value Our People

- We treat people the way we would want our family to be treated
- We understand and respect the need for life and work balance
- We invest in our people to help prepare them for a more successful future

### We Value Our Customers

- We deliver excellence
- We practice the “Golden Rule”
- We strive to exceed expectations

### We Value Safety

- We place a high value on work site safety
- We have a culture of safety
- We want everyone to go home safely everyday

### We Value Community

- We recognize the interconnectedness of our communities
- We hire and buy locally
- We invest in our schools and promote public service

### **What is Complete Facility Management?**

- It's the management of the custodians, building maintenance, grounds, equipment, budgets, capital projects, and preparing the building for daily needs.

### **What benefits can Dashir provide that are difficult to generate in house?**

- The expertise of the management company
- Frees up the time of the administration
- Implementation of new programs
- Proper usage of products and equipment
- Save the district money

### **What does Dashir do?**

- Hire good people – Dashir deals with all personnel issues.
- Facility Manager – Dashir provides a full time on site facility manager
- Training for manager and staff
- Provide accountability through visits and inspections
- Manage employee discipline as needed
- Manage employee safety, injuries and work comp claims
- Daily cleaning of all the facilities
- Disinfecting all facilities
- Daily maintenance requests of all the facilities
- Check boilers
- Managing maintenance contractors
- Preventive maintenance
- Mowing and trimming
- Snow removal
- Landscaping
- Construction Project Management
- Detail summer cleaning
- Floor refinishing
- Finishing gym floors
- Keep board informed through board reports
- Other duties as requested by the district

### **Why Dashir?**

- Expertise – Dashir has over 20 years of experience managing the facilities for public schools.
- Save the Administration Time – The district administration can spend less time dealing with facility issues and facility department personnel issues. This benefit

provides them with more time to focus on education.

- Support – Dashir provides weekly support, training and accountability for the facility manager and the rest of the staff.
- Training – Dashir provides the training for the facilities department and is able to share best practices from other schools we work with.
- Accountability – Through monthly inspections Dashir provides accountability for all of our staff.
- Budget management – Dashir works closely with the administration to adhere to the facility budgets.
- Change – Having the area manager enables us to better manage transitions with staff.
- Efficiency – Dashir works to make the most efficient use of the FTE's.
- Purchasing – Dashir provides savings to the district on supplies through purchasing agreements and taking the time to shop for the best value.
- Flexibility – Dashir employees are not locked into any one job and are willing to help as needed throughout the district.
- Community – Dashir employees are part of this community.

### **Who does the district talk to if they have a question or concern?**

- Mike Nelson - 608-495-1682 – President and Co-owner of Dashir

### **Employee Benefits Provided:**

- Health Insurance
- Dental Insurance
- Company paid Short Term Disability
- Company Paid Life Insurance Policy
- Matching Retirement plan
- Paid Vacation
- Paid sick Leave
- Paid grief Leave
- Education reimbursement
- Growth opportunities

### **Dashir Training Program**

- Basic Cleaning Techniques
- Educational Facility Disinfection
- Restroom Sanitation
- The Life Cycle of Floor Care
- The Life Cycle of Carpet Care
- Wood Floor Care

## **Annual Required Training Provided**

- January- Safe Schools Training – Slips, Trips, and Falls for Custodians, Maintenance, and Facilities
- February- Safe Schools Training- Hearing Loss Prevention
- March- Safe Schools Training- Asbestos Awareness
  - Dashir Management website IAQ training printout
- April- Safe Schools Training- Electrical Safety
- May- Safe Schools Training- Lockout/Tagout: Energy Release
- June- Safe Schools Training- Back Injury and Lifting for Custodial and Maintenance
- July- Safe Schools Training – Compressed Gas Safety
- August- Safe Schools Training- Bloodborne Pathogen Exposure Prevention
- September- Safe Schools Training- Confined Spaces
- October- Safe Schools Training – Personal Protective Equipment
- November- Safe Schools Training- Safety Data Sheets
- December- Safe Schools Training- Hazard Communication: Right to Know

## **School Cleaning Specifications**

### **Classrooms, IMC, Study**

- Remove trash and recyclable and clean containers (daily)
- Vacuum carpet (daily)
- Spot clean carpet (daily)
- Wipe horizontal surfaces (weekly)
- Chalkboards and trays (weekly)
- Pencil sharpeners (daily)
- Clean sinks (daily)
- Glass cleaned (daily)
- Wipe desks and cabinets (weekly)
- Tile floors dust mopped and damp mopped (daily)
- Extract carpet (twice annually)
- Scrub and re- coat tile floors (annually) min.

### **Corridors including entrances**

- Dust mop hard surface floors daily min.
- Spot mop floors (daily) min.
- Clean and sanitize drinking fountains (daily) min. •
- Auto scrub floors (daily) min.
- Vacuum mats (daily)
- Vacuum carpet (daily)
- Wipe smudges (daily)
- Dust horizontal surfaces (weekly)

- Extract Carpet
- Strip and re-coat hard surface floors
- Scrub and re-coat hard floors

### **Restrooms**

- Empty trash daily or as needed
- Wipe stainless (daily)
- Wipe smudges from vertical surfaces (daily)
- Clean and sanitize fixtures (daily)
- Sweep and sanitize floors (daily)
- Stock paper supplies (daily or as needed)

### **Cafeteria**

- Set up for Breakfast and lunch
- Set up for other use if required
- Remove trash and clean containers
- Dust mop and auto scrub floors
- Remove any smudges or stains from horizontal surfaces and walls (daily)

### **Locker rooms**

- Empty trash and clean containers (daily)
- Clean smudges etc. from vertical surfaces (daily)
- Clean and sanitize fixtures (daily)
- Sweep and sanitize floors.(daily)
- Sanitize shower floors and walls (daily)
- Clean soap scum from walls (at least weekly or as needed)
- Wipe down lockers (weekly)

### **Offices**

- Empty trash and clean container (daily)
- Vacuum carpet (daily)
- Dust mop and damp mop hard floors (daily)
- Wipe smudges (daily)
- Spot clean glass (daily)
- Wipe horizontal surfaces (weekly)
- Extract carpet (annually, min.)

### **Kitchen and serving area**

- Empty trash and clean container (daily)
  - Sweep and scrub floor with degreaser (daily)
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