CleanOpsStaff-3ed

(Last Updated 3/27/2015)

A Custodial **Clean**ing **Op**eration**s** and **Staff**ing Computer Application

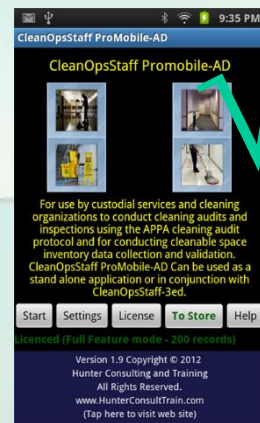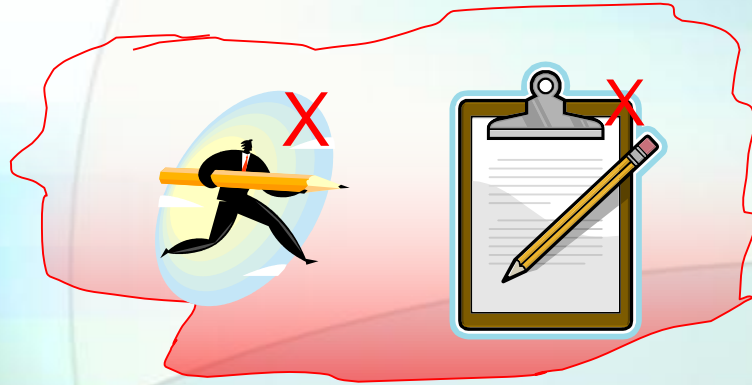*Based on APPA Operational Guidelines Educational Facilities: Custodial third edition*

Developed by
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Hunter Consulting and Training

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Essential Questions About Your Custodial Operation You Must Be Able to Answer
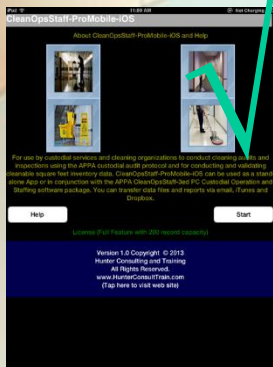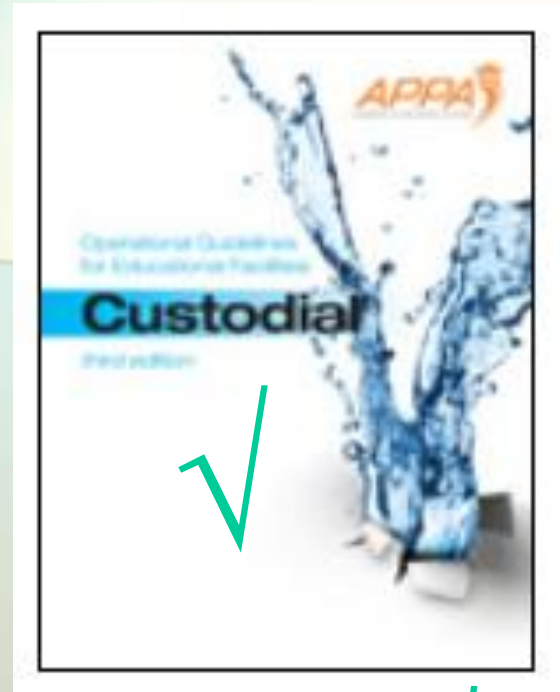
- How many custodians and how much money do I need to clean the new building that is coming on line?

- How many cleanable square feet of space am I responsible for cleaning?

- How many custodians and how much money do I need to clean all the buildings I am responsible for?

- What cleaning level can I expect with my current staffing level and budget?

- What Cleaning level am I actually getting with my cleaning staff?

- Are my custodial equally work loaded?

- Are the days of the week equally worked loaded?

- When is it best to schedule my project work?

- What is my average CSF per Custodian?

- Can I reduce the cost of my cleaning operation?

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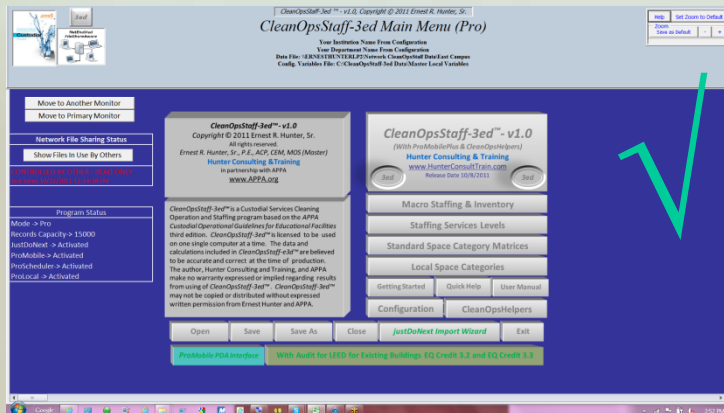
Why *CleanOpsStaff-3ed*?

It takes the pencil work out of implementing the guidelines...

iPad/iPhone/iPod
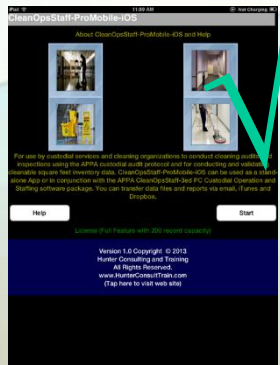

Android Device

CleanOpsStaff-3ed

Why *CleanOpsStaff-3ed*?

CleanOpsStaff-3ed will do the grunt work and help you get the full value of the APPA concepts and guidelines in managing your custodial operation.

iPad/iPhone/iPod
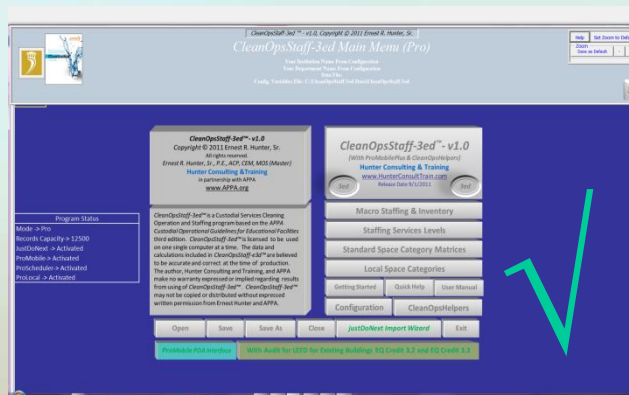
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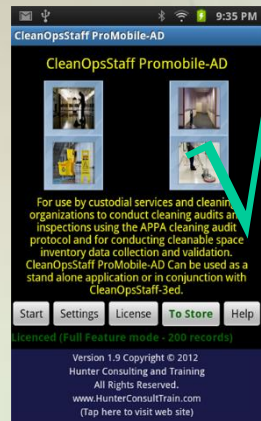
Android Device

CleanOpsStaff-3ed Strategy

- Make Custodial Staffing and Operation software affordable for institutions who otherwise would not purchase expensive software.

- Make the package scalable so customer only pay for features they need

- Frequent free updates and enhancements based on user feedback (free to registered users)

- Easily accessible through web downloadable main program and add-in upgrades at reasonable price

- Partnership with APPA

- Training on-line and on-site and Implementation Support

Purpose of *CleanOpsStaff-3ed*

- Computer application to help you use the *APPA Custodial Operational Guidelines (third edition)* to improve your custodial operations.

  - Help you determine the required staffing level for the desired level of cleanliness for new facilities coming on line and for existing facilities

  - Provides a computer assisted audit/assessment tool to determine what level of cleanliness you are actually achieving

  - Help you justify the budget resources (FTEs and cost) you need for new building coming on line and existing buildings

  - Help you balance FTE assignment to individual buildings or zones on your campus

  - Help you reduce the cost of your operation through reports that show resources by building and by room or space

  - Allow you to automatically create weekly and daily schedules using the ProScheduler upgrade

CleanOpsStaff-3ed Concept

- Implements the APPA Custodial Ground Rules
    - Appearance Levels
    - Standard Spaces
    - Data in Cleanable Square Feet (CSF)

- Implements the APPA Appearance Levels
    - Level 1 – Orderly Spotlessness
    - Level 2 – Ordinary Tidiness
    - Level 3 – Causal Inattention
    - Level 4 – Moderate Dinginess
    - Level 5 – Unkempt Neglect

CleanOpsStaff-3ed Concept (cont.)

- Implements other Guidelines methods
    - Routine Activities and Project Activities
    - Standard Spaces Category Matrices
    - Base Time To Clean
    - Minutes To Clean (MTC)
    - Daily Minutes To Set Aside
    - FTEs To Clean
    - Cleanable Square Feet (CSF) per FTE
    - Productive Minutes Per Day
    - Time Weighted Average Cleaning Level
    - Space Weighted Averaged Cleaning Level (*CleanOpsStaff-3ed* Added feature)

CleanOpsStaff-3ed Capability

- *CleanOpsStaff-3ed-Demo – as downloaded from web site (free):*
  - 100 records (Room/Space) capability
  - All capabilities of CleanOpsStaff-3ed-Full except Printing/Exporting
  - No Output capability

- *CleanOpsStaff-3ed-Full – Require Product Code from APPA:*
  - 5000 records (Room/Space) capability
  - Contain all capabilities except features listed below under CleanOpsStaff-3ed-Pro
  - *Data Export capabilities*

- *CleanOpsStaff-3ed-Pro – with <u>Upgrades</u> from Hunter Consulting & Training*:
  - Additional Record Capacity: Upgradable to 20,000 records capability – in 2500 records increments **
  - justDoNext Data Import Wizard: import space inventory data from external spreadsheet and automatically assign APPA space category **
  - *Mobile Device Audit/Inspection/Space Inventory: iPad, iPhone, iPod, Android devices, Smartphone/PDA/Pocket PC capabilities through CleanOpsStaff-3ed ProMobile ***
  - *ProLocal: Allow 40 local space matrices and direct access to ISSA cleaning times from Dropdown list***

**Require purchase of upgrade from Hunter Consulting and Training

CleanOpsStaff-3ed Capability

- *NetEnabled with ShareAware*
    - ✓ *CleanOpsStaff-3ed* users can share Inventory and audit files on a network shared drive and with *ShareAware, users* can be aware of which files are in use by other users

        NetEnabled FileShareAware

- *MultiMonitorEnabled*
    - ✓ *CleanOpsStaff-3ed* users can operate with multiple monitors connected to their computer and easily switch *CleanOpsStaff-3ed* between monitor with the click of the mouse

        MultiMonitorEnabled

CleanOpsStaff-3ed Capability (cont.)

- ## *CleanOpsStaff-3ed* Features:
    - Can be configured for Local Variables (Hourly Wages, Productive Minutes in Day, Work Days In Year etc.)

    - Can save multiple different *Local Variables Files* to disk

    - Uses *Quick Entry (QEntry) Toolbox* to speed up data entry

    - Uses *Quick Staff Calculator* to quickly compute CSF/FTE, Cleaning Levels, FTE requirement, and Time To Clean

    - Uses *Quick Ticket (QTicket)* with *Drag-To-Select* to quickly determine staffing needs for subset of inventory

    - Uses *Right Click Shortcut Menus* with *Flex-Copy-Paste* to improve data input and integrity.

CleanOpsStaff-3ed Capability (cont.)

- *CleanOpsStaff-3ed* Features:

  - Uses ***Drag-To-Select Report Generation*** to quickly generate reports for subset of inventory data

  - Has 40 <u>Local Space Categories</u> that can be built to meet local conditions. Has Local <u>Space Maker Toolbox</u> (Like Wizard)

  - Can save many different <u>Local Space Categories files</u> to disk

  - Can Customize a ***Sixth Cleaning Level (<u>Level C2</u>)*** for all 33 APPA standard Space

  - Can save many different <u>Custom Standard Space Categories files</u>

  - Can accommodate additional frequencies such as Twice Daily (TD), Three Times Per Month (3/M), Twice Weekly (TW)

CleanOpsStaff-3ed Capability (cont.)

- *CleanOpsStaff-3ed* Features:
  - LEED-EB EQ Credit 3.2 and 3.3 Audit Support
  - Upgrade to 20,000 record capacity [1]
  - Import inventory data from normal Excel spreadsheet [2]
  - Conduct Audit inspection with PDA/Smartphone/Pocket PC [3]
  - Collect inventory data with PDA/Smartphone/Pocket PC [3]
  - Conduct Audit inspection with iPad, iPhone, iPod, Android Devices [3]
  - Collect inventory data with iPad, iPhone, iPod, Android Devices [3]
  - Download entire space inventory to iPad, iPhone, iPod, Android Devices [3]
  - Export all data and report to any other application including Excel, Word, PowerPoint, etc.
  - Performs all the calculations in the APPA Guidelines
  - Generates all the Reports in the APPA Guidelines
  - Automatically generate weekly and daily schedules [4]

  (1) Require purchase of additional record capacity in *2500 record increment*
  (2) Require purchase of *CleanOpsStaff-3ed JustDoNext Data Import Wizard* Add-in
  (3) Require purchase of *CleanOpsStaff-3edMobile*
  (4) *Require purchase of CleanOpsStaff-ProMobile upgrade*

CleanOpsStaff-3ed Capability (cont.)

- *CleanOpsStaff-3ed* Features:

  - *Drag To Select* to analyze data subset or run reports

  - *Main Panel* with *low light/high light mode* for maximum data view

  - *Time Mode Button* to switch between displaying times in *Minutes and Hours*

  - *Work Mode Button* to switch among *Routine Activities*, *Projects Activities* and *Both (Routine & Projects) Activities*

  - Has extensive *Instant Help in Screen Tips*, *Help Button and Quick Help File Desk Guide*

  - *Contextual Help* (click on item and a help message box appears)

CleanOpsStaff-3ed Capability (cont.)

- *CleanOpsStaff-3ed* Features:

  - *High Density Toolboxes* with *Active Edges and Dual Shapes*
    - *Active Edges* - click on Active Edges to read system information in Main Panel or change shape of Toolbox

    - *Dual Shapes* – some toolboxes can be switched between Long-Width/Short-Height and Narrow-Width/Tall-Height for maximum visibility of your data

    - Toolbox dragging and pinning allows all tools to be dragged and pined to the desired position on the screen for maximum visibility of the worksheets and the toolboxes

    - Has built-in *MiniKeypad* and *MiniCalculator* to perform math operations and paste results into worksheets and forms – useful when converting space dimensions to square feet

CleanOpsStaff-3ed Technical Overview

- Written in Visual Basic for Applications (VBA)

- Uses Microsoft Excel 2003, 2007, 2010 & 2013 as platform

- Runs with latest version of Windows and Excel (See Compatibility Info at http://www.hunterconsulttrain.com/cleanopsstaff-3ed-home

- No other software required except Windows and Microsoft Excel

- Uses *High Density Floating Toolboxes* with *Active Edges* – packs lot of commands in small screen space – reduces the number of mouse clicks need to execute commands.

CleanOpsStaff-3ed Technical Overview (cont.)

- *CleanOpsStaff-3ed* is a specialized user interface for Excel

- *CleanOpsStaff-3ed* takes advantage of the power and ease of Excel

- Learning curve for people who always use Excel would be very short

- No experience needed with Excel or any other program to learn to use *CleanOpsStaff-3ed*

CleanOpsStaff-3ed Modes

CleanOpsStaff-3ed has three modes. The DEMO mode, Full Feature Mode, and Pro Mode.

The Demo Mode is intended for demonstration and evaluation and can only handle 100 records or spaces and has certain feature restrictions. You may use the Demo mode only for these two purposes.

The *Full Feature Mode* can handle 5000 records or spaces with no feature restriction. You must obtain a *Product Code from APPA* and an *Activation Key* from *Hunter Consulting and Training* and activate the program before you can run *CleanOpsStaff-3ed* in Full Feature Mode.

The *Pro Feature Mode* allow you to add up to 20,000 records or and install upgrades. Any upgrade or record capacity increase converts *CleanOpsStaff-3ed to Pro mode.*

Very Best Regards,

Hunter Consulting and Training