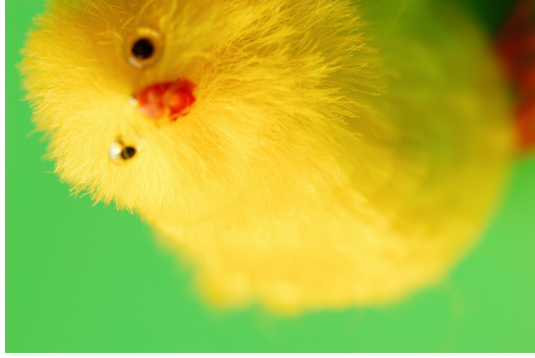


# Monthly Clean Up...



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## A Note From Charlie:

### A Game Plan For Cleaning Gym Floors

Maple floors account for the vast majority of gym floors today, and can last 100 years if maintained properly. Daily dust mopping with microfiber pads, a weekly scrub and timely refinishing are simple tasks that, if done consistently, are all that is needed to keep floors looking like new.

Mopping – whether wet or dry – can be a very effective way to extend the life of the gym floor if done daily. Regular tending to floors will help eliminate the dust and dirt particles that often get ground into the floor's finish. A simple once over with a microfiber dust mop on a regular basis is all that's needed.

Regularly mopping is essential, but when deeper clean is necessary, many cleaning managers turn to automatic scrubbers. It is recommended to use a neutral cleaner with

the automatic scrubber along with nonabrasive pads (white buffing pads). The scrubber automatically puts solution down, scrubs, squeezes and vacuums, so there is little to no moisture left on the floor. This also won't leave a film or attack the finish.

Autoscrubbing removes sweat, body fluids and various debris tracked into the building. This procedure will add about forty five minutes to your daily maintenance but it is a very economical way to have good looking floors. Next month I will address how to refinish gym floors and the different systems available.

Sincerely,

Charlie

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Claims

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## *Budget Reductions – How Will You Handle Cleaning*

*By Charles Troccoli*

A customer of mine works for a k-12 school district came to me recently with a problem. He said he was preparing to present to the school board a requested lower maintenance and operations budget.

So I asked him how he was going to present his case. He replied, “Well I have gathered some data, but I really don’t know how to validate my budget plan.” Data is essential when presenting to the school board or to any administration or executive-level staff of an organization.

But the data is only the foundation of the presentation. The key is to use the data in such a way that actually justifies or validates why the budget is what it is.

Labor accounts for 80 percent of operations costs, so let’s begin with the topic of work loading. The use of an industry-accepted workloading tool will bring credibility to a presentation.

Normally, when charged with work loading a building, the cleaning manager collects times, job tasks and frequencies for the entire facility and then calculates the number of labor hours needed. However, if your goal is to meet a specific number, whether it’s the number of labor hours or the cost of cleaning a facility, you’ll need to work in reverse.

I suggest you start with the facility’s critical areas, such as restrooms, locker rooms and cafeteria’s/kitchens, gyms. These areas need to be cleaned daily to protect human health, so calculate the cost or number of labor hours required for these areas first.

For example, based on ISSA’s Cleaning Times, it takes about three minutes to clean each fixture in a restroom. The more fixtures in a restroom the time can drop as low as two and one half minutes. If you are using Kaivac machines your time will average about a minute per fixture.

Multiply the number of fixtures by your production rate to calculate the number of hours required to just clean the restrooms once daily. Your goal should be to maintain the restrooms in a clean and sanitary

condition. Restrooms cleanliness is essential as it is the number one complaint received for all facilities.

Let’s say the building has five sets of restrooms with forty fixtures.

This means it will take 120 minutes or one quarter of a full time

cleaner just to clean the restrooms once daily. Multiply that number as needed to get your weekly, monthly or annual cost.

Subtract the annual cost from your allotted budget and continue on, calculating all critical areas then subtracting them from your budget. May I suggest using work loading software that can be purchased from ISSA. It would be quicker to use software and more accurate results. This software can record data over the ears and come in handy during presentation.

Based on work loading, you will know how much it will cost to clean your buildings. You also know, based on a newer and reduced budget, what your cleaning staff can accomplish on a daily, weekly or monthly basis.

The challenge really lies in explaining and communicating how a smaller budget is going to affect the appearance level of the buildings.

First, people who are not familiar with cleaning are not going to think about critical versus non-critical areas. Second, do not hesitate to be armed with all documentation needed, should someone ask a specific question.

Your presentation should explain every step in your thought process for how you arrived at your budget number or your plan to clean the buildings. If necessary, charts and graphs provide a visual picture how changes can affect outcomes.

If you’re trying to justify a budget at a specific number be prepared for some further reductions. What would cleaning quality and service levels be under an even lower budget? What kind of risks come into play?

Finally, do not hesitate to emphasize the importance of following industry-accepted cleaning standards and guidelines.







### Multi-Attribute Versus Single-Attribute Claims

When seeking environmentally preferable products, it is important to look at multiple environmental considerations rather than just single environmental issues.

As an analogy, when attempting to identify healthier food choices, it can be useful to look at calorie content. It is more helpful, however, to also examine fat, sugar, and vitamin content.

The most respected environmental claims incorporate multiple environmental considerations throughout every phase of a product's life-cycle, which includes the environmental impacts of the raw materials, manufacturing process, the product itself, and its ultimate disposal.

Single-attribute claims look at only a single environmental issue such as recycled-content or energy-efficiency. While important, single attribute claims can hide important additional environmental considerations.

Example of Multi-Attribute Eco-labels:



EcoLogo<sup>CM</sup>  
www.ecologo.org



Green Seal  
www.greenseal.org

# April Activities!

1. What god is April named after?  
A  The God of War  
B  The God of Love  
C  The God of Music
2. Which of the following did not happen in April?  
A  President Abraham Lincoln's Assassination  
B  The sinking of the Titanic  
C  The first man on the moon
3. Which is NOT the flower of the month for April?  
A  Sweet Pea  
B  Sunflower  
C  Daisy
4. Which zodiac sign does not fall in April?  
A  Taurus  
B  Virgo  
C  Aries
5. What does April mean?  
A  'To Give'  
B  'To Open'  
C  'To Start'
6. April is...  
A  The chocolate eaters month  
B  The hotdog eaters month  
C  The popcorn eaters month

**M K D E C C U D G C P G P G B**  
**K V H H T V U N Y A K N V N U**  
**K C I H C A I D S E T I E I N**  
**B A S K E T L T D G D K A R N**  
**E D W A N Q E O X L C C S P Y**  
**G Z U I H L N I C Y Y A T S K**  
**G F A T I B B A R O K R E Y C**  
**S P T R E A T S Y F H C R Q A**  
**S R C A W S Y U M M Y C U Q U**  
**W O L L A M H S R A M N U D Q**

**BASKET** **GUDDLY** **MARSHMALLOW** **SPRING**  
**BUNNY** **DUCKY** **PAINTING** **TREATS**  
**CHICK** **DYED** **PASTEL** **YUMMY**  
**CHOCOLATE** **EASTER** **QUACK**  
**CRACKING** **EGGS** **RABBIT**