

Employee: Daniela Soradi; Kory Cook; Nick Bra

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**WOODBRIIDGE PUBLIC SCHOOLS**

**"RUN" Summary**

**Run Name: 2023 Current Staffing Optimization**

**Beecher Road School**

<u>Employee Name</u>	<u>Shift</u>	<u>Total Sq. Feet</u>	<u>Gross Minutes</u>	<u>Break Minutes</u>	<u>Non-Cleaning Minutes</u>	<u>Available Minutes</u>	<u>Total Assigned Minutes</u>	<u>Difference (+/-)</u>	<u>Percentage Utilized</u>
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%
<b>"RUN" Totals:</b>		<b>124,245.00</b>	<b>2,160.00</b>	<b>150.00</b>	<b>150.00</b>	<b>1,860.00</b>	<b>2,537.96</b>	<b>-677.96</b>	<b>136.45 %</b>



**DRAFT**

**WOODBRIAGE PUBLIC SCHOOLS**  
**"RUN" Room Details**  
**Run Name: 2023 Current Staffing Optimization**  
**Beecher Road School**

**Employee Name: Daniela Soradi**

<u>Area</u>	<u>Room Number</u>	<u>Room Name</u>	<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		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

**WOODBIDGE PUBLIC SCHOOLS**

**"RUN" Room Details**

**Run Name: 2023 Current Staffing Optimization**

Classrooms	S2	Classroom S-2	Spot clean vertical surfaces	ARSENAL 1 SUPROX- MULTI PURPOSE CLEANER	Monthly
Classrooms	S2	Classroom S-2	Spot clean chairs	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)

**WOODBRIAGE PUBLIC SCHOOLS**  
**"RUN" Room Details**  
**Run Name: 2023 Current Staffing Optimization**  
**Beecher Road School**

**Employee Name: Nick Brano Evening**

<u>Area</u>	<u>Room Number</u>	<u>Room Name</u>	<u>Task Name</u>	<u>Product</u>	<u>Frequency</u>
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)

Task ▼	Fixture/Floor Type	Frequency	Total Minutes	Assigned	
				Assigned Minutes	to Others Unassigned Minutes
Apply restorer using standard finish mop	Finished Resilient	Quarterly	0.16	0.16	0.00
Burnish using a cord-electric burnisher	Finished Resilient	Quarterly	0.07	0.07	0.00
Check and refill hand soap dispensers	Dispensers, Hand Soap	5 Days Per Week	0.50	0.50	0.00
Check and refill paper towel dispensers	Dispensers, Paper Towel	5 Days Per Week	0.50	0.50	0.00
Clean whiteboards	Whiteboards	Semi-Annually	0.02	0.02	0.00
Damp mop using microfiber flat mop with cleaner	Finished Resilient	Weekly	1.10	1.10	0.00
Disinfect all touch points using a microfiber cloth		5 Days Per Week	0.36	0.36	0.00
Disinfect hand soap dispensers	Dispensers, Hand Soap	5 Days Per Week	0.25	0.25	0.00
Disinfect paper towel dispenser	Dispensers, Paper Towel	5 Days Per Week	0.25	0.25	0.00
Disinfect sinks and counters using a damp cloth and trigger sprayer	Sinks	5 Days Per Week	2.00	2.00	0.00
Dust air vents		Quarterly	0.03	0.03	0.00
Dust light fixtures		Annual (1X)	0.20	0.20	0.00
Dust mop floors	Finished Resilient	5 Days Per Week	6.41	6.41	0.00
Dust using a synthetic/feather duster		Weekly	0.36	0.36	0.00
Empty pencil sharpeners		5 Days Per Week	0.60	0.60	0.00
Empty trash cans, small / clean exterior / reline	Trash Cans, Small	5 Days Per Week	1.34	1.34	0.00

Empty trash cans, small recycle / clean exterior / reline	Trash Cans, Small Recycle	5 Days Per Week	0.67	<input type="text" value="0.67"/>	0.00	0.00
Remove mineral deposits from sinks	Sinks	Weekly	0.40	<input type="text" value="0.40"/>	0.00	0.00
Spot clean chairs	Chairs	Monthly	0.58	<input type="text" value="0.58"/>	0.00	0.00
Spot clean desktops	Desks	Monthly	0.06	<input type="text" value="0.06"/>	0.00	0.00
Spot clean glass	Glass, Pieces Of (1 Minute Per Each)	Monthly	0.14	<input type="text" value="0.14"/>	0.00	0.00
Spot clean horizontal surfaces		Monthly	0.05	<input type="text" value="0.05"/>	0.00	0.00
Spot clean tables	Tables	Monthly	0.10	<input type="text" value="0.10"/>	0.00	0.00
Spot clean vertical surfaces		Monthly	0.05	<input type="text" value="0.05"/>	0.00	0.00
Spot mop floor using microfiber flat mop	Finished Resilient	5 Days Per Week	1.16	<input type="text" value="1.16"/>	0.00	0.00
Straighten chairs	Chairs	5 Days Per Week	0.50	<input type="text" value="0.50"/>	0.00	0.00
Straighten desks	Desks	5 Days Per Week	0.50	<input type="text" value="0.50"/>	0.00	0.00
Straighten tables	Tables	5 Days Per Week	0.02	<input type="text" value="0.02"/>	0.00	0.00
Vacuum area rugs with a backpack vacuum	Area Rug (100 sq ft)	5 Days Per Week	5.20	<input type="text" value="5.20"/>	0.00	0.00
<b>Total Minutes</b>			<b>23.58</b>	<b>23.58</b>	<b>0.00</b>	<b>0.00</b>

**Save** **Cancel**

Task ▼	Fixture/Floor Type	Frequency	Total		Assigned	
			Minutes	Assigned to Others	Unassigned	
Check and refill hand soap dispensers	Dispensers, Hand Soap	5 Days Per Week	0.50	0.50	0.00	0.00
Check and refill paper towel dispensers	Dispensers, Paper Towel	5 Days Per Week	0.50	0.50	0.00	0.00
Check and refill toilet tissue dispensers	Dispensers, Toilet Paper	5 Days Per Week	0.50	0.50	0.00	0.00
Clean mirrors	Mirrors	5 Days Per Week	0.50	0.50	0.00	0.00
Damp mop using microfiber flat mop with disinfectant	Unfinished Hard Floor	5 Days Per Week	0.25	0.25	0.00	0.00
Disinfect all touch points using a microfiber cloth		5 Days Per Week	0.02	0.02	0.00	0.00
Disinfect sinks and counters using a damp cloth and trigger sprayer	Sinks	5 Days Per Week	2.00	2.00	0.00	0.00
Disinfect toilet paper dispenser	Dispensers, Toilet Paper	5 Days Per Week	0.25	0.25	0.00	0.00
Disinfect toilets using trigger sprayer and bowl brush	Toilets	5 Days Per Week	2.00	2.00	0.00	0.00
Dust air vents		Quarterly	0.12	0.12	0.00	0.00
Dust light fixtures		Annual (1X)	0.01	0.01	0.00	0.00
Dust using a synthetic/feather duster		Weekly	0.02	0.02	0.00	0.00
Empty trash cans, large / disinfect exterior / reline	Trash Cans, Large	5 Days Per Week	1.00	1.00	0.00	0.00
Pour drain maintainer down drain		Quarterly	0.01	0.01	0.00	0.00
Remove mineral deposits from sinks	Sinks	Weekly	0.40	0.40	0.00	0.00

Remove mineral deposits from toilets using bowl brush	Toilets	Weekly	0.30	<input type="text" value="0.30"/>	0.00	0.00
Spot disinfect horizontal surfaces with disinfectant		Weekly	0.01	<input type="text" value="0.01"/>	0.00	0.00
Spot disinfect vertical surfaces with disinfectant		Weekly	0.01	<input type="text" value="0.01"/>	0.00	0.00
Sweep small debris from carpet using a lobby broom and dustpan	Unfinished Hard Floor	5 Days Per Week	0.08	<input type="text" value="0.08"/>	0.00	0.00
<b>Total Minutes</b>			<b>8.48</b>	<b>8.48</b>	<b>0.00</b>	<b>0.00</b>

**Save** **Cancel**





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	Suprox® - Multi-Purpose	38 Monthly
Spot clean chairs	Suprox® - Multi-Purpose	38 Monthly
Spot clean tables	Suprox® - Multi-Purpose	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 Needed			Precautions
Housekeeping Cart	Dust Mop	Broom and Dustpan	Always wear appropriate Personal Protective Equipment. Display wet floor signs when damp mopping until floor is dry. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes.
Putty Knife	Mop Bucket/Wringer	Damp Mop	
Trash Can Liners	Cleaning Cloths/Wipers	Hand Soap Refills	
Paper Towel Refills	Appropriate PPE	Wet Floor Signs	
Microfiber Flat Mop (18 inch)	Vacuum, Battery (14 inch)		
71618-19792			© Hillyard Inc.



Routine Task	Product	Frequency
Disinfect sinks, toilets, urinals & tubs using an all surface cleaner	QT Plus®	24 5 Days Per Week
Disinfect floors using an all surface cleaner (Unfinished Hard Floor)	QT Plus®	24 5 Days Per Week
Check and refill hand soap dispensers		5 Days Per Week
Check and refill toilet tissue 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 towel dispensers		5 Days Per Week
Check and refill sanitary napkin dispensers		5 Days Per Week
Sweep small debris from carpet using a lobby broom and dustpan (Unfinished Hard Floor)		5 Days Per Week
Check and empty trash cans, sanitary napkin		5 Days Per Week
Remove mineral deposits from sinks using an all surface cleaner	Suprox®	Weekly
Remove mineral deposits from toilets using an all surface cleaner	Suprox®	Weekly
Remove mineral deposits from floor using an all surface cleaner (Unfinished Hard Floor)	Suprox®	Weekly
Remove mineral deposits from urinals using an all surface cleaner	Suprox®	Weekly
Dust using a synthetic/feather duster		Weekly
Sweep small debris using lobby broom and dust pan (Unfinished Hard Floor)		Weekly
Dust air vents		Quarterly
Dust light fixtures		Annual (1X)

Equipment Needed	Precautions
Housekeeping Cart	Always wear appropriate Personal Protective Equipment. Display wet floor signs when damp mopping until floor is dry. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes. Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 minutes.
Dust Mop	
Broom and Dustpan	
Putty Knife	
Mop Bucket/Wringer	
Damp Mop	
Cleaning Cloths/Wipers	
Hand Soap Refills	
Appropriate PPE	
Wet Floor Signs	