

# Planning for Summer/Summer at your Facilities and Grounds

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# Getting to know the presenters!!

- **Schools Geographical location**
  - Eau Claire Area School District. Eau Claire, WI
  - Tomorrow River School District. Amherst, WI
- **Community Type (Rural, Urban, City)**
  - Population
  - Community
  - # Students
- **Buildings**
  - # of Building/s
  - Total Sq. Ft.

# Building & Grounds / Facility Director

- These are some of the roles that you may fall under your leadership: (Varies by District)
  - Transportation
  - Food Service
  - Technology
  - Safety
  - Security
  - Custodial supervision
  - Ordering of supplies and materials
  - Supervising or contracting maintenance services
  - Grounds maintenance
  - Project Management

**So how do you kick off your summer cleaning season?**

**With some prior planning or by the seat of your pants?**

- Start planning for the summer season?
  - Fall
  - Spring
- What comes first?
  - Budgeting
  - Cleaning Schedule
  - Project Scheduling
  - Staffing
  - Work Scheduling

# Summer Planning

- **Building Access**
  - **Do you have a Facility Use Program?**
    - **Who's in charge of the Facility Use Program?**
      - **Athletic Director**
      - **Facility Use Coordinator?**
- **When do you get notified of events occurring during summer months?**
  - **Camps**
  - **Summer School**
  - **Community Events**

# Reserve your space

- **Building access during summer and its impact**
  - Do you have a facilities reservation system?
  - Does staff have to provide advance notification if they wish to enter building to the Maintenance Department?
    - How much notification must they provide?
    - Who do they contact and how?
  - Have you blocked off access to areas needing extended work?
    - Gym floor refinishing
    - Terrazzo cleaning and polishing
    - Painting
    - Locker reconditioning
    - Swimming Pool caulking and maintenance

# Budgeting and Supplies

- Budgeting for summer work
  - When does that start?
  - Is there a review process?
- Supplies
  - When do you place your orders?
    - Does it matter when you place your orders?
  - Seed, fertilizer, herbicides, etc.
  - Landscaping chips, mulch, playground certified wood chips
  - When do you order? Spring / Fall?
  - Central storage or at individual buildings?
    - Large volume
      - Annual, Quarterly, Monthly or as needed

# Cleaning Schedule

- When and where do you start your process?
  - Specific building?
- What are some of the things that can impact / effects your scheduling?
  - Unannounced events
  - Equipment Failure, do you have a back up plan?
- What is the general process that is used to clean your spaces start to finish?
  - What items do you clean?
  - Furniture, floors, ceiling tile and grid, walls, baseboards, wall lockers, windows, etc.
  - Floors, do you conduct Chemical or Mechanical Stripping?
  - Carpet Extraction: When is this completed in your schedule?
  - Do you hire out any cleaning projects?



# Project Scheduling

- When do you look at Long Range / Short Range Projects
  - Roofs
  - Track / Tennis Court Resurfacing
  - Door replacements
  - Asphalt Sealcoating and Stripping
  - Playground Installation / Replacement
- Do you compile a calendar of projects with start dates?
- When do you reach out to contractors such as GYM Floors, Bleacher, Grease trap cleaning, Fire Protection Testing, etc.
- In house Construction projects
  - Carpeting, redesigning of spaces, wall locker installation, landscaping, etc.
- Large construction projects
  - How much are you and your team involved?

# Project Scheduling (Cont.)

- What do you have scheduled for this summer?
- Who sets the schedule?
  - Routine Maintenance
    - Recommissioning of HVAC, Boiler Maintenance, etc.
  - Lawn Care / Landscaping
    - Lawn equipment serviced and ready to go?
  - Large scale interior remodelling
    - Bathrooms
    - Classroom reconfiguration
    - Referendum work

# Summer Staffing

Staffing is # 1 hardest thing to deal with during the summer. Having a dedicated group of substitute workers is optimal.

- Custodians / Grounds Personnel / Maintenance
  - Do you have enough?
  - Do you need additional summer staff?
- Grounds Crew
  - Do you need 6 month and 3 month grounds staff? Grass does grow for over 6 months a year in Wisconsin)
- Maintenance
  - What is scheduled for repairs or construction?
  - Do you need helpers?
- Licensed or specialty In-house personnel
  - Electricians, Plumbers, HVAC

# Summer Hiring

- **Summer Hires**

- How do you handle that process?
  - Adult hires
  - Student hires
- When do you begin advertising?
- What is the compensation?
  - Seniority based pay – more if they come back the second year.
  - If the City is paying their summer staff \$3 an hour more, do you think you will get any staff?

- **Summer employee safety**

- Safety training
  - Mowers, chemicals, weed trimmers, etc.
  - Who can operate your grounds keeping equipment?
  - Do you keep a record of all training?

# Summer Outdoor & Building Maintenance

- Playground inspections and repairs (liability issue)
- Turf (synthetic or natural) regular maintenance
- Turf specialty maintenance
  - Deep tine aeration
- Sprinkler system repairs
- Bleacher inspections and repairs
- Concrete replacement
- Building exterior assessments
  - Tuckpointing
  - EIFS (Exterior Insulation Finishing System) repairs
  - Roofing system repairs
  - Windows
  - Doors
  - All remaining exterior surfaces

# Balancing the Workload

- **Work Volume**

- Insight into how you handle summer cleaning.
  - Personnel:
    - Broken down by teams or individuals
      - How many on a team?
      - Who's in charge of the team?
    - Are they on the same team all summer?
    - How often do you change what tasks they are assigned /doing?
- Leadership during these times can be stressful, everyone is vying for your expertise and your decision.
  - Delegate as much as possible. Trust in your staff.
  - Remember that everyone gets tired, makes mistakes and are not perfect.
  - Stay calm, cool and collected.
  - Don't let emotions make the decisions for you.
  - Stress can be both good and bad for you. Pay attention to the signs and enforce mental / brain breaks for you and your staff.

- **Question & Answer: Panel**