

CHAPPAQUA CENTRAL SCHOOL DISTRICT

P.O. BOX 21, CHAPPAQUA, NEW YORK (914) 238-7200

Joseph W. Gramando
Director, School Facilities, Operations & Maintenance

To: John Chow
Audit Committee

From: Joe Gramando

Date: June 3, 2014

RE: Facilities Audit Response

SchoolDude Work Order System

This summer we plan to restructure the system and create new routing levels along with defining who does the work. This would include that all work orders throughout the district will be put in the SchoolDude system. Promote this by training District staff before the school year starts on how to enter a work order and how the structure is set-up. All completed work orders will be marked complete by the head custodian or maintenance foreman. The maintenance crew does a fair amount of work that is not entered into the system. This work should be entered and marked complete. This would make the reports more accurate as to what they do on a daily basis.

With budget cuts over the past several years and increased workload we cannot add in the work orders without additional clerical help.

Facilities Usage Billing

All Town invoicing has been paid and is up to date.

The auditor reported that there were seven events not billed. After reviewing the events only one of these should have been billed. The breakdown is as follows:

- (2) CSEA events – not billable
- (1) October Fest event at WO – school event not billable
- (1) PTA Welcome back – PTA event not billable – there was no overtime
- (1) Aramark staff meeting – group not billable – there was no overtime
- (1) NCYBA – Did not use the gym that day so they were not invoiced
- (1) Toy Fair WO PTA – 11/17/12 should have been billed for 4 hours.

A new policy went into effect July 1, 2012 which added the PTA to billable overtime. We just missed this one invoice.

The invoicing for facilities usage is being done only twice a year (using overtime hours) due to the increased workload in the department. It would be more efficient to invoice monthly.

I plan on meeting with John Chow in the next few weeks to discuss ideas to make improvements with the invoicing process. Budget cuts and workload increase have made it impossible to increase the frequency of billing. I have made two suggestions below:

Have a clerical sub one week each month (10 months) for invoicing/collections. Another option is to hire a part-time person to handle facilities usage and the work order system. This person would manage both of these areas the way it should be done which would maximize both efficiency and system utilization. I would suggest 16 hours per week – 10 months.

OSHA Training

Three of our maintenance staff are now required to have 10 hours of OSHA training along with the school staff training which we do each year. The OSHA training is set up to be done in August before school opens. This is when we do all of our mandatory training. We do it late in August because the CSEA contract states that members cannot take vacation during the two weeks prior to school opening.

Overtime for Maintenance

In the past, maintenance overtime has been approved on a verbal basis. The reason for the overtime was typed into the Timepiece system after the fact.

We will now keep a log sheet for each week showing the hours requested, work to be performed and my signature, if approved, before the work is done. The log sheets will be kept on file in our departmental files.

Inventory - Maintenance only

A random check will be implemented for fixed assets. Mike Trnik will perform the random check during each fiscal school year.

Preventative Maintenance Program

Currently P.M. work is tracked using an Excel spreadsheet. SchoolDude does have a P.M. automated system. Over the summer we will evaluate the system module they have and see if it could help us. I have been reluctant to look into this due to the workload the department already has. I used this system at Carmel School District and it is a good system but labor intensive to set-up and maintain.

Security at the High School

The high school is an open campus and the District would like it to remain that way. We are locking down sections of the school after hours. I plan on continuing to make improvements at the high school.

Charging for lost keys and identification cards

Andrew Selesnick is working on a procedure for lost keys and card charges.

Summary

I am in the process of reviewing our current workload in the department. My goal is make 100% sure that we have the time and manpower necessary to do the essential work that will best serve the District, i.e. energy efficiency, reusable energy, P.M., long-term project planning, staff training, work order system and ensuring that we are providing the best environment for students and staff.