**RISD Insourcing Custodial Plan**

**Staffing Needs: Approximately 1 custodian for every 23,000-25,000 of student used school space**

**RHS:** 84,150 square feet (including the media center)

Including Grounds around RHS

NEED: **4** Full-Time custodians

**RMS:** 25,567 square feet (not counting media center)

Including Grounds around RMS

 NEED: **2** Full-Time Custodian

**SES:** 84,876 square feet of building space

Including Grounds around SES

NEED: **4** Full-time custodians

**R21C/6th Grade Academy:** 25,000 square feet (excluding the maintenance shop)

Included in RHS/RMS Custodial Calculation

**Athletic Building:** 12,000 square feet

Included in RHS/RMS Custodial Calculation

**Central Office:** 6590 square feet (excluding the basement)

This individual will clean the stadium restrooms when RHEA is in use.

NEED: **½** Time Custodian

**Tech Center:** 4079 square feet

Included with Central Office

**TOTAL CUSTODIANS NEED: 10.5 FTE**

Proposed 260 day contract for Custodians

NOTES: RISD will hire fewer student workers going forward since custodians will have a broader responsibility outside the building. Custodians shall be responsible for stripping and waxing floors, painting & powerwashing as necessary.

**System Implementation Details**

**Employee Start Times**- Times may vary slightly depending scheduled after school events

* **RHS, RMS, R21C, & Athletics**- 1 Lead Custodian at RHS and 1 Lead Custodian at RMSper campus **7am-3:30pm** (30 minute Duty free lunch)
	+ 4 Custodians shared between both school **2pm-10:30pm** (30 minute Duty Free lunch)
* **SES**- 1 Lead Custodian **7am-3:30pm** (30 minute Duty free lunch)
	+ 3 Custodians **2pm-10:30pm** (30 minute Duty Free lunch)
* **Central Office & Tech Center** - 1/2 Custodian **3pm-7pm**

**Procedures & Details**

* Custodians will be evaluated by each schools’ Principal or Principal’s administrative designee
* Maintenance will purchase bulk order supplies
* Lead Custodians will coordinate supply delivery and necessary equipment with Maintenance Director
* Lead Custodians will assist in segregation of duties with even custodial staff
* Lead Custodians will report concerns to Principals to address continued concerns on evening custodial job performance.
* Maintenance Director will manage and retain documentation of building level supply orders
* Lead Custodian will be paid $1 more per hour for the additional responsibilities outlined.
* The Maintenance Director will coordinate training and safety training for Custodial and Maintenance staff.
* School Admin and Maintenance staff will coordinate summer priorities and initiatives with custodial staff.