

EXAMPLES of custodial daily reports

From: Villa, Martin

Sent: Thursday, August 22, 2019 3:01 AM

To: Collins, Michael <Michael.Collins@norcocollege.edu>

Cc: Marshall, Steven <Steven.Marshall@norcocollege.edu>; McMahon, James <James.McMahon@norcocollege.edu>

Subject: Daily Report

Date: August 21, 2019 Shift Schedule: 5PM-3AM

Reporting Manager: Martin Villa (Acting Manager)

Good morning,

The custodial staff meet with me today at 7pm, fully staffed and ready to go.

Sergio detailed the windows, carpets, and dusted CSS 207. Ernesto cleaned the carpets in the mailroom, CRC, and a classroom in first floor ST. He left a blower on each carpet to help it dry. They are out of the way, but can be turned off and removed if they bother staff or faculty. At the end of the night the stains in the mailroom are coming back. (Can someone ask Victor to leave the truck mount in front of the mailroom tomorrow when he moves it) Thanks. Jacob cleaned the carpet in classroom 110 library and detailed the second floor men's that maintenance fixed. William, Howard, Angela, and Michael are working on the walls, doors, and casing around the doors. They are also cleaning the exterior of the buildings. Michael also cleaned a classroom carpet in the IT building. Cruz is cleaning his restrooms and putting furniture back in his classrooms.

Everyone meet in the break room at 2:45am. No work orders to report.

From: Villa, Martin

Sent: Friday, August 16, 2019 2:52 AM

To: Collins, Michael <Michael.Collins@norcocollege.edu>

Cc: Marshall, Steven <Steven.Marshall@norcocollege.edu>; McMahon, James <James.McMahon@norcocollege.edu>

Subject: Daily Report

Date: August 15, 2019 Shift Schedule: 5PM-3AM

Reporting Manager: Martin Villa (Acting Manager)

Good morning,

The custodial staff meet with me today at 5pm. William started at 6pm, Howard and Colleen started at 7pm. Randy and Edwin were out today. Jacob was unavailable today, because he had to go to court. Cruz was not feeling well and went home at 11:30pm.

Angela was unable to clean the business service building down the street today, because no one was there at about 3:40pm. She told me she waited for a few minutes outside and no one showed up to open the door. I do not have the key to that building. Can the day custodian please go clean it first thing Monday morning? Thanks.

Michael Honesto finished cleaning the 40 chairs that went to IT 209. I will talk to Michael, Jacob, and Ernesto on Monday to find out why they decided not to clean all of the chairs. Sergio cleaned the stairs and the stair risers in the CSS building today. Some of the stair risers have scuffmarks that did not come off. Sergio also finished scrubbing and waxing the eating area in the CSS. Cruz scrub and waxed another lab and has one more to go. Next week I will have Ernesto help him extract two of his classrooms. Howard is shampooing his classrooms upstairs. Ernesto polished two hallways and a classroom in ST/Humanities and finished the area since Cruz went home early. Angela and Ernesto both cleaned the STEM building. Colleen and Michael cleaned the library. William vacuumed the locker rooms and restrooms in the soccer field and WEQ.

I attached a list of possible subs for hire along with possible new areas.

****The golf cart died on Angela, but she managed to put it to charge in front of the NOC break room.****

Everyone meet in the break room at 2:35am.

From: Villa, Martin

Sent: Wednesday, June 26, 2019 3:01 AM

To: Collins, Michael <Michael.Collins@norcocollege.edu>

Cc: Marshall, Steven <Steven.Marshall@norcocollege.edu>; McMahon, James <James.McMahon@norcocollege.edu>

Subject: Daily Report (06/25/2019)

Date: June 25, 2019

Shift Schedule: 5PM-3AM

Reporting Manager: Martin Villa (Acting Manager)

The custodial staff meet with Jim in the break room at 5pm. I had my MRI at Laguna Hills and it took me two hours to get her. I already put in my absent affidavit as well. William came in at 6pm and Howard came in at 7pm.

Angela will be unable to come in early or come in at her normal start time, because she has a doctor's appointment. I will be here at 1pm tomorrow to take care of a work order to clean the

carpet in the Cashier's office and the safe room. I will also be here to clean the building down the street and whatever else needs to be done.

I ordered mops, dust mops, squeegees, rags and other cleaning supplies with the \$1,600 that was on my supplies account. I made sure to double check with Esmeralda to ensure that I was not going to go over my budget. The supplies will be here on Thursday, so they will be in before the end of this fiscal year. Next week I will order any paper products and normal supplies that we need.

I worked with Colleen for a while today. I helped her with the IT building and addressed everything that needs to be clean. Thursday she will be cleaning carpets that way they are dry by Monday. Just in case, they get used. Tomorrow I will work with Howard to get them going as well.

As I did my rounds checking on everyone's detailing for the night, Randy cleaned the white baseboard tiles where they serve the food and he will make his way around to all of them during the week. Jacob vacuumed out the ceiling lights in library room 121. Will is working on his offices in W9. Cruz is also detailing his offices and restrooms. Angela is working on her dusting, but today she came in early to work on other projects outside of her area. Colleen is detailing the windowsills and baseboards in her classes. She also started detailing the classrooms that are not being used. Michael cleaned the breakroom in the IT building and detailed the men's restroom on the second floor. Howard is dusting and working on his restrooms.