

CUSTODIAL SERVICES ALLOCATION FORMULAS

July 2012

AREA MAINTAINED

**CUSTODIAL TIME
(IN MINUTES)**

Standard Classroom Spaces Including Portables plus Additives:

Standard classroom include all regular classrooms plus typing, science, chemistry, physics, art, homemaking, library, music, industrial arts, and language labs.	1/55 sq. ft.
Shop areas	1/110 sq. ft.
Additives:	
Sinks	2/each
Store room	1/225 sq. ft.
Store room if used as classroom	1/55 sq. ft.
Outside locker areas/trash pickup	1/110 sq. ft.

*Rest rooms:

Standard rest room (Urinal/Toilet/Sink=2 min each; Mirror 0.75 min.)	Floor 1/55 sq. ft.
Portable boy's or girl's 385 sq. ft.	1/55 sq. ft.
Portable staff 55 sq. ft.	1/55 sq. ft.
Portable book room 135 sq. ft.	1/110 sq. ft.
In stadium areas prorate weekly	Floor 1/55 sq. ft./5

Administration Offices

Includes: principal, vice principal, secretary, *nurse, teachers' workroom and *lounges, financial, and counseling.	1/55 sq. ft.
Auditorium	1/55 sq. ft.
Auditorium with fixed seating	1/110 sq. ft.
Auditorium stage	1/225 sq. ft.
Auditorium if used as classroom	1/55 sq. ft.

Physical Education

*Shower Areas	Shower, 1/55 sq. ft.
*Boys and girls locker rooms/team rooms	1/110 sq. ft.
Senior high gym	1/130 sq. ft. (alt. day)
Wresting or adaptive room w/mats	1/110 sq. ft. (alt. day)

Grounds

Walks, cement or asphalt composition	1/225 sq. ft.
Parking lots, asphalt composition (prorated weekly)	1/1125 sq. ft./5
Asphalt composition play area	1/1125 sq. ft.
Multipurpose, tennis, handball courts	1/1125 sq. ft.
Special surface tennis courts	0
Trash pickup of grounds:	
0 - 500 students	15
501 - 1,000 students	25
1,001 - 1,500 students	35
1,501 & up students	45

Custodial Services Allocations Formulas

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Cafeteria

*Main dining	1/55 sq. ft.
*Teachers' dining	1/55 sq. ft.
*Kitchen - mopping	1/55 sq. ft.
*Trash and garbage (lunch area and kitchen):	
0-350 students	15
351-700 students	30
701-1050 students	45
1051 & up students	60
*Outside tables	2/table
*Benches	0.5/bench
*Outside lunch area	1/225 sq. ft.
*Breakfast:	
0-120 students	5
121-180 students	8
181-240 students	10
241-300 students	13
301 & up students	15
*Prep kitchen	15

Miscellaneous

*Drinking fountain	1/head
Halls/foyers:	
inside	1/225 sq. ft.
carpeted	1/55 sq. ft.
Stairs (inside)	1/20 sq. ft.
Stairs (outside)	1/100 sq. ft.
*Trash handling	20/full-time custodian
Trash dumping and securing on alternate day	1 (alternate day)
*Rest periods	30/full-time custodian
*Services to staff	0.5 min/staff
*Crew leader supervision time	10 min/person supervised

Minor repairs:

0 - 42,000 sq. ft.	20
42,001 - 70,000 sq. ft.	30
70,001 - 170,000 sq. ft.	40
170,001 & up sq. ft.	45

*Opening/Closing

0 - 42,000 sq. ft.	<u>*Open</u>	<u>*Close</u>
42,001 - 70,000 sq. ft.	20	15
70,001 - 170,000 sq. ft.	30	20
170,001 & up sq. ft.	40	25
	50	30

*DAILY SERVICE

rbw Updated 07/10

g: sb/orientationmaterials/3allocformula