



Plant Manager's Meeting Minutes February 25, 2005

Introduction by Bob Smith – 40 members in attendance

Wayne Blazek - CSPMA Business

1. Web site is up and running. Thanks to Steve Hoban & Pete Hall
2. Distribution of information – Do we do an active member list on the web site? Maybe include password protection member list.
3. Reminder - CASBO is April 13th – 15th
 - a) CSPMA meeting is on that Wednesday of CASBO Conference
 - b) School Dude presentation – Bench marking and preventative maintenance.
4. E-mail distribution to two districts with one central point of contact. Others would like an individual receipt.

Jeffco Facilities Overview by Bob Smith – (see attachment)

Each zone consists of two high schools. And middle schools and elementary schools that feed into each high school.

Back flow inspections – are done by Zone Plumbers

Journey Electricians, Master Electricians and Contractors License are incorporated into staffing.

Pre Employment screening is done by Facilities

Random drug custodians – (no)

Who evaluates the custodians? Done by Facilities Manager.

Joe Pitoniak - Director Custodial Services - (great resource)

Custodial Services Department

- 1) Market to their department building staff by:
 - a) Mission statement
 - b) Consisted of # employee pride (programs)
 - c) Safety record & awareness recognition
 - d) Provide training program

2) Deferred cleaning program by defining for the staff

We provide a training program

There is no warehousing of custodial supplies

We only have Maintenance warehousing

Order on-line for each site

Drugs & Alcohol suspicious conduct warrants a site visit - Drive to test site for further testing

35 – 40 minutes – physical

Establish levels of service for the Facilities Building Managers

Ceiling tiles

Cove base

Light tubes

Playground maintenance

Ornamental grass

Minor grass & planting

Exterior trash – containers

Recycle card board/paper/aluminum

Environmental Person – Performs Testing & Documentation on:

AHERA, RADON, LEAD, HAZ MAT

Indoor air quality, fire ext

Underground Storage Tanks

Water, waste water, waste removal

Water augmentation

MS4

Ed Skala – Small engine equipment repair program

(Contact Ed for a copy of presentation, too large to download)

Discussed service routes

Discussed service trucks and set up

Discussed function of new tool – Plastic Welder

Capital Improvement Program

By Cheryl Humann (see attachment)

Round Table Discussion

- 1) New Web Site is under construction
www.cspma.net

We are open to suggestions

- a) What to put on the web site
 - b) Professional growth opportunities
 - c) Salary ranges
 - d) Meetings & agenda
 - e) Training & development
 - f) Department structures/organization charts
 - g) Link to other school web sites
 - h) Staffing guide lines & formulas
 - i) Best management practices page
 - j) Frequently asked questions
 - k) Job postings
 - l) Membership application
- 2) Is there a pool for summer help?
 - 3) Question about the impact of (.1) inflation rate?

Options:

- a) Adjusted assumption
 - b) Possible reduction, the cuts and ramifications of those cuts.
 - c) Raise negotiations
 - d) Asked to submit budgets at 15% less
- 4) Questions about possible shirts for CSPMA shirts?
How does everyone feel about having a vendor sponsor the shirts? There was no opposition.