

Custodial and Maintenance staffing:

There are many guidelines, and consideration should be given to size of district, school facility conditions, school or district custodial service and school culture. The following guidelines were established by the Exemplary Facility Committee and the Kentucky Department of Education Division of Management Assistance formed by the Kentucky Board of Education in 1994.

Generally speaking here are 2 basic guidelines:

Custodial Service should be about 1FTE* per 20,000 sf serviced.

Maintenance Service should be about 1 FTE per facility (60,000 to (100,000sf).**

*Custodial staffing is based on cleaning only. Principal errands, painting, HVAC filter and lighting changes, mowing, and other light maintenance activities are not included. If custodial is a School Based Decision, it is recommended they consider this guideline. If service is a district decision the same metrics should apply. District service provides flexibility especially in larger districts to move added personnel in special circumstances, moving to new or renovated facility, storm recovery, new furnishings or relocation of furnishings etc.

**Maintenance Service can vary depending on how much maintenance is outsourced, and the relative size of districts, and condition of schools. For districts that do not outsource, small districts (about 5 schools or less) will need to have different trades represented. HVAC services, Electricians, Carpentry, site care, and possibly other trades may be necessary. In some cases a person may be qualified to do both HVAC and be an electrician.

Once districts get to be the size where 1 FTE can be represented in the necessary trade services, 1 FTE per facility is a good guideline. If school sizes vary in area, consideration should be given to the guideline. (for example a 50,000sf elementary vs a 150,000sf high school).

Schools in poorer condition may need additional staff.

Districts that outsource (especially small districts) may only need a facility coordinator.