

Workloading a School Building

“Achieve” Workloading Software

*Parish Maintenance Supply
Syracuse NY
www.Parish-Supply.com*



Better Information Better Decisions

Hunches and intuition have their place,
but when it comes to staffing and a budget,
knowing the facts leads to smarter decisions.

Achieve is a fast and flexible workloading tool.

Cleaning Example

Triple S Achieve Workloading Software
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Reset Save/Recall Enter Area or Building: _____

Main Add More Tasks Adjust Production Rates Graphs Instructions Workloading Overview

Step 1: Enter Staffing Information

Cleaner's Wage: \$10.00

Project Wage: \$11.00

Labor Burden %: 30.0%

FTE Hours: 2080

Enter the number of hours that one full time equivalent works in a year. The default is 2,080 (40 hours per week times 52 weeks).

Select the number of service days per year: 180 260 360 365

Step 2: Enter Project Work

Carpet	50000	Months Between Cleanings: 4	Carpet Cleaning Cost: \$4,290.00	
Scrub and Recoat	50000	Coats: 2	Months Between Scrubs: 4	Scrub & Recoat Cost: \$7,150.00
Strip and Recoat	50000	Coats: 4	Months Between Strips: 12	Strip & Recoat Cost: \$4,004.00
Total Yearly Cost of Project Work			\$15,444.00	


Step 3: Enter Daily Cleaning Tasks (enter fixtures for the restroom and sq. ft. for all other tasks)

Restrooms-Fixtures: 100	Service Days per Week: 7	Cleanings per Day: 3	Restroom Cleaning Cost: \$70,925.40
Detail Vacuum: 100000	1	1	Detail Vac Cost: \$11,266.67
Traffic/Spot Vacuum: 100000	7	2	Traffic Vac Cost: \$315,466.67
Dusting: 100000	1	1	Dusting Cost: \$4,506.67
Trash: 100000	5	1	Trash Cost: \$22,533.33
Dust Mop: 100000	7	1	Dust Mop Cost: \$23,660.00
Damp Mop: 0	0	1	Damp Mop Cost: \$-
Spot Mop: 0	0	1	Spot Mop Cost: \$-
Auto-Scrub: 100000	7	1	Auto-Scrub Cost: \$47,320.00
Burnish: 0	0	1	Burnish Cost: \$-
Total Yearly Cost for Daily Tasks			\$495,678.73

Achieve Summary

Daily Cleaning Tasks	
Labor Cost-Daily Tasks	\$495,678.73
Daily Cleaning Labor Hours	38,129.13
Full Time Equivalents (FTE)	18.33
Additional Tasks	
Labor Cost-Additional Tasks	\$-
Additional Task Labor Hours	0.00
Full Time Equivalents (FTE)	0.00
Project Work	
Labor Cost-Project Work	\$15,444.00
Project Work Labor Hours	1,080.00
Full Time Equivalents (FTE)	0.52
Totals (Daily+Additional+Project)	
Total Labor Cost	\$511,122.73
Total Labor Hours	39,209.13
Full Time Equivalents (FTE)	18.85

Switch to Hours per Year



TRIPLE S
NATIONWIDE
SANITARY SOLUTIONS

Cleaning Example with Two Labor Enhancements

Triple S Achieve Workloading Software
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Reset Save/Recall Enter Area or Building: _____

Main Add More Tasks Adjust Production Rates Graphs Instructions Workloading Overview

Step 1: Enter Staffing Information

Cleaner's Wage: \$10.00

Project Wage: \$11.00

Labor Burden %: 30.0%

FTE Hours: 2080

Enter the number of hours that one full time equivalent works in a year. The default is 2,080 (40 hours per week times 52 weeks).

Select the number of service days per year: 180 260 360 365

Step 2: Enter Project Work

Carpet	50000	Months Between Cleanings: 4	Carpet Cleaning Cost: \$766.48
Scrub and Recoat	50000	Coats: 2 Months Between Scrubs: 4	Scrub & Recoat Cost: \$7,150.00
Strip and Recoat	50000	Coats: 4 Months Between Strips: 18	Strip & Recoat Cost: \$2,669.33
Total Yearly Cost of Project Work			\$10,585.81


Step 3: Enter Daily Cleaning Tasks (enter fixtures for the restroom and sq. ft. for all other tasks)

Task	Service Days per Week	Cleanings per Day	Task Cost
Restrooms-Fixtures	7	3	\$59,104.50
Detail Vacuum	1	1	\$11,266.67
Traffic/Spot Vacuum	7	2	\$262,888.89
Dusting	1	1	\$4,506.67
Trash	5	1	\$22,533.33
Dust Mop	7	1	\$23,660.00
Damp Mop	0	1	\$-
Spot Mop	0	1	\$-
Auto-Scrub	7	1	\$31,546.67
Burnish	0	1	\$-
Total Yearly Cost for Daily Tasks			\$415,506.72

Achieve Summary

Daily Cleaning Tasks	
Labor Cost-Daily Tasks	\$415,506.72
Daily Cleaning Labor Hours	31,962.06
Full Time Equivalents (FTE)	15.37
Additional Tasks	
Labor Cost-Additional Tasks	\$-
Additional Task Labor Hours	0.00
Full Time Equivalents (FTE)	0.00
Project Work	
Labor Cost-Project Work	\$10,585.81
Project Work Labor Hours	740.27
Full Time Equivalents (FTE)	0.36
Totals (Daily+Additional+Project)	
Total Labor Cost	\$426,092.54
Total Labor Hours	32,702.32
Full Time Equivalents (FTE)	15.72

Switch to Hours per Year



TRIPLE S
NATIONWIDE
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Industry Production Rate Standards

Triple S Achieve Workloading Software

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Reset

Save/Recall

Enter Area or Building:

Main

Add More Tasks

Adjust Production Rates

Graphs

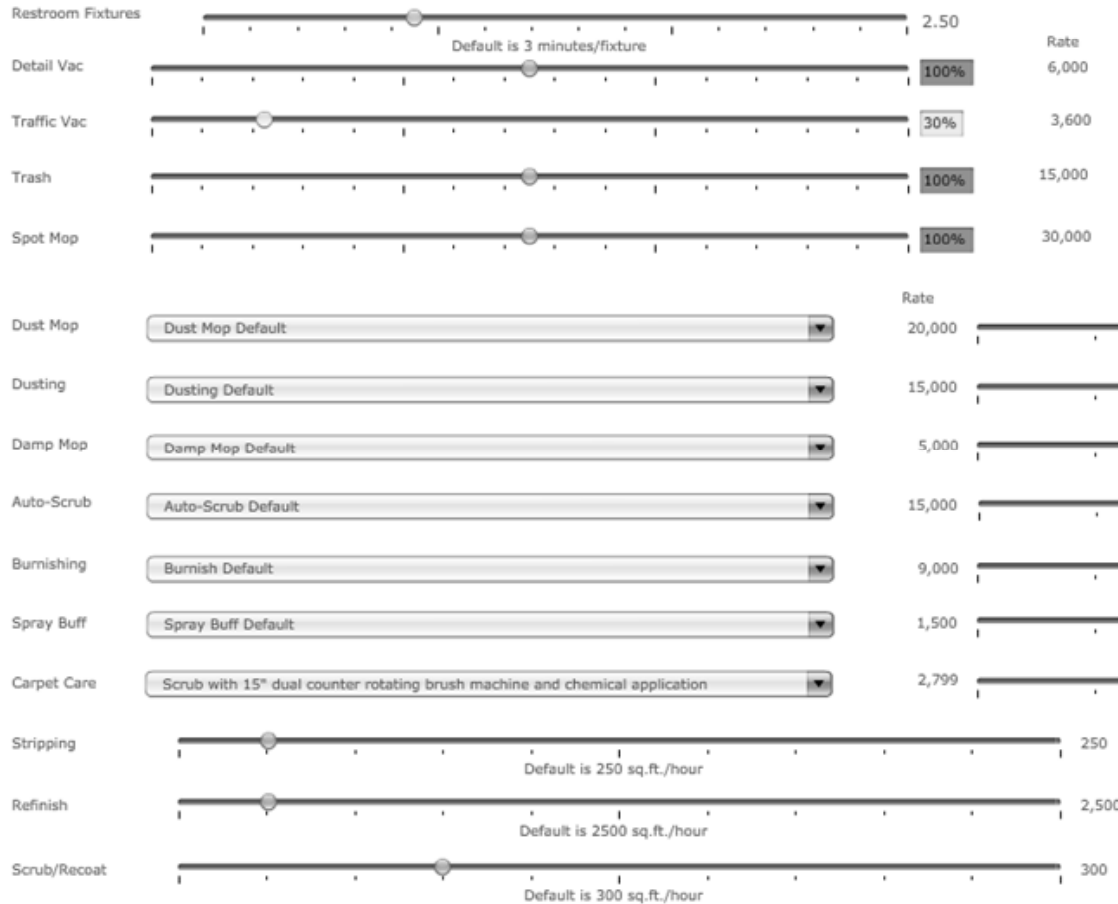
Instructions

Workloading Overview

Adjust Production Rates

Defaults rates are indicated. If a default value is not specified then 100% is the default. All rate adjustments are made in 5% increments of the base rate.

The default production rates are shown below. While they are based on extensive research and are believed to be accurate, you should always conduct your own times studies and validate the rates that you are using.



Restrooms	3 Minutes/Fixture	
Detail Vac	6,000	Sq. Ft./Hour
Traffic Vac	12,000	Sq. Ft./Hour
Trash	15,000	Sq. Ft./Hour
Dusting	15,000	Sq. Ft./Hour
Dust Mop	20,000	Sq. Ft./Hour
Damp Mop	5,000	Sq. Ft./Hour
Spot Mop	30,000	Sq. Ft./Hour
Auto Scrub	10,000	Sq. Ft./Hour
Burnishing	9,000	Sq. Ft./Hour
Spray Buff	1,500	Sq. Ft./Hour



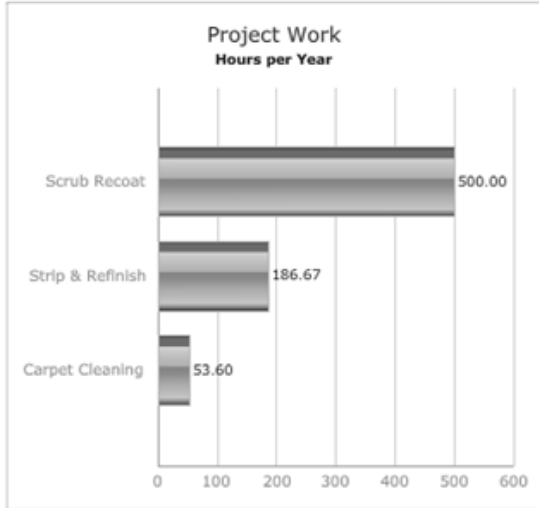
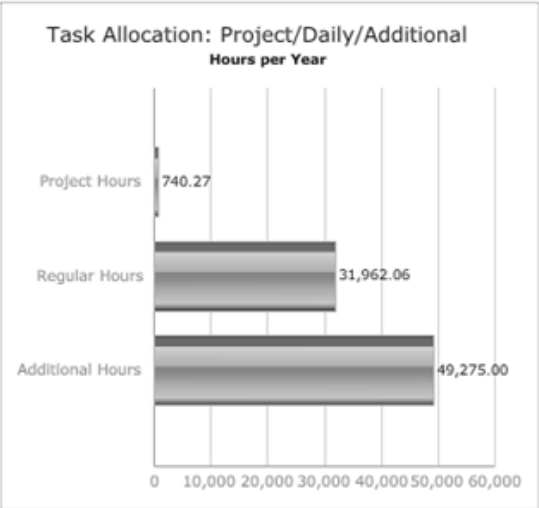
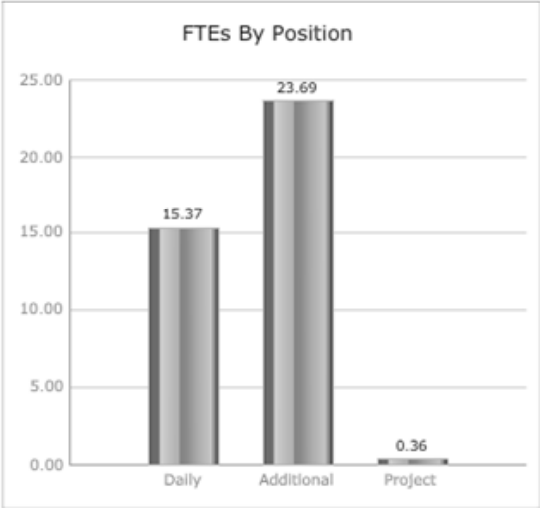
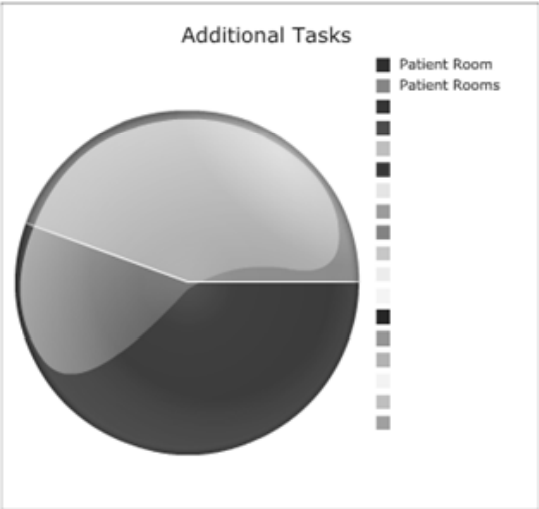
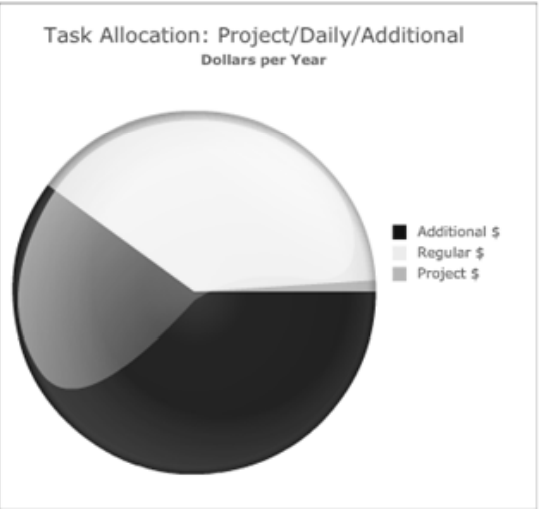
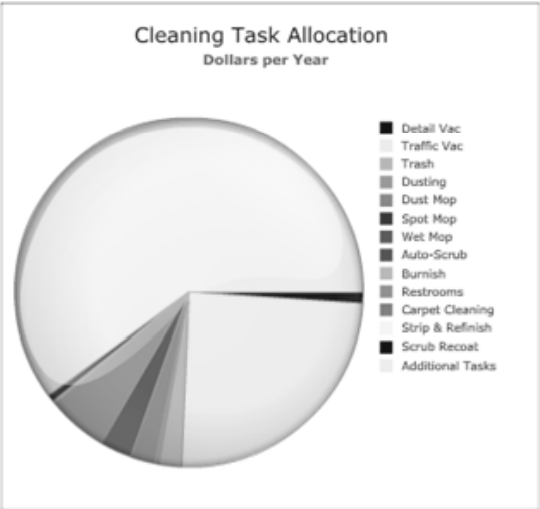
Many of the production rates used in this application are based on ISSA's 540 Cleaning Times. The ISSA 540 Cleaning Times are copyrighted by ISSA, Inc. All rights are reserved and content may not be reproduced, downloaded, disseminated, or transferred, in any form or by means, except with the prior agreement of ISSA.

Visit ISSA's Web Site

Summary Labor Data (example #1)

Triple S Achieve Workloading Software Reset Save/Recall Enter Area or Building:

Main Add More Tasks Adjust Production Rates Graphs Instructions Workloading Overview

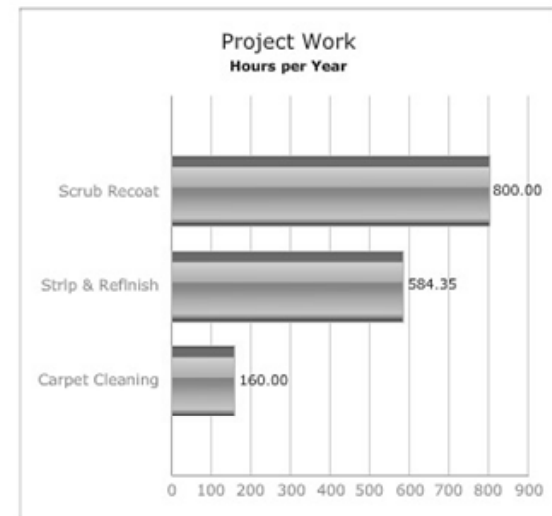
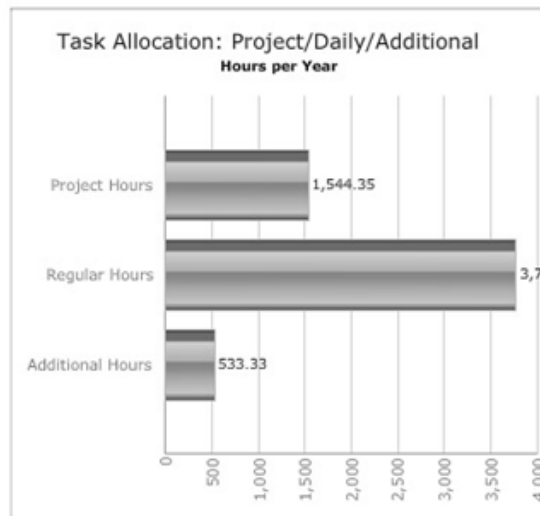
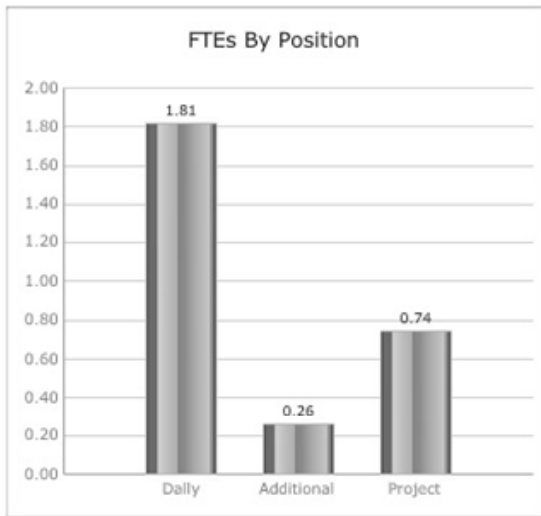
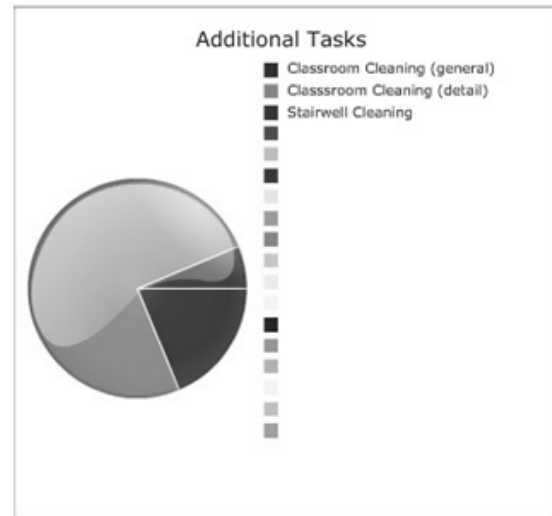
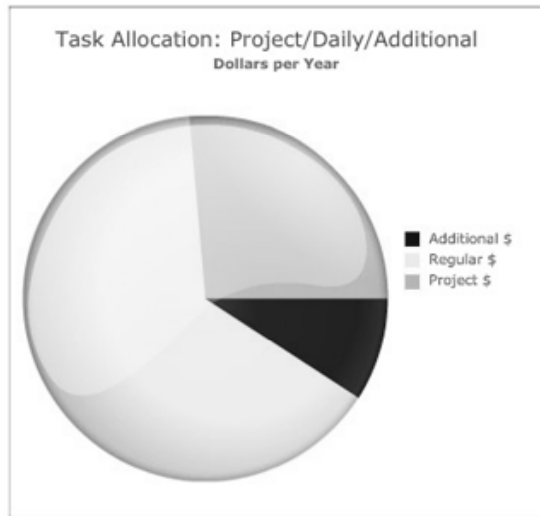


Summary Labor Data (example #2)

Triple S Achieve Workloading Assistant
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Reset Save/Recall Enter Area or Building: Parish Maintenance Supply

Main Add More Tasks Adjust Production Rates Graphs Getting Started Workloading Overview



Workloading is a Simple “Four Step” Process



Workloading is a four-step process:

1. Measure the Building

You need to determine the amount of cleanable space that each area comprises. Note that you need to know the amount of cleanable, as opposed to gross, square feet. The process of measuring your building is referred to as conducting a space inventory.

2. Develop a Scope of Work

Your business is all about service. Assuming effective management, the service level that you deliver or receive is almost entirely a function of labor hours. Labor hours are dictated by the scope of work. You deliver a service, and the scope of work defines that service.

3. Apply Production Rates

Once you have a scope of work, you need to determine how long it will take to complete the work. You will apply production rates to each area in order to determine how many labor hours are needed to clean that area. Your goal is to generate predictable and reproducible times needed to complete the necessary tasks at an acceptable quality level.

4. Complete a Labor Cost Analysis

Having determined the number of labor hours needed, the next step is to calculate your labor cost. Then you will add a labor burden to the labor cost, and the final result will be your burdened labor cost.



1.
Measure
the Space



2.
Develop a
Scope of Work



3.
Apply
Production
Rates



4.
Complete
Labor Analysis

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