



To Schedule Training Contact  
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## Pre-Basic Training Webinar Implementing Custodial Solutions

This class for new users shares best practices for implementing the software including role and responsibility definitions and data collection methodologies. It also defines concepts critical to understanding the software.  
**30 Minutes of Instruction + Up to 15 minutes of Questions & Answers in a Go To Meeting Format**

### Learning Objectives:

1. Know the roles of Project Manager, Data Collector, and Data Administrator
2. Know how to collect your data for entry into Custodial Solutions
3. Understand what Area Types and Labor Rates are and how they are used in the software
4. Know how to get help when you need it

Goals	Accomplish through
Create cleaning and project schedules	Workloading, Projects
Organize all departmental information	Employees, Workloading, Projects, Work Orders, Equipment, Supplies, Reports
Improve cleaning performance and morale	Workloading, Quality Assurance, Reports
Increase customer satisfaction	Workloading, Quality Assurance, Work orders, Reports
Track costs by Cost Centers, such as Science Department or Pre-natal	Workloading, Cost Centers, Reports

### Specific Topics Addressed:

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| <ol style="list-style-type: none"> <li>1. Characteristics of our most satisfied customers</li> <li>2. Outline of the Custodial Solutions implementation project</li> <li>3. Define your goals for the software;</li> <li>4. Attributes and responsibilities for Project Manager, Data Administrator, and Data Collector</li> <li>5. Definition of Area Types and how to adapt them for your organization</li> <li>6. Definition of Average Hourly Wages and Labor Rates, how they are calculated, and discussion of how to best apply them in your organization</li> <li>7. What data you need to collect, common sources for the data, and data collection forms that ease loading the data into Custodial Solutions</li> <li>8. On Site Training Class set-up requirements</li> <li>9. Who should attend basic training, what is accomplished in the basic training class, building support for the program and organizational change, when to train quality assurance inspectors</li> <li>10. A step by step project implementation guide</li> </ol> | <h3 style="text-align: center;">Project Manager: Role in the Project</h3> <ol style="list-style-type: none"> <li>1. The buck stops here. Is ultimately responsible to ensure the project gets completed</li> <li>2. Chooses People to be the Data Collector &amp; Data administrator.</li> <li>3. Assigns individual responsibilities / tasks to the Data Collector and Data Administrator</li> <li>4. Schedules Weekly or bi-weekly progress meetings for the team</li> </ol> |
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### Format, Cost, Class Availability

**Individualized Instruction:** Free with purchase Custodial Solutions

This training should be scheduled shortly after purchasing Custodial Solutions. Training class documentation, data collection sheets, and your organization's situation are discussed to determine how to set-up your organization and collect your data so you to best implement Custodial Solutions and tailor it to meet your needs.  
*Call to schedule training date*