

Custodial Solutions Basic Training Class

Database Creation and Maintenance

This class provides a solid foundation to ensure you have the knowledge necessary to build, customize and manage your database to best meet your organization’s needs. Set-up, Workloading, Quality Assurance, and Administration Tabs are covered in depth.

Designed for New Users who either recently purchased the software or have had no formal training on the software.

2 Days of Training either at Breeze’s Training Site in Atlanta or On Site at Your Facilities

Learning Objectives:

1. Know the steps necessary to build your database and how the data interacts
2. Know how to design your database to fit your organizational use and reporting needs
3. Feel comfortable maintaining your database
4. Know how to store employee and building data, create work schedules, and create inspections
5. Know which reports support database creation, database maintenance, and daily operations
6. Know how to get help and where to print help files

1 - Set-up Menu: 6 - Area Types

Definition of an Area Type

An Area Type defines the Room Type, but more importantly, the Tasks and Task Frequencies for cleaning all rooms of that Area Type.

For example, some Area Types are:

- Hallways – Carpet (5)
- Hallways- Resilient Tile (5)
- Classrooms - Resilient Tile (5)
- Restrooms - Ceramic Tile (5)

How many Area Types do I need?

Answer: It depends, but fewer are usually better.

The process of assigning area types is an opportunity to standardize cleaning processes vs. creating many, slightly different Area Types.

All Facilities have Areas/Rooms that are used for the same or similar purposes and have common floor surfaces requiring the same Tasks and Task Frequencies. Custodial Solutions categorizes these Areas/Rooms by Area Type. Each Area Type

Specific Topics Addressed:

Customizing to Your Needs

Throughout the training we discuss the unique circumstances of your organization and make suggestions on how to tailor your database to best meet your needs.

Orientation to Custodial Solutions

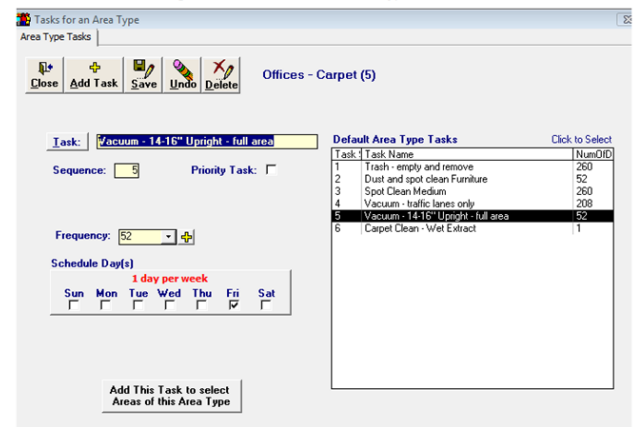
How the databases interact; What order you follow to build a database and why; Required and optional information needed to workload; Methods for getting help

Tab 1 – Setup Menu

Every button and field is explained with tips and suggestions for optimizing their use. Emphasis is placed on ensuring clear understanding of Employees, Tasks and Area Types. For example, Unit of Measure Multipliers, creating a Task, editing or creating new Area Types, weighting Inspection Items, and changing Task Frequencies are a few of the topics covered.

View/Enter Tasks for this Area Type button

Click this button to go to the Default Tasks for Area Type Screen.



Task	Task Name	NumOID
1	Trash - empty and remove	260
2	Dust and spot clean Furniture	52
3	Spot Clean Medium	260
4	Vacuum - traffic lanes only	208
5	Vacuum - 14-16" Upright - full area	52
6	Carpet Clean - Wet Extract	11

"Add Task" button

Click the Add Task button to add a Task to this Area Type. The Task List appears from which to select a task for this Area Type. To select a Task, you may use the following methods:

Tab 2 – Workload Menu

Every button and field is explained with tips and suggestions for optimizing their use. This is where you build your Customers, Facilities, Sections, and Areas, including building Cost Centers, Customer Bids and Rules. The emphasis here is on Areas: naming conventions, customizing them, understanding costs associated with them, etc. We also start reviewing the specific reports that will help you understand your costs and labor requirements.

Tab 3 – Jobs Menu

Every button and field is explained with tips and suggestions for optimizing their use. This is where you assign the work to build your work schedules. Special emphasis is placed on ensuring you understand how the time is allotted to specific tasks and job numbers (employees) so you can determine if your workloads are balanced both between employees and within a single employee's work schedule.

Tab 6–Quality Assurance

The Custodial Solutions Training Book for inspections which comes with the software is reviewed. Class attendees work with PDAs to perform sample inspections. How to create templates, upload them to a PDA, perform an inspection, and sync back to the computer is reviewed.

Tab 10 – Administrative Menu

Every button and field is explained with tips and suggestions for optimizing their use. This is where you change which database Custodial Solutions is linked to, create new databases, delete specific current plan tasks, install the application on PDAs, and check for program updates. Warnings and suggestions are emphasized to ensure you don't lose your data or corrupt your database.

Additional Resources

Brief review of the project management key roles, responsibilities, and do to list. Table of Frequencies for Tasks, additional explanation of databases, tips for dates, toolbars, list boxes, and menu bar, steps for successful workloading.


! IMPORTANT: The average number of hours your Employees actually clean determines your staffing. This means you need to subtract breaks, vacations, sick leave, holidays and any other non-productive time from the standard 2080 hours per year. Make sure the number you enter is real for your organization. Call if you need help.

Current Plan Labor Analysis by Facility Projects and Routine Tasks				Breeze Software Optional 2nd Line Report Text	
	Labor Hours per Year:	Labor Cost per Year:	Cost per Square Foot:	FTE Staff Required:	Productivity (Sq. Ft.) per FTE per Day:
Customer:	School Customer Sample				
Facility:	School Facility Sample				
Cleaning Days per Week:	5				
Hours Worked per Year per FTE:	1680				
Section: 1st Floor					
100 Entrance	85.67	\$856.71	\$0.85	0.05	19,688
101 Main Corridor	102.07	\$1,020.71	\$0.38	0.06	44,341
102 Library	209.08	\$2,090.79	\$0.43	0.12	38,818
103 Restrooms	114.40	\$1,144.00	\$2.86	0.07	5,874
105 Classroom	79.14	\$791.43	\$0.67	0.05	25,155
106 Classroom	64.32	\$643.16	\$0.67	0.04	25,155
107 Classroom	73.13	\$731.32	\$0.67	0.04	25,155
108 Classroom	73.60	\$735.99	\$0.67	0.04	25,155
109 Classroom	77.27	\$772.73	\$0.67	0.05	25,155
110 Classroom	71.46	\$714.62	\$0.67	0.04	25,155
125 Restroom	177.03	\$1,770.34	\$2.86	0.11	5,874
130 Corridor	131.06	\$1,310.56	\$0.38	0.08	44,341
140 Corridor	60.96	\$609.62	\$0.38	0.04	44,341
150 Storage Room	28.87	\$288.67	\$0.22	0.02	75,076
160 Cafeteria	610.56	\$6,105.60	\$1.01	0.36	16,650
170 Gym	44.81	\$448.13	\$0.07	0.03	224,749
181 Main Office	125.59	\$1,255.95	\$0.43	0.07	38,818
1st Floor	2,129.03	\$21,290.32	\$0.57	1.27	29,533

- ! The Delete functions should be used with caution.**
- ! Deletions cannot be undone.**
- ! If you have any doubts, call Breeze Support and ask the best way to proceed.**

How should you choose to delete Tasks?

- When there are big problems and fixing them would take a very long time and be tedious... delete by Customer or Facility.
- When there is a problem with Tasks for a specific Area Type... delete by Area Type or by Area Type for One Facility only.
- When some Tasks should not be in certain Areas, Delete One Tasks for Selected Areas.
- When you are sure how you want to proceed, delete tasks using this menu.

 Quality Assurance Reports Menu

Delete Tasks from the Current Plan

Delete Tasks for a Customer 1

Delete Tasks for a Facility 2

Delete Tasks for an Area Type 3

Delete Tasks for an Area Type for One Facility 4

Delete One Task for Selected Areas 5

Format, Cost, Class Availability:

As with all our classes, detailed documentation is provided so you can take notes and have a reference guide. In addition, this is a highly interactive class: each attendee practices on a computer in a sample database and builds a new database. Keystroke training and practice exercises are incorporated throughout the training.

Training at Client Site:

This class is designed to meet the specific needs of the client organization. It is very flexible while maintaining the in-depth focus on understanding that is Breeze's hallmark.

\$3300 payable in advance plus trainers expenses payable within 10 days

Two days of training provided for up to 12 persons with 2 trainers.

Laptop computers provided for up to 2 persons. Client must provide additional computers.

We will work with your schedule to determine class dates and times.

Training at Breeze's Training Site in Atlanta

This class may include multiple users from various cleaning organizations. The needs of all attendees will be balanced and met.

\$950 per person payable in advance, Lunches are provided.

Two days of training, with a maximum of 6 attendees. One trainer provided for each 3 – 4 attendees.

Client laptops are encouraged.

Class Times: 8:15 AM – 4:00 PM

Currently Scheduled Classes in Atlanta

<http://breezesoftware.com/training/traindates.htm>

Training Site in Atlanta

Hampton Inn

10740 Westside Parkway

Alpharetta, GA 30004

Phone: 770-640-5511

Fax: 770-640-0930

ATLNO_Hampton@hilton.com

Directions to the Hampton Inn

The Hampton Inn is located north of Atlanta.

From the Airport, take 85 North to GA 400.

Take GA 400 north to Mansell Road Exit #8 and turn left under GA 400.

Look for a BP gas station in approximately 3-4 blocks on the right.

After the BP Station, turn right onto Westside Parkway.

The Hampton Inn is visible on your left.