



Facilities- Current Staffing and APPA Industry Standards



APPA: Leadership in Educational Facilities

APPA: Association of Physical Plant Administrators

- Leading professional organization that sets the industry standard for facilities management in higher education
- Utilized by SBCTC as baseline for physical plant operations across all system colleges
 - Metrics imbedded in facilities planning and reporting requirements
 - Used to determine building condition and care levels
 - Industry Standard for Maintenance, Custodial, and Grounds Specialists

APPA Levels of Care

- **Level 1: Showpiece Facility**

- **Maintenance:** work is proactive, downtime is rare, buildings and equipment in excellent condition
- **Custodial:** Surfaces shine. No visible dust/smudges with no buildup in corners
- **Grounds:** Routine maintenance occurs every 4 days. Constant weed control. Daily litter pickup.

- **Level 2: Comprehensive Care**

- **Maintenance:** Well organized and timely response. Most systems are fully functional, and upgrades/repairs are scheduled
- **Custodial:** Clean floor and base mold appearance. Minor dust buildup visible on close inspection
- **Grounds:** Routine maintenance once/week. Litter pickup weekly

APPA Levels of care

- **Level 3: Managed Care**

- **Maintenance:** somewhat organized maintenance, but attendance dependent, Occasional breakdowns, Reactive repairs are more frequent
- **Custodial:** Surfaces wiped, and floors cleaned, but stains present. Surfaces show dust
- **Grounds:** Routine maintenance every 2 weeks. Litter service every 2-3weeks

- **Level 4: Reactive**

- **Maintenance:** Operations may appear chaotic, breakdowns occur, extended downtime, slower response time, aging equipment condition shows
- **Custodial:** Floors dull, obvious dust buildup, less attentive to garbage
- **Grounds:** Infrequent routine maintenance, minimal litter control

APPA Levels of care

- **Level 5: Crisis Management**

- **Maintenance:** unstructured operations, extensive breakdowns, no planned maintenance
- **Custodial:** Heavily soiled floors and surfaces, overflowing trash, hygiene issues present
- **Grounds:** Minimal to zero routine maintenance, litter addressed by complaint only

Staffing Calculations

- APPA recommendations to achieve each care levels
 - Maintenance
 - Level 1- 37k-66k sqft/employee
 - Level 2- 47k-83k sqft/employee
 - Level 3- 66k-102k sqft/employee
 - Level 4- 100k-125k sqft/employee
 - Level 5- in excess of 125k sqft/employee
- Actual sqft/employee (based on 825,000sqft)
 - 7 employees 117ksqft/employee(current)
 - 8 employees 103k sqft/employee (after MM3 hire)

Staffing Calculations

- APPA recommendations to achieve each care levels
 - Custodial
 - Level 1- 8.5k-10k sqft/employee
 - Level 2- 10k-16.7k sqft/employee
 - Level 3- 16.7k-26.5k sqft/employee
 - Level 4- 26.5k-45k sqft/employee
 - Level 5- in excess of 45k sqft/employee
- Actual sqft/employee (based on 825,000sqft x.9)* calculation for cleanable sqft
 - 17 employees- 43.6k sqft
 - 19 employees- 39k sqft

Staffing Calculations

- APPA recommendations to achieve each care levels
 - Grounds Specialists
 - Level 1- 1-8 acres/employee
 - Level 2- 9-11 acres/employee
 - Level 3- 12-15 acres/employee
 - Level 4- 15-22 acres/employee
 - Level 5- over 22 acres/employee
- Actual acreage/employee (based on 87 acres of developed land)
 - 4.5 employees (19.3 Acres per employee)
 - 4 staff members and 1 working supervisor

Summary of Request

- Continued support regarding current departmental abilities

OR

- Decision to invest in additional staffing in order to improve care levels
- Additional Thought
 - Reclassify Custodian 2 employees to Maintenance Custodians
 - Custodian 2 Salary Range- \$39,144-51840 (plus KCPP)
 - Maintenance Custodian Salary Range \$41,004-\$54,504 (plus KCPP)
 - Reclass Option allows for a more livable wage and opens up job description to assist with light maintenance duties.

Questions?