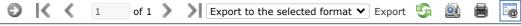
2/23/23, 12:13 PM Run Summary





2/23/2023 11:16:57 AM

WOODBRIDGE PUBLIC SCHOOLS "RUN" Summary

Run Name: 2023 Current Staffing Optimization

Beecher Road School

Employee Name	<u>Shift</u>	Total Sq. Feet	<u>Gross</u> <u>Minutes</u>	Break I Minutes	Non-Cleaning Minutes	Available Minutes	Total Assigned Minutes	Difference (+/-)	Percentage Utilized
Ron Casaverde	2ND SHIFT EVENING	34,960.00	480.00	30.00	30.00	420.00	561.44	-141.44	133.68%
Daniela Soradi	2ND SHIFT EVENING	22,970.00	480.00	30.00	30.00	420.00	514.71	-94.71	122.55%
Orlando Moreno	2ND SHIFT EVENING	21,175.00	480.00	30.00	30.00	420.00	549.70	-129.70	130.88%
Kory Cook	2ND SHIFT EVENING	39,000.00	480.00	30.00	30.00	420.00	601.03	-181.03	143.10%
Nick Brano Evening	2ND SHIFT EVENING	6,140.00	240.00	30.00	30.00	180.00	311.08	-131.08	172.82%
	"RUN" Totals	s: 124,245.00	2,160.00	150.00	150.00	1,860.00	2,537.96	-677.96	136.45 %

Page 1 of 1





WOODBRIDGE PUBLIC SCHOOLS

"RUN" Room Details

Run Name: 2023 Current Staffing Optimization

Beecher Road School

Employee Name: Daniela Soradi

<u>Area</u>	Room Number	Room Name	<u>Task Name</u>	<u>Product</u>	<u>Frequency</u>
Classrooms	S2	Classroom S-2	Straighten desks		5 Days Per Week
Classrooms	S2	Classroom S-2	Check and refill paper towel dispensers		5 Days Per Week
Classrooms	S2	Classroom S-2	Spot mop floor using microfiber flat mop	ARSENAL 1 TOP CLEAN	5 Days Per Week
Classrooms	S2	Classroom S-2	Dust mop floors		5 Days Per Week
Classrooms	S2	Classroom S-2	Disinfect sinks and counters using a damp cloth and trigger sprayer	ARSENAL Q.T. PLUS	5 Days Per Week
Classrooms	S2	Classroom S-2	Straighten chairs		5 Days Per Week
Classrooms	S2	Classroom S-2	Empty trash cans, small / clean exterior / reline	ARSENAL 1 SUPROX- MULTI PURPOSE CLEANER	5 Days Per Week
Classrooms	S2	Classroom S-2	Disinfect all touch points using a microfiber cloth	ARSENAL Q.T. PLUS	5 Days Per Week
Classrooms	S2	Classroom S-2	Empty pencil sharpeners		5 Days Per Week
Classrooms	S2	Classroom S-2	Straighten tables		5 Days Per Week
Classrooms	S2	Classroom S-2	Vacuum area rugs with a back-pack vacuum	ı	5 Days Per Week
Classrooms	S2	Classroom S-2	Disinfect hand soap dispensers	ARSENAL Q.T. PLUS	5 Days Per Week
Classrooms	S2	Classroom S-2	Disinfect paper towel dispenser	ARSENAL Q.T. PLUS	5 Days Per Week
Classrooms	S2	Classroom S-2	Check and refill hand soap dispensers		5 Days Per Week
Classrooms	S2	Classroom S-2	Empty trash cans, small recycle / clean exterior / reline	ARSENAL 1 SUPROX- MULTI PURPOSE CLEANER	5 Days Per Week
Classrooms	S2	Classroom S-2	Damp mop using microfiber flat mop with cleaner	ARSENAL 1 TOP CLEAN	Weekly
Classrooms	S2	Classroom S-2	Remove mineral deposits from sinks	CITRIC EXTRA STRENGTH CSP CLEANER	Weekly
Classrooms	S2	Classroom S-2	Dust using a synthetic/feather duster		Weekly
Classrooms	S2	Classroom S-2	Spot clean desktops	ARSENAL 1 SUPROX- MULTI PURPOSE CLEANER	Monthly
Classrooms	S2	Classroom S-2	Spot clean glass	ARSENAL 1 GREEN SELECT GLASS CLEANER	Monthly R



WOODBRIDGE PUBLIC SCHOOLS "RUN" Room Details

Run Name: 2023 Current Staffing Optimization

		itali italik	s. 2020 Current Gtanning Optimization		
Classrooms	S2	Classroom S-2	Spot clean vertical surfaces	ARSENAL 1 SUPROX- MULTI PURPOSE	Monthly
Classrooms	S2	Classroom S-2	Spot clean chairs	CLEANER ARSENAL 1 SUPROX- MULTI PURPOSE CLEANER	Monthly
Classrooms	S2	Classroom S-2	Spot clean horizontal surfaces	ARSENAL 1 SUPROX- MULTI PURPOSE CLEANER	Monthly
Classrooms	S2	Classroom S-2	Spot clean tables	ARSENAL 1 SUPROX- MULTI PURPOSE CLEANER	Monthly
Classrooms	S2	Classroom S-2	Burnish using a cord-electric burnisher		Quarterly
Classrooms	S2	Classroom S-2	Dust air vents		Quarterly
Classrooms	S2	Classroom S-2	Apply restorer using standard finish mop	RESTORER	Quarterly
Classrooms	S2	Classroom S-2	Clean whiteboards	ARSENAL 1 GREEN SELECT GLASS CLEANER	Semi-Annually
Classrooms	S2	Classroom S-2	Dust light fixtures		Annual (1X)



WOODBRIDGE PUBLIC SCHOOLS

"RUN" Room Details

Run Name: 2023 Current Staffing Optimization

Beecher Road School

Employee Name: Nick Brano Evening

<u>Area</u>	Room Number	Room Name	<u>Task Name</u>	<u>Product</u>	Frequency
Restrooms (Single)	RRC2	Restrooms Single	Disinfect all touch points using a microfiber cloth	ARSENAL Q.T. PLUS	5 Days Per Week
Restrooms (Single)	RRC2	Restrooms Single	Clean mirrors	ARSENAL 1 GREEN SELECT GLASS CLEANER	5 Days Per Week
Restrooms (Single)	RRC2	Restrooms Single	Disinfect toilets using trigger sprayer and bowl brush	ARSENAL Q.T. PLUS	5 Days Per Week
Restrooms (Single)	RRC2	Restrooms Single	Damp mop using microfiber flat mop with disinfectant	ARSENAL Q.T. PLUS	5 Days Per Week
Restrooms (Single)	RRC2	Restrooms Single	Disinfect sinks and counters using a damp cloth and trigger sprayer	ARSENAL Q.T. PLUS	5 Days Per Week
Restrooms (Single)	RRC2	Restrooms Single	Empty trash cans, large / disinfect exterior / reline	ARSENAL Q.T. PLUS	5 Days Per Week
Restrooms (Single)	RRC2	Restrooms Single	Check and refill hand soap dispensers		5 Days Per Week
Restrooms (Single)	RRC2	Restrooms Single	Check and refill toilet tissue dispensers		5 Days Per Week
Restrooms (Single)	RRC2	Restrooms Single	Check and refill paper towel dispensers		5 Days Per Week
Restrooms (Single)	RRC2	Restrooms Single	Sweep small debris from carpet using a lobby broom and dustpan		5 Days Per Week
Restrooms (Single)	RRC2	Restrooms Single	Disinfect toilet paper dispenser	ARSENAL Q.T. PLUS	5 Days Per Week
Restrooms (Single)	RRC2	Restrooms Single	Dust using a synthetic/feather duster		Weekly
Restrooms (Single)	RRC2	Restrooms Single	Remove mineral deposits from toilets using bowl brush	CITRIC EXTRA STRENGTH CSP CLEANER	Weekly
Restrooms (Single)	RRC2	Restrooms Single	Spot disinfect vertical surfaces with disinfectant	ARSENAL Q.T. PLUS	Weekly
Restrooms (Single)	RRC2	Restrooms Single	Spot disinfect horizontal surfaces with disinfectant	ARSENAL Q.T. PLUS	Weekly
Restrooms (Single)	RRC2	Restrooms Single	Remove mineral deposits from sinks	CITRIC EXTRA STRENGTH CSP CLEANER	Weekly
Restrooms (Single)	RRC2	Restrooms Single	Pour drain maintainer down drain	TAKE DOWN GREEN APPLE	Quarterly
Restrooms (Single)	RRC2	Restrooms Single	Dust air vents		Quarterly
Restrooms (Single)	RRC2	Restrooms Single	Dust light fixtures		Annual (1X)



2/23/23, 12:22 PM CMS -

		7	otal		Assigned	I
	Fixture/Floo	rFrequency N	/linutes	Assigned	to Others	Unassigned
Task▼	Туре	<u> </u>	h	Minutes 📤	•	Minutes 📤
Apply restorer	Finished	Quarterly	0.16	0.16	0.00	0.00
using standard	Resilient					
finish mop						
Burnish using	Finished	Quarterly	0.07	0.07	0.00	0.00
a cord-electric	Resilient				•	
burnisher						
Check and refill	-	5 Days Per	0.50	0.50	0.00	0.00
hand soap	Hand	Week			•	
dispensers	Soap					
Check and refill	Dispensers,	5 Days Per	0.50	0.50	0.00	0.00
paper towel	Paper	Week			•	
dispensers	Towel					
Clean	Whiteboards		0.02	0.02	0.00	0.00
whiteboards		Annually				
Damp mop	Finished	Weekly	1.10	1.10	0.00	0.00
using	Resilient				-	
microfiber flat						
mop with						
cleaner					1	
Disinfect all		5 Days Per	0.36	0.36	0.00	0.00
touch points		Week				
using a						
microfiber						
cloth	D'	5 D D	0.05		1 0.00	0.00
Disinfect hand	Dispensers,	5 Days Per	0.25	0.25	0.00	0.00
soap dispensers		Week				
Disinfact names	Soap	F Dave Dav	0.05		0.00	0.00
Disinfect paper		5 Days Per	0.25	0.25	0.00	0.00
towel dispenser	Towel	Week				
Disinfect sinks		5 Days Per	2.00		0.00	0.00
and counters	SIIIKS	Week	2.00	2.00	0.00	0.00
using a damp		Week				
cloth and trigger	r					
sprayer						
Dust air vents		Quarterly	0.03	0.03	0.00	0.00
		•				
Dust light		Annual	0.20	0.20	0.00	0.00
fixtures		(1X)	0.44		1 000	0.00
Dust mop floors		5 Days Per	6.41	6.41	0.00	0.00
D t	Resilient	Week	0.00		1 0.00	0.00
Dust using a		Weekly	0.36	0.36	0.00	0.00
synthetic/feathe	r					
duster		F Days Day	0.60		1 000	0.00
Empty pencil		5 Days Per	0.60	0.60	0.00	0.00
sharpeners	Troch Cana	Week	1 24	4.0.	1 0.00	0.00
Empty trash	Trash Cans,	•	1.34	1.34	0.00	0.00
cans, small / clean	Small	Week				
exterior / reline						
evrenor / Jenne						

2/23/23, 12:22 PM CMS -

/23, 12:22 PM					CIVIS	-
Empty trash cans, small recycle / clean exterior	Trash Cans, Small Recycle	5 Days Per Week	0.67	0.67	0.00	0.00
/ reline Remove minera deposits from	ISinks	Weekly	0.40	0.40	0.00	0.00
sinks Spot clean chairs	Chairs	Monthly	0.58	0.58	0.00	0.00
Spot clean desktops	Desks	Monthly	0.06	0.06	0.00	0.00
Spot clean glass	sGlass, Pieces Of (1 Minute Per Each)	Monthly	0.14	0.14	0.00	0.00
Spot clean horizontal surfaces		Monthly	0.05	0.05	0.00	0.00
Spot clean tables	Tables	Monthly	0.10	0.10	0.00	0.00
Spot clean vertical surfaces		Monthly	0.05	0.05	0.00	0.00
Spot mop floor using microfiber flat mop		5 Days Per Week	1.16	1.16	0.00	0.00
Straighten chairs	Chairs	5 Days Per Week	0.50	0.50	0.00	0.00
Straighten desks	Desks	5 Days Per Week	0.50	0.50	0.00	0.00
Straighten tables	Tables	5 Days Per Week	0.02	0.02	0.00	0.00
Vacuum area rugs with a back- pack	Area Rug (100 sq ft)	5 Days Per Week	5.20	5.20	0.00	0.00
Total Minutes Save Can	cel		23.58	23.58	0.00	0.00

2/23/23, 12:23 PM CMS -

		Т	otal		Assigned	I
	Fixture/Floo	rFrequencyN	linutes	Assigned	to Others	Unassigned
Task▼	Type	A		Minutes -	^	Minutes -
Check and refill	-	5 Days Per	0.50	0.50	0.00	0.00
hand soap	Hand	Week		•		
dispensers	Soap				7	
Check and refill	-	5 Days Per	0.50	0.50	0.00	0.00
paper towel 	Paper	Week				
dispensers	Towel	5 D D	0.50		T 0.00	0.00
Check and refill	-	5 Days Per	0.50	0.50	0.00	0.00
toilet tissue	Toilet	Week				
dispensers Clean mirrors	Paper Mirrors	5 Days Bor	0.50	0.50	0.00	0.00
Clean militors	WIIITOIS	5 Days Per Week	0.50	0.50	0.00	0.00
Damp mop	Unfinished	5 Days Per	0.25	0.25	0.00	0.00
using	Hard	Week			4	
microfiber flat	Floor					
mop with						
disinfectant					7	
Disinfect all		5 Days Per	0.02	0.02	0.00	0.00
touch points		Week				
using a microfiber						
cloth						
Disinfect sinks	Sinks	5 Days Per	2.00	0.00	0.00	0.00
and counters	Olliks	Week	2.00	2.00	0.00	0.00
using a damp		WOOK				
cloth and trigge	r					
sprayer						
Disinfect toilet	Dispensers,	5 Days Per	0.25	0.25	0.00	0.00
paper dispense	r Toilet	Week			1	
	Paper				-	
Disinfect toilets	Toilets	5 Days Per	2.00	2.00	0.00	0.00
using trigger		Week				
sprayer and						
bowl						
brush Dust air vents		Quarterly	0.12	0.40	0.00	0.00
		•		0.12	4	
Dust light		Annual	0.01	0.01	0.00	0.00
fixtures		(1X)	0.02	0.00	T 0.00	0.00
Dust using a synthetic/feathe	r	Weekly	0.02	0.02	0.00	0.00
duster	1					
Empty trash	Trash Cans,	5 Davs Per	1.00	1.00	0.00	0.00
cans,	Large	Week		1.00] 0.00	0.00
large / disinfect	3					
exterior / reline						
Pour drain		Quarterly	0.01	0.01	0.00	0.00
maintainer					1	
down drain					-	
Remove minera	lSinks	Weekly	0.40	0.40	0.00	0.00
deposits from					_	
sinks						

2/23/23, 12:23 PM					CM	IS -
Remove minera	alToilets	Weekly	0.30	0.30	0.00	0.00
toilets using						
bowl brush						
Spot disinfect		Weekly	0.01	0.01	0.00	0.00
horizontal						
surfaces with disinfectar	\					
Spot disinfect	ıı	Weekly	0.01	0.01	0.00	0.00
vertical surface	:S	,		0.01		
with disinfectar	nt					
Sweep small	Unfinished	5 Days Per	0.08	0.08	0.00	0.00
debris	Hard	Week				
from carpet	Floor					
using						
a lobby broom						
and dustpan						
Total Minutes			8.48	8.48	0.00	0.00
Save Car	ncel					



Classrooms



Routine Task	Product		Frequency
Disinfect sinks and counters using a damp cloth and trigger sprayer	Q.T.® Plus	24	5 Days Per Week
Disinfect all touch points using a microfiber cloth	Q.T.® Plus	24	5 Days Per Week
Disinfect hand soap dispensers	Q.T.® Plus	24	5 Days Per Week
Disinfect paper towel dispenser	Q.T.® Plus	24	5 Days Per Week
Spot mop floor using microfiber flat mop (Finished Resilient)	Top Clean®	10	5 Days Per Week
Empty trash cans, small recycle / clean exterior / reline	Suprox® - Multi-Purpose	38	5 Days Per Week
Empty trash cans, small / clean exterior / reline	Suprox® - Multi-Purpose	38	5 Days Per Week
Spot clean carpet (Carpet)	Carpet Spotter		5 Days Per Week
Empty pencil sharpeners			5 Days Per Week
Straighten desks			5 Days Per Week
Straighten chairs			5 Days Per Week
Straighten tables			5 Days Per Week
Dust mop floors (Finished Resilient)			5 Days Per Week
Vacuum area rugs with a back-pack vacuum			5 Days Per Week
Check and refill paper towel dispensers			5 Days Per Week
Check and refill hand soap dispensers			5 Days Per Week
Vacuum carpet using a back-pack vacuum (Carpet)			3 Times Per Week
Damp mop using microfiber flat mop with cleaner (Finished Resilient)	Top Clean®	10	Weekly
Remove mineral deposits from sinks	Citric Extra Strength CSP Cleaner		Weekly
Dust using a synthetic/feather duster			Weekly
Spot clean glass	Green Select® Glass Cleaner	27	Monthly
Spot clean desktops		38	Monthly
Spot clean chairs		38	Monthly
Spot clean tables		38	Monthly
Spot clean vertical surfaces	Suprox® - Multi-Purpose	38	Monthly
Spot clean horizontal surfaces	Suprox® - Multi-Purpose	38	Monthly
Dust air vents			Quarterly
Burnish using a cord-electric burnisher (Finished Resilient)			Quarterly
Apply restorer using standard finish mop (Finished Resilient)	Restorer		Quarterly
Clean whiteboards	Green Select® Glass Cleaner	27	Semi-Annually
Dust light fixtures			Annual (1X)

Equipment Need	ded	Precautions	
Housekeeping Cart	Dust Mop	Broom and Dustpan	Always wear appropriate Personal Protective Equipment.
Putty Knife	Mop Bucket/Wringer	Damp Mop	Display wet floor signs when damp mopping until floor is dry.
Trash Can Liners	Cleaning Cloths/Wipers	Hand Soap Refills	Never place hand inside of trash container; pull liner out, then tie.
Paper Towel Refills	Appropriate PPE	Wet Floor Signs	Allow disinfectant/cleaner to dwell on surfaces for 10
Microfiber Flat Mop (18 in	ch) Vacuum, Battery (14 inch)		minutes.
71618-19792			© Hillyard Inc.



Restrooms (Multiple) Restrooms Job Card



Routine Task			Product		Frequency
Disinfect sinks, toilets, ur	QT Plus®	24	5 Days Per Week		
Disinfect floors using an	all surface cleaner (Unfinis	QT Plus®	24	5 Days Per Week	
Check and refill hand so	ap dispensers				5 Days Per Week
Check and refill toilet tiss	sue dispensers				5 Days Per Week
Disinfect all touch points	using a microfiber cloth		QT Plus®	24	5 Days Per Week
Empty trash cans, large	/ disinfect exterior / reline		QT Plus®	24	5 Days Per Week
Clean mirrors			Green Select® Glass Cleaner	27	5 Days Per Week
Check and refill paper to	wel dispensers				5 Days Per Week
Check and refill sanitary	napkin dispensers				5 Days Per Week
Sweep small debris from Hard Floor)	carpet using a lobby brooi	m and dustpan (Unfinished			5 Days Per Week
Check and empty trash of	cans, sanitary napkin				5 Days Per Week
Remove mineral deposit	s from sinks using an all su	ırface cleaner	Suprox®		Weekly
Remove mineral deposit	Suprox®		Weekly		
Remove mineral deposit Floor)	s from floor using an all sui	rface cleaner (Unfinished Hard	Suprox®		Weekly
Remove mineral deposit	s from urinals using an all s	surface cleaner	Suprox®		Weekly
Dust using a synthetic/fe	ather duster				Weekly
Sweep small debris usin	g lobby broom and dust pa	n (Unfinished Hard Floor)			Weekly
Dust air vents					Quarterly
Dust light fixtures					Annual (1X)
Equipment Need	ed		Precautions		
Housekeeping Cart	Dust Mop	Broom and Dustpan	Always wear appropriate		
Putty Knife	Mop Bucket/Wringer	Damp Mop	Display wet floor signs whether.	nen dar	np mopping until floor is
Trash Can Liners	Cleaning Cloths/Wipers	Hand Soap Refills	Never place hand inside of	of trash	container; pull liner out,
Paper Towel Refills	Appropriate PPE	Wet Floor Signs	then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes. Allow heavy duty restroom cleaners to dwell on surfac for 10-15 minutes.		
82118-19733			•		© Hillyard Inc.