A Determination of the Custodial Services Required to Maintain and Operate the Watkins Glen Central Schools

David E. Ruggles
The College at Brockport

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A DETERMINATION OF THE CUSTODIAL SERVICES
REQUIRED TO MAINTAIN AND OPERATE THE WATKINS
GLEN CENTRAL SCHOOLS

DAVID E. RUGGLES

SUBMITTED IN PARTIAL FULFILLMENT OF
REQUIREMENTS LEADING TO THE DEGREE OF
MASTER OF SCIENCE IN EDUCATION

STATE UNIVERSITY TEACHERS COLLEGE
BROCKPORT, NEW YORK

AUGUST, 1959

APPROVED:

Faculty advisor

Associate Dean

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BROCKPORT, NEW YORK
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<td>LIST OF CONSULTATIONS</td>
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<td>ACKNOWLEDGEMENTS</td>
</tr>
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</table>
LIST OF CONSULTATIONS

Mr. J. Cook, Supervising Principal
Watkins Glen Central Schools
Watkins Glen, New York

Mr. N. Giambo, Maintenance Supervisor
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Watkins Glen, New York

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Mr. G. Conklin, Custodian
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Mrs. E. Islister, Cleaner
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Watkins Glen, New York

Mrs. B. Auble, Cleaner
Watkins Glen Central Schools
Watkins Glen, New York

Mr. K. Auble, Head Custodian
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Watkins Glen, New York

Mr. W. Jennings, Custodian
Watkins Glen Central Schools
Watkins Glen, New York

Mr. M. Brace, Custodian
Watkins Glen Central Schools
Watkins Glen, New York
Mr. A. Webster, Ass't. Custodian
Watkins Glen Central Schools
Watkins Glen, New York

Mr. A. Just, Custodian
Watkins Glen Central Schools
Watkins Glen, New York

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Watkins Glen, New York

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ACKNOWLEDGEMENTS

For his guidance and patience, sincere appreciation is expressed to Mr. Herman Lybarger, principal of the Campus School, State University of New York, Teachers College at Brockport.

The suggestions offered by Mr. John Cook, Supervising Principal of the Watkins Glen Central Schools have been of infinite value and are gratefully acknowledged.

To Mr. Nicholas Giambo, Maintenance Supervisor of the Watkins Glen Central Schools, many thanks for the technical assistance.

Mrs. J. Ruggles, spouse of the writer, has offered the kind of advice and help that made possible the completion of this study and for which sincere appreciation is expressed.

For time spent in consultations, for cooperation given and for suggestions offered, grateful acknowledgement is made to the school personnel.¹

¹. List of consultations, p.iv.
A DETERMINATION OF THE CUSTODIAL SERVICES
REQUIRED TO MAINTAIN AND OPERATE THE WATKINS
GLEN CENTRAL SCHOOLS

INTRODUCTION

Custodial service, one of the many spokes connected to the axle, Education, is too often overlooked or shunted aside by the layman in his search for better education. The professional educator realizes the effect a noisy exhaust fan or a poorly heated classroom can have on good teaching and learning and, therefore, is well aware of the important role custodians play in the educational system. He depends upon the efficient, courteous and prompt service of the custodians to assist in keeping the educational system functioning harmoniously. Linn very aptly phrases the attitude educators and laymen alike should adopt toward custodians when he states;

"The service employees are not menials or personal valets. They are associated in a great educational enterprise, and are employed specifically because they can contribute to its operation." 1

Since custodians do have an integral part in the educational system, they, like administrators, supervisors and teachers,

should not be assigned an impossible work load. Some method of determining custodial service requirements should be employed by schools to be sure custodial work loads are equal and fair. With this thought in mind, this study began.

INTENTION OF STUDY

The Watkins Glen Central School System does not have a satisfactory method of determining the custodial services necessary to maintain and operate its schools. It is the intention of this project to help alleviate this situation by perusing the various methods for figuring custodial requirements, selecting the most suitable and determining Watkins Glen's requirements.

BUILDINGS CONCERNED

Three buildings are concerned in this study, the Junior-Senior High School, the Elementary School, both located in the village of Watkins Glen, and the Burdett Branch of the Elementary School located three miles from Watkins Glen.

JUNIOR-SENIOR HIGH SCHOOL

The Junior-Senior High School\(^1\) is a three-floored brick structure which was built in 1930. A shop, gymnasium and classroom addition increased the size of the building in 1958.

\(^1\) Appendix B
The facilities now include a cafeteria, an auditorium, a library, a study hall, three shops, two gymnasiums, two locker rooms, two laboratories, two faculty rooms, ten offices, nineteen lavatories and thirty-one classrooms. Unlike many schools at the present, the classrooms are not crowded for the seventh through twelfth grade students are distributed in average size classes of approximately twenty-two. Watkins Glen is fortunate in this respect, for it is generally conceded that the overcrowded classes in many of today's schools necessitate extra custodial service.

WATKINS GLEN ELEMENTARY SCHOOL

Built to house kindergarten through sixth grade students, Watkins Glen's Elementary School is a modern two-floored brick structure which was completed in 1953. Like the Junior-Senior High School, this school had an addition built on in 1958. This increased the number of classrooms to thirty-two. Other facilities are a cafeteria, an auditorium, a library, a gymnasium, two faculty rooms, nine offices, twenty-two room lavatories, six group lavatories and five locker rooms, three of which are used by Junior-Senior High School teams. Classes which vary in size from twenty-two to thirty-two students, are by no means crowded. In opposition to the new school trend of using unusual amounts of glass which require extra custodial

1. Appendix C
time, the elementary school has adequate window space without the extravagant usage of glass. Location of the building, only four blocks from the "headquarters" Junior-Senior High School, keeps custodial delivery time between the two buildings at a minimum.

BURDETT BRANCH OF THE WATKINS GLEN ELEMENTARY SCHOOL

1939 saw the building of the single-floored Burdett Branch\(^1\) of the Watkins Glen Elementary School. Setting the pattern for the two previously mentioned schools, Burdett's brick structure expanded to include an addition in 1952. Facilities of the kindergarten through fifth grade school now include a cafeteria, a gymnasium-auditorium combination, an office, four room lavatories, three group lavatories and six classrooms. Small classes, varying in size from sixteen to thirty, are characteristic of this branch. Its location, three miles from the "headquarters" Junior-Senior High School, demands custodial delivery time, but this, as with the Watkins Glen Elementary School, is kept at the minimum through careful planning.

CURRENT CUSTODIAL SERVICE

Existing custodial services in the three schools are 5.75 units\(^2\) at the Junior-Senior High School, 4.67 units at the

1. Appendix D
2. A unit's defined as one person working a forty hour week.
Elementary School and 1.21 units at the Burdett Branch. This gives the school system a grand total of 11.63 units sustaining service during the September through June school year. Inasmuch as numerous jobs in this system are contracted during the summer months of July and August, this study will confine itself to the school year.

STEEN'S METHOD OF DETERMINING CUSTODIAL REQUIREMENTS

M.M. Steen fosters a method of determining custodial requirements called the "Room Equivalent" measure. In this method, the frequency of each type of job is determined as well as the total number of such jobs that must be completed within the frequency period. Then the number of such jobs is divided by the number of work days in the period. The result is called a room equivalent. (i.e. The windows in one hundred classrooms are to be washed once each month. There are twenty work days in the period. One hundred divided by twenty equals five room equivalents and means that on the average the windows in five rooms should be washed daily. A time standard is set up for washing windows in one room. From this base total, time per day for window washing can be determined. Room equivalents are established for each type of work and the total time required indicates the number of custodians needed.

1. School Business Affairs, p. 11.
ANONYMOUS METHODS OF DETERMINING CUSTODIAL REQUIREMENTS

Other ways of figuring the required custodial service that may seem similar to the "Room Equivalent" plan, but are not nearly as thorough, are:

1. ten rooms per custodian
2. eight rooms, boiler room and grounds per custodian
3. twelve rooms per custodian

With the discrepancy between one and three, it would seem that at best these ways would fall in a "rule-of-thumb" category and should, therefore, be used only to get a quick estimate of custodial requirements.

FILDES' METHODS OF DETERMINING CUSTODIAL REQUIREMENTS

A method of determining custodial requirements may be found in a study made by R. E. Fildes. After receiving replies from questionnaires sent to sixty-seven cities, he found that high schools require one custodian for every seven and one tenth teacher while elementary schools need a custodian for every seven and four tenths teachers. Also from the same study Fildes offers the method of figuring custodial requirements which uses as its basis pupils, rather than teachers, per custodian. The high school figure stands at 207 pupils per custodian while the elementary quota is 227 pupils per custodian.

Use of either method offered by Fildes can be easily employed by school systems for information concerning teaching staff size or pupil enrollment is usually available.

**ANONYMOUS METHODS OF DETERMINING CUSTODIAL REQUIREMENTS**

Available, but not as readily as the pupil enrollment or teacher staff size for it must be determined from building plans or actually measuring, is the square foot measurement of a school. This may be used in figuring custodial requirements in such ways as:

1. 16,000 square feet per custodian
2. 17,000 square feet per custodian
3. 20,000 square feet per custodian

Here, because of the discrepancies between one, two and three, are approximations which may suffice for a check on required custodial service, but certainly should not have a great deal of faith put in them. They tend to deal with the average situation without taking into consideration the differences from building to building and school system to school system.

**VARIABLES AND TYKOSKI’S METHOD OF DETERMINING CUSTODIAL REQUIREMENTS**

Variables such as standards for various jobs, frequency of performances, time needed for the job and differences in buildings play important roles in a determination of custodial

---

requirements for a specific, rather than average, situation. Conrad Pykoski had these in mind, as can be noted from variable "Type of Space" through variable "Special Requirements of the School" when making his study.¹

**METHOD TO BE USED**

Pykoski's method for determining custodial requirements, supplemented by Hamtramck's custodial work rates for maintaining school grounds, appears to be the suitable one for this study as consideration is given the all important variables.²

**CUSTODIAL REQUIREMENTS DETERMINATIONS**

In reviewing the Work Sheet For Determining School Custodial Requirements³, it may be noted that such information as called for in sections D, Maintaining the Buildings, and G, Special Requirements of the School, could best be given by the custodians where the determination is in progress. With this in mind, the Questionnaire for Maintenance and Custodial Personnel⁴ was initiated. Use of the questionnaire plus consultations with the administrator and custodians brought forth the following determinations:

4. Appendix F
1. Required High School Custodians 7.01
2. Required Elementary School Custodians 7.97
3. Required Burdett Branch Custodians 1.48
4. Total Required Watkins Glen School System Custodians 16.46

COMPARISON OF PRESENT AND DETERMINED CUSTODIAL REQUIREMENTS

Comparing the above determinations with the actual number of custodians in the Watkins Glen Central School System, Junior-Senior High School 5.75 custodians, Elementary School 4.67 custodians, Burdett Branch 1.21 custodian, the apparent shortages are:

1. High School 1.26 custodians
2. Elementary School 3.30 custodians
3. Burdett Branch .27 of a custodian
4. Total School System 4.83 custodians

SUMMARY

An analysis of the shortages brings to light the specific areas where the deficiencies exist. The Junior-Senior High School lacks one full-time cleaner and one part-time, ten
hours and twenty-four minutes a week, cleaner.\textsuperscript{1} At the Elementary School, they are short one part-time, twenty-six hour a week, cleaner,\textsuperscript{2} two full-time groundsmen and one part-time, twenty-six hour a week, groundsman.\textsuperscript{3} Burdett's Branch is minus one part-time, ten hours and forty-eight minutes a week, groundsman.\textsuperscript{4}

CONCLUSIONS

It is apparent, from the preceding paragraph, that additional custodial personnel is necessary to cover the shortages. When employed, the personnel may be assigned in the areas and amounts stated in the previous paragraph or may be deployed in various other ways. Perhaps it would be desirable to assign two part-time, twenty-five hours and twelve minutes a week, women cleaners to the Junior-Senior High School to cover its need. (Women cleaners are suggested for the positions for there seems to be an availability of them for part-time work in Watkins Glen.) The Elementary School's deficiency could be made up by assigning one full-time, twenty-six hours a week cleaner plus a fourteen hour a week groundsman, cleaner-groundsmen, two full-time groundsmen and one part-time, twelve hours a week, groundsman. Burdett's shortage could be met by

3. Ibid., part C, p.48.
assigning a part-time, ten hours and forty-eight minutes a week, groundsman. (A Junior-Senior High School boy could be used for this position as there is an availability of this type labor in Burdett.)

If the employment of so many personnel as part-time workers does not seem advisable, perhaps the assignment of five full-time workers could be made in the following way:

1. Junior-Senior High School
   one full-time cleaner

2. Elementary School
   two full-time groundsmen
   one full-time, twenty-six hours a week cleaner
   fourteen hours a week groundsman, cleaner-groundsman

3. Entire School System
   one full-time person covering
   a) ten hours and twenty-four minutes a week cleaning at the Junior-Senior High School
   b) twelve hours a week as a groundsman at the Elementary School
   c) ten hours and forty-eight minutes a week as a groundsman at the Burdett Branch

(To complete this person's full forty hours a week, his remaining time, six hours and forty-eight minutes, could be used for substituting in the event that custodial personnel are absent due to illness or vacation.)
BIBLIOGRAPHY


## FLOOR PLANS

WATKINS GLEN CENTRAL SCHOOL

JUNIOR-SENIOR HIGH

### KEY:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
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<td>F</td>
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<tr>
<td>Cl</td>
<td>Classroom</td>
</tr>
<tr>
<td>SH</td>
<td>Study Hall</td>
</tr>
<tr>
<td>Li</td>
<td>Library</td>
</tr>
<tr>
<td>A</td>
<td>Auditorium</td>
</tr>
<tr>
<td>G</td>
<td>Gymnasium</td>
</tr>
<tr>
<td>Co</td>
<td>Corridor</td>
</tr>
<tr>
<td>S</td>
<td>Shop</td>
</tr>
<tr>
<td>La</td>
<td>Laboratory</td>
</tr>
<tr>
<td>HE</td>
<td>Home Economics</td>
</tr>
<tr>
<td>Ca</td>
<td>Cafeteria</td>
</tr>
<tr>
<td>→</td>
<td>Stairway</td>
</tr>
<tr>
<td>E</td>
<td>Entrance</td>
</tr>
<tr>
<td>L</td>
<td>Lavatory</td>
</tr>
<tr>
<td>LR</td>
<td>Locker Room</td>
</tr>
<tr>
<td>BR</td>
<td>Boiler Room</td>
</tr>
<tr>
<td>St</td>
<td>Storeroom</td>
</tr>
<tr>
<td>\√/</td>
<td>Folding Door</td>
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Floor Plan
Watkins Glen Central Schools
August, 1959

High School
First Floor
Scale 1 inch = 50 feet
Floor Plan
Watkins Glen Central Schools
August, 1939

High School
Third Floor
Scale 1 inch = 50 feet
FLOOR PLANS
WATKINS GLEN CENTRAL SCHOOL
ELEMENTARY

KEY:
O Office --- Opening
F Faculty room " Doorway"
Cl Classroom
SH Study Hall
Li Library
A Auditorium
G Gymnasium
Co Corridor
S Shop
La Laboratory
Ca Cafeteria
             Stairway
E Entrance
L Lavatory
LR Locker Room
BR Boiler Room
St Storeroom
\ \ Folding Door
Floor Plan
Watkins Glen Central Schools
August, 1959

Elementary School
First Floor
Scale 1 inch = 50 feet
APPENDIX D
KEY:

O  Office     ---  Opening
F  Faculty Room   "  Doorway
Cl  Classroom
SH  Study Hall
Li  Library
A  Auditorium
G  Gymnasium
Co  Corridor
S  Shop
La  Laboratory
HE  Home Economics
Ca  Cafeteria
→  Stairway
E  Entrance
L  Lavatory
LR  Locker Room
BR  Boiler Room
St  Storeroom
✓✓  Folding Door
Elementary School
(Burdett Branch)
First Floor
Scale 1 inch = 20 feet
Elementary School
(Burdett Branch)
Basement
Scale 1 inch = 20 feet
APPENDIX E
WORK SHEET FOR DETERMINING SCHOOL CUSTODIAL REQUIREMENTS

SCHOOL CUSTODIAL REQUIREMENTS

Tally Form

<table>
<thead>
<tr>
<th>Categories</th>
<th>Number of Custodians</th>
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<tbody>
<tr>
<td>A Cleaning of Building</td>
<td>-</td>
</tr>
<tr>
<td>B Heating of Building</td>
<td>-</td>
</tr>
<tr>
<td>C Maintenance of Grounds</td>
<td>-</td>
</tr>
<tr>
<td>D Maintenance of Building</td>
<td>-</td>
</tr>
<tr>
<td>E Work Requests from Principal and Teachers</td>
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<tr>
<td>F Supervision of Custodians</td>
<td>-</td>
</tr>
<tr>
<td>G Special Requirements of the School</td>
<td>-</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>-</strong></td>
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</table>
A - Cleaning the Building

Determine from building plans or from actual measurements the total amount of floor space, in square feet, for each of the ten categories listed below. Enter totals in the first column, compute the problem across the sheet, total the last column and then follow the instructions under grand total.

**Type of Space**

1. Offices and Faculty Rooms
2. Classrooms, Study Hall, Library
3. Auditorium
4. Gymnasium, Playrooms, Corridors
5. Shops
6. Laboratories
7. Home Economics and Cafeteria
8. Stairways, Landings, Entrances
9. Lavatories, Shower Rooms, Dressing Rooms
10. Storerooms
<table>
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<tr>
<th>Total Square Feet of Space</th>
<th>Space Swept Per Minute</th>
<th>Total Minutes Per One Sweeping</th>
<th>Number of Sweepings Per Year</th>
<th>Total Minutes For All Sweepings</th>
<th>Sweeping Ratio of Floors to All Custodial Service for Space</th>
<th>Total Minutes For All Custodial Service for Space</th>
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<td>38</td>
<td></td>
<td>.18</td>
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</table>

GRAND TOTAL

1. Work rates developed by Conrad Pykoski, Minneapolis Public Schools, may be changed by a school district in order to reflect local conditions more accurately.
2. If desirable, change figures to conform to practice.
3. Ratios developed by Conrad Pykoski, Minneapolis Public Schools.
4. Divide the grand total by the number of minutes a full time custodian works during the 190 day period. Enter quotient at "A" on the tally form. A table based on the hourly work week of a custodian indicating the number of working minutes is given here: Hours/Week=40 hr. Minutes/190 Days (38 wk.) = 91,200 min.
B - Heating the Building

COAL HEAT (Hand Fired)

Multiply the number of tons burned annually by 100 and divide the product by the total number of minutes a full-time custodian works during the 8 months' heating season. (See table below for custodial time.) Enter quotient at "B" on tally form. If the school burns less than 75 tons annually, use 75 tons in computation.

OIL HEAT

Determine the total number of minutes of custodial time required for day school heating from the table immediately below. To this figure add the total number of minutes required for night school heating on the basis of 30 minutes for each night the school is open during the heating season. Divide the grand total by the total number of minutes a full-time custodian works during the 8 months' heating season. (See table below for custodial time.) Enter quotient at "B" on tally form.

<table>
<thead>
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<th>Number of Oil Burners</th>
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CUSTODIAL TIME FOR 8 MONTHS' HEATING SEASON

40 Hour Week  81,600 Minutes in 8 Months
C - Maintaining the Grounds

Determine the area, in square feet, of the school grounds which is maintained by the school custodian(s). Include areas from which snow is removed as well as areas which are mown. Divide the total area by the appropriate custodial work rate from the table that follows. Enter the quotient at "C" on tally form.

For 40 hour week use rate of 309,000 sq. ft.

D - Maintaining the Building

If maintenance work is done by the school custodian(s), determine how much custodial time (.2 or .5 or .8 custodian) is devoted annually to maintenance and enter at "D" on tally form.

E - Work Requests from Principal and Teachers

Custodians spend time almost every day doing work requested by the school principal and teachers. The table below can be used for determining the total number of minutes spent during the 190 days of school on this work or the district can make its own determination. Divide this figure by the total number of minutes a full-time custodian works in 190 days. (Use data from the Custodial Time Table on part A for this purpose.) Enter quotient at "E" on tally form.

<table>
<thead>
<tr>
<th>Number of Teachers</th>
<th>Custodial Time/Day</th>
<th>Custodial Time/190 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 30</td>
<td>30 minutes</td>
<td>5,700 minutes</td>
</tr>
<tr>
<td>30-45</td>
<td>40 minutes</td>
<td>7,600 minutes</td>
</tr>
<tr>
<td>45-60</td>
<td>50 minutes</td>
<td>9,500 minutes</td>
</tr>
</tbody>
</table>
F - Supervision of Custodians

If the school has a head custodian, determine how much time he should devote to custodial supervision and enter at "F" on tally form. A reasonable allotment of supervisory time would be as follows:

From 3 to 5 Custodians allow .1 custodial time  
From 6 to 8 Custodians allow .25 custodial time  

If the head custodian is also expected to supervise any maintenance work done at the school by private contractors, the amount of supervisory time should be increased accordingly.

G - Special Requirements of the School

This section is intended to take care of any extra or special custodial problems the school may have. The following are examples of what might be included in this category.

1. A new school has an unusual amount of glass which regularly requires extra custodial time.

2. A custodian regularly drives the school truck for delivery service.

3. The school employs a custodian-nightwatchman, one-half of whose time is devoted to guarding the school.

Determine the amount of custodial time for this category (.1 or .3 or .5 custodian) and enter at "G" on tally form.
I.

questionnaire for Maintenance and Custodial Personnel

If your job routine generally does not vary throughout the year, please fill out one questionnaire. If your job varies from season to season (I. Opening of school to November 14, II. November 15 to March 31, III. April 1 to closing of school in June, and IV. Closing of school in June to opening in September), please fill out all four questionnaires, one for each season. Base all of your answers on your regular work week for the season.

Name and Job Title

Number of hours per week

1. a) How many minutes or hours per week do you sweep?__________
   b) Dust?__________
   c) Wax?__________
   d) Wash and mop?__________
   e) Inspect, lubricate and repair building equipment?__________
   f) "Check in" orders and supplies?__________
   g) Fill work requests from teachers and principal?__________
   h) Fire or do tasks concerned with heating?__________
   i) Remove snow from walks and parking areas?__________
   j) Mow or rake lawns?__________
   k) Groom shrubs or trees?__________
   l) Check or repair playground equipment and areas?__________

2. What other ways do you use your working hours? Please, give the minutes or hours spent for each way that you mention.

3. If you are a job supervisor, how many minutes or hours do you use for supervisory duties?

4. On the back of this questionnaire, please list recommendations which you feel would result in making our maintenance and custodial system most efficient.
II.

Questionnaire for Maintenance and Custodial Personnel

Name and Job Title..............................................

Number of hours per week........................................

1. a) How many minutes or hours per week do you sweep?____
    b) Dust?____
    c) Wax?____
    d) Wash and mop?____
    e) Inspect, lubricate and repair building equipment?____
    f) "Check in" orders and supplies?____
    g) Fill work requests from teachers and principal?____
    h) Fire or do tasks concerned with heating?____
    i) Remove snow from walks and parking areas?____
    j) Mow or rake lawns?____
    k) Groom shrubs or trees?____
    l) Check or repair playground equipment and areas?____

2. What other ways do you use your working hours? Please, give the minutes or hours spent for each way that you mention.

3. If you are a job supervisor, how many minutes or hours do you use for supervisory duties?____

4. On the back of this questionnaire, please list recommendations which you feel would result in making our maintenance and custodial system most efficient.
Questionnaire for Maintenance and Custodial Personnel

Name and Job Title

Number of hours per week

1. a) How many minutes or hours per week do you sweep? ____ b) Dust? ____ c) Wax? ____ d) Wash and mop? ____ e) Inspect, lubricate and repair building equipment? ____ f) "Check in" orders and supplies? ____ g) Fill work requests from teachers and principal? ____ h) Fire or do tasks concerned with heating? ____ i) Remove snow from walks and parking areas? ____ j) Mow or rake lawns? ____ k) Groom shrubs or trees? ____ l) Check or repair playground equipment and areas? ____

2. What other ways do you use your working hours? Please, give the minutes or hours spent for each way that you mention.

3. If you are a job supervisor, how many minutes or hours do you use for supervisory duties?

4. On the back of this questionnaire, please list recommendations which you feel would result in making your maintenance and custodial system most efficient.
questionnaire for Maintenance and Custodial Personnel

Name and Job Title...........................................................................

Number of hours per week..............................................................

1. a) How many minutes or hours per week do you sweep? ____
   b) Dust? __________________________
   c) Wax? __________________________
   d) Wash and mop? _______________________
   e) Inspect, lubricate and repair building equipment? ______
   f) "Check in" orders and supplies? ______
   g) Fill work requests from teachers and principal? ______
   h) Fire or do tasks concerned with heating? ______
   i) Remove snow from walks and parking areas? ______
   j) Mow or rake lawns? ______
   k) Groom shrubs or trees? ______
   l) Check or repair playground equipment and areas? ______

2. What other ways do you use your working hours? Please, give the minutes or hours spent for each way that you mention.

3. If you are a job supervisor, how many minutes or hours do you use for supervisory duties? ______

4. On the back of this questionnaire, please list recommendations which you feel would result in making our maintenance and custodial system most efficient.
WORK SHETS FOR DETERMINING WATKINS GLEN'S SCHOOLS
CUSTODIAL REQUIREMENTS

JUNIOR-SENIOR HIGH SCHOOL
WATKINS GLEN CENTRAL

Tally Form

<table>
<thead>
<tr>
<th>Categories</th>
<th>Number of Custodians</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Cleaning of Building</td>
<td>5.204745</td>
</tr>
<tr>
<td>B Heating of Building</td>
<td>4.28921</td>
</tr>
<tr>
<td>C Maintenance of Grounds</td>
<td>1.45436</td>
</tr>
<tr>
<td>D Maintenance of Building</td>
<td>7.50000</td>
</tr>
<tr>
<td>E Work Requests from Principal and Teachers</td>
<td>0.08333</td>
</tr>
<tr>
<td>F Supervision of Custodians</td>
<td>0.250000</td>
</tr>
<tr>
<td>G Special Requirements of the School</td>
<td>0.150000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>7.012435</strong> = 7.61</td>
</tr>
</tbody>
</table>
A - Cleaning the Building

Determine from building plans or from actual measurements the total amount of floor space, in square feet, for each of the ten categories listed below. Enter totals in the first column, compute the problem across the sheet, total the last column and then follow the instructions under grand total.

<table>
<thead>
<tr>
<th>Type of Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Offices and Faculty Rooms</td>
</tr>
<tr>
<td>2 Classrooms, Study Hall, Library</td>
</tr>
<tr>
<td>3 Auditorium</td>
</tr>
<tr>
<td>4 Gymnasium, Playrooms, Corridors</td>
</tr>
<tr>
<td>5 Shops</td>
</tr>
<tr>
<td>6 Laboratories</td>
</tr>
<tr>
<td>7 Home Economics and Cafeteria</td>
</tr>
<tr>
<td>8 Stairways, Landings, Entrances</td>
</tr>
<tr>
<td>9 Lavatories, Shower Rooms, Dressing Rooms</td>
</tr>
<tr>
<td>10 Storerooms</td>
</tr>
<tr>
<td>Total Square Feet of Space</td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
<tr>
<td>1. 3,080</td>
</tr>
<tr>
<td>2. 22,000</td>
</tr>
<tr>
<td>3. 8,417</td>
</tr>
<tr>
<td>4. 18,107</td>
</tr>
<tr>
<td>5. 3,168</td>
</tr>
<tr>
<td>6. 2,112</td>
</tr>
<tr>
<td>7. 4,943</td>
</tr>
<tr>
<td>8. 1,375.25</td>
</tr>
<tr>
<td>9. 4,752</td>
</tr>
<tr>
<td>10. 3,696</td>
</tr>
</tbody>
</table>

GRAND TOTAL: 474,672.80 min. + 91,200 min. = 5.204745 custodians required

3.942310 present custodians

1. Pykoski, op. cit.
2. If desirable, change figures to conform to practice.
3. Pykoski, op. cit.
4. Divide the grand total by the number of minutes a full time custodian works during the 190 day period. Enter quotient at "A" on the tally form. A table based on the hourly work week of a custodian indicating the number of working minutes is given below:

   Hours/Week - 40 hr. Minutes/190 Days (38 wk.) - 91,200 min.
B - Heating the Building

COAL HEAT (Hand Fired)

Multiply the number of tons burned annually by 100 and divide the product by the total number of minutes a full-time custodian works during the 8 months* heating season. Enter quotient at "B" on tally form. If the school burns less than 75 tons annually, use 75 tons in computation.

\[
100 \times 350 \text{ tons burned annually} = 35,000 \text{ product}
\]

\[
35,000 \text{ product} \div 81,600 \text{ min. in 8 mos' heating season} = 0.428921 \text{ of a custodian required}
\]

\[
0.428921 \text{ of a custodian present}
\]

C - Maintaining the Grounds

Determine the area, in square feet, of the school grounds which is maintained by the school custodian(s). Include areas from which snow is removed as well as areas which are mown. Divide the total area by the appropriate custodial work rate from the table that follows. Enter the quotient at "C" on tally form.

For 40 hour week use rate of 309,000 sq. ft.

\[
44,940 \text{ sq. ft.} \div 309,000 \text{ sq. ft.} = 0.145436 \text{ of a custodian required}
\]

\[
0.145436 \text{ of a custodian present}
\]

D - Maintaining the Building

If maintenance work is done by the school custodian(s), determine how much custodial time (0.2 or 0.5 or 0.8 custodian)
is devoted annually to maintenance and enter at "D" on tally form.

.750000 of a custodian required according to results of questionnaire.

.750000 of a custodian present

E - Work Requests from Principal and Teachers

Custodians spend time almost every day doing work requested by the school principal and teachers. The table below can be used for determining the total number of minutes spent during the 190 days of school on this work or the district can make its own determination. Divide this figure by the total number of minutes, 91,200, a full-time custodian works in 190 days. Enter quotient at "E" on tally form.

<table>
<thead>
<tr>
<th>Number of Teachers</th>
<th>Custodial Time/Day</th>
<th>Custodial Time/190 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 30</td>
<td>30 minutes</td>
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</tr>
<tr>
<td>30-45</td>
<td>40 minutes</td>
<td>7,600 minutes</td>
</tr>
</tbody>
</table>

7,600 min. + 91,200 min. = .083333 of a custodian required

.083333 of a custodian present

F - Supervision of Custodians

If the school has a head custodian, determine how much time he should devote to custodial supervision and enter at "F" on tally form.

1. Appendix F
.250000 of a custodian required according to results of questionnaire¹

.250000 of a custodian present

G - Special Requirements of the School

This section is intended to take care of any extra or special custodial problems the school may have. Determine the amount of custodial time for this category (.1 or .3 or .5 Custodian) and enter at "G" on tally form.

A custodian regularly drives the school truck for delivery service.

.150000 of a custodian required according to results of questionnaire²

.150000 of a custodian present

¹ Appendix F
² Ibid.
### Tally Form

<table>
<thead>
<tr>
<th>Categories</th>
<th>Number of Custodians</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Cleaning of Building</td>
<td>4.160212</td>
</tr>
<tr>
<td>B Heating of Building</td>
<td>0.179411</td>
</tr>
<tr>
<td>C Maintenance of Grounds</td>
<td>3.395766</td>
</tr>
<tr>
<td>D Maintenance of Building</td>
<td>0.050000</td>
</tr>
<tr>
<td>E Work Requests from Principal and Teachers</td>
<td>0.083333</td>
</tr>
<tr>
<td>F Supervision of Custodians</td>
<td>0.100000</td>
</tr>
<tr>
<td>G Special Requirements of the School</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>7.968722</strong> = 7.97</td>
</tr>
</tbody>
</table>
A - Cleaning the Building

Determine from building plans or from actual measurements the total amount of floor space, in square feet, for each of the ten categories listed below. Enter totals in the first column, compute the problem across the sheet, total the last column and then follow the instructions under grand total.

<table>
<thead>
<tr>
<th>Type of Space</th>
<th></th>
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<tbody>
<tr>
<td>1 Offices and Faculty Rooms</td>
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<tr>
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<tr>
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<td></td>
</tr>
<tr>
<td>7 Home Economics and Cafeteria</td>
<td></td>
</tr>
<tr>
<td>8 Stairways, Landings, Entrances</td>
<td></td>
</tr>
<tr>
<td>9 Lavatories, Shower Rooms, Dressing Rooms</td>
<td></td>
</tr>
<tr>
<td>10 Storerooms</td>
<td></td>
</tr>
</tbody>
</table>

Building Space
<table>
<thead>
<tr>
<th>Total Square Feet of Space</th>
<th>Space Swept Per Minute</th>
<th>Total Minutes per Sweeping</th>
<th>Number of Sweepings Per Year</th>
<th>Total Minutes For All Sweepings</th>
<th>Sweeping Ratio of Floors to All Custodial Service for Space</th>
<th>Total Minutes For All Custodial Service for Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 2,853</td>
<td>+ 80 = 35.66 x 190</td>
<td>6,775.40</td>
<td>+ .30</td>
<td>= 22,584.67</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. 23,322</td>
<td>+ 80 = 291.53 x 190</td>
<td>55,390.70</td>
<td>+ .26</td>
<td>= 213,041.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. 2,040</td>
<td>+ 80 = 25.50 x 38</td>
<td>969.00</td>
<td>+ .11</td>
<td>= 8,809.09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. 14,504</td>
<td>+ 200 = 72.52 x 190</td>
<td>13,778.80</td>
<td>+ .34</td>
<td>= 40,525.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>+ 60 = - x 190</td>
<td>-</td>
<td>+ .45</td>
<td>= 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>+ 80 = - x 190</td>
<td>-</td>
<td>+ .40</td>
<td>= 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. 3,036</td>
<td>+ 80 = 37.95 x 190</td>
<td>7,210.50</td>
<td>+ .31</td>
<td>= 23,259.68</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. 1,498</td>
<td>+ 58 = 25.83 x 190</td>
<td>4,907.70</td>
<td>+ .43</td>
<td>= 11,413.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. 3,475</td>
<td>+ 100 = 34.75 x 190</td>
<td>6,602.50</td>
<td>+ .13</td>
<td>= 50,788.46</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. 3,406.5</td>
<td>+ 80 = 42.58 x 38</td>
<td>1,618.04</td>
<td>+ .18</td>
<td>= 8,989.11</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GRAND TOTAL 4 379,411.31 min. + 91,200 min. = 4.160212 custodians required

3.505978 present custodians

1. Pykoski, op. cit.
2. If desirable, change figures to conform to practice.
3. Pykoski, op. cit.
4. Divide the grand total by the number of minutes a full time custodian works during the 190 day period. Enter quotient at "A" on the tally form. A table based on the hourly work week of a custodian indicating the number of working minutes is given below:

   Hours/Week- 40 hr. Minutes/190 Days (38 wk.) - 91,200 min.
B - Heating the Building

OIL HEAT

Determine the total number of minutes of custodial time required for day school heating from the table immediately below. To this figure add the total number of minutes required for night school heating on the basis of 30 minutes for each night the school is open during the heating season. Divide the grand total by the total number of minutes a full-time custodian works during the 8 months' heating season. (See table below for custodial time.) Enter quotient at "B" on tally form.

<table>
<thead>
<tr>
<th>Number of Oil Burners</th>
<th>Day School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7,200 min.</td>
</tr>
<tr>
<td>2</td>
<td>14,400 min.</td>
</tr>
</tbody>
</table>

CUSTODIAL TIME FOR 8 MONTHS' HEATING SEASON

40 Hour Week 81,600 Minutes in 8 Months

14,400 min. / 240 min. for 8 P.T.A. meetings in the 8 month heating season = 14,640 min.

14,640 min. + 81,600 min. = .179411 of a custodian required

.179411 of a custodian present

C - Maintaining the Grounds

Determine the area, in square feet, of the school grounds which is maintained by the school custodian(s). Include areas from which snow is removed as well as areas which are mown. Divide the total area by the appropriate custodial work rate.
from the table that follows. Enter the quotient at "C" on tally form.

For 40 hour week use rate of 309,000 sq. ft.
1,049,292 sq. ft. + 309,000 sq. ft. = 3.393766 custodians required

.750000 of a custodian present

D - Maintaining the Building
If maintenance work is done by the school custodian(s), determine how much custodial time (.2 or .5 or .8 custodian) is devoted annually to maintenance and enter at "D" on tally form.

.050000 of a custodian required according to results of questionnaire

.050000 of a custodian present

E - Work Requests from Principal and Teachers
Custodians spend time almost every day doing work requested by the school principal and teachers. The table below can be used for determining the total number of minutes spent during the 190 days of school on this work or the district can make its own determination. Divide this figure by the total number of minutes, 91,200, a full-time custodian works in 190 days. Enter quotient at "E" on tally form.

<table>
<thead>
<tr>
<th>Number of Teachers</th>
<th>Custodial Time/Day</th>
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<td>30 minutes</td>
<td>5,700 minutes</td>
</tr>
<tr>
<td>30-45</td>
<td>40 minutes</td>
<td>7,200 minutes</td>
</tr>
</tbody>
</table>

1. Appendix F
7,600 min. + 91,200 min. = .08333 of a custodian required

.08333 of a custodian present

F - Supervision of Custodians

If the school has a head custodian, determine how much time he should devote to custodial supervision and enter at "F" on tally form.

.100000 of a custodian required according to results of questionnaire

.100000 of a custodian present

G - Special Requirements of the School

This section is intended to take care of any extra or special custodial problems the school may have. Determine the amount of custodial time for this category (.1 or .3 or .5 Custodian) and enter at "G" on tally form.

No custodians required according to results of questionnaire

No custodians present

1. Appendix F
2. Ibid.
WORK SHEETS FOR DETERMINING WATKINS GLEN'S SCHOOLS
CUSTODIAL REQUIREMENTS

BURDETT BRANCH
WATKINS GLEN CENTRAL

Tally Form

<table>
<thead>
<tr>
<th>Categories</th>
<th>Number of Custodians</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Cleaning of Building</td>
<td>0.731874</td>
</tr>
<tr>
<td>B Heating of Building</td>
<td>0.091176</td>
</tr>
<tr>
<td>C Maintenance of Grounds</td>
<td>0.490757</td>
</tr>
<tr>
<td>D Maintenance of Building</td>
<td>0.100000</td>
</tr>
<tr>
<td>E Work Requests from Principal and Teachers</td>
<td>0.062500</td>
</tr>
<tr>
<td>F Supervision of Custodians</td>
<td>-</td>
</tr>
<tr>
<td>G Special Requirements of the School</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1.476307 = 1.48</strong></td>
</tr>
</tbody>
</table>
A - Cleaning the Building

Determine from building plans or from actual measurements the total amount of floor space, in square feet, for each of the ten categories listed below. Enter totals in the first column, compute the problem across the sheet, total the last column and then follow the instructions under grand total.

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<th>Type of Space</th>
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</tr>
<tr>
<td>9 Lavatories, Shower Rooms, Dressing Rooms</td>
</tr>
<tr>
<td>10 Storerooms</td>
</tr>
<tr>
<td>Total Square Feet of Space</td>
</tr>
<tr>
<td>----------------------------</td>
</tr>
<tr>
<td>1. 187</td>
</tr>
<tr>
<td>2. 4,488</td>
</tr>
<tr>
<td>3. -</td>
</tr>
<tr>
<td>4. 3,422</td>
</tr>
<tr>
<td>5. -</td>
</tr>
<tr>
<td>6. -</td>
</tr>
<tr>
<td>7. 374</td>
</tr>
<tr>
<td>8. 216</td>
</tr>
<tr>
<td>9. 445</td>
</tr>
<tr>
<td>10. 1,400</td>
</tr>
</tbody>
</table>

**GRAND TOTAL:** 66,746.95

66,746.95 min. + 91,200 min. = .731874 of a custodian required

.731874 of a custodian present

---

1. Pykoski, *op. cit.*
2. If desirable, change figures to conform to practice.
4. Divide the grand total by the number of minutes a full time custodian works during the 190 day period. Enter quotient at "A" on the tally form. A table based on the hourly work week of a custodian indicating the number of working minutes is given below:

| Hours/Week - 40 hr. | Minutes/190 Days (38 wk.) | 91,200 min. |
B - Heating the Building

OIL HEAT

Determine the total number of minutes of custodial time required for day school heating from the table immediately below. To this figure add the total number of minutes required for night school heating on the basis of 30 minutes for each night the school is open during the heating season. Divide the grand total by the total number of minutes a full-time custodian works during the 8 months' heating season. (See table below for custodial time.) Enter quotient at "B" on tally form.

<table>
<thead>
<tr>
<th>Number of Oil Burners</th>
<th>Day School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7,200 min.</td>
</tr>
</tbody>
</table>

CUSTODIAL TIME FOR 8 MONTHS' HEATING SEASON

40 Hour Week 81,600 Minutes in 8 Months

7,200 min. + 240 min. for 8 P.T.A. meetings in the 8 month heating season = 7,440 min.

7,440 min. ÷ 81,600 min. = 0.091176 of a custodian required

0.091176 of a custodian present

C - Maintaining the Grounds

Determine the area, in square feet, of the school grounds which is maintained by the school custodian(s). Include areas from which snow is removed as well as areas which are mown. Divide the total area by the appropriate custodial work rate.
from the table that follows. Enter the quotient at "C" on tally form.

For 40 hour week use rate of 309,000 sq. ft.

\[ \frac{151,644 \text{ sq. ft.}}{309,000 \text{ sq. ft.}} = 0.490757 \text{ of a custodian} \]

\[ 0.220757 \text{ of a custodian present} \]

**D - Maintaining the Building**

If maintenance work is done by the school custodian(s), determine how much custodial time (.2 or .5 or .8 custodian) is devoted annually to maintenance and enter at "D" on tally form.

\[ 0.100000 \text{ of a custodian required according to results of questionnaire} \]

\[ 0.100000 \text{ of a custodian present} \]

**E - Work Requests from Principal and Teachers**

Custodians spend time almost every day doing work requested by the school principal and teachers. The table below can be used for determining the total number of minutes spent during the 190 days of school on this work or the district can make its own determination. Divide this figure by the total number of minutes, 91,200, a full-time custodian works in 190 days. Enter quotient at "E" on tally form.

<table>
<thead>
<tr>
<th>Number of Teachers</th>
<th>Custodial Time/Day</th>
<th>Custodial Time/190 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 30</td>
<td>30 minutes</td>
<td>5,700 minutes</td>
</tr>
</tbody>
</table>

1. Appendix F
5,700 min. + 91,200 min. = .062500 of a custodian required

.062500 of a custodian present

F - Supervision of Custodians

If the school has a head custodian, determine how much time he should devote to custodial supervision and enter at "F" on tally form.

None required, the custodian is under the supervision of the Maintenance Supervisor at Watkins Glen Central High School

None of a custodian present

G - Special Requirements of the School

This section is intended to take care of any extra or special custodial problems the school may have. Determine the amount of custodial time for this category (.1 or .3 or .5 Custodian) and enter at "G" on tally form.

No custodians required according to results of questionnaire

No custodians present

1. Appendix F