



To Schedule Training Contact
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Reports Webinar Using Reports for Problem Solving

**This class teaches which reports will help with tightening cost control, work scheduling, and staff management.
 One Hour of Instruction + Up to 30 minutes of Questions & Answers in a Go To Meeting Format**

Learning Objectives:

1. Know which reports address which business need
2. Know how key measures are defined
3. Know how to interpret the reports

Specific Skills Learned:

Tightening Cost Control

Determining your financial baseline, Analyzing the impact of changes to labor rate, Analyzing your labor and productivity, Determining which tasks drive your costs, Determining the impact of dynamic events on your budget, Creating a statement of work for a bid proposal, Determining the impact of equipment and equipment repair on your budget

Work Scheduling

Creating a cleaning plan and schedule, How to view your work plan, hours, and costs, Balancing employee workloads, Reports for scheduling project work, Emailing reports or work orders

Staff Management

Creating employee training manuals, Analyzing employee skill levels and training, How weighting impacts Quality Assurance reports, Preparing for employee performance reviews, Determining individual and departmental training needs, Management reports for Supervisors

Format and Class Availability:

Individualized Instruction:

Customized training uses a combination of the group presentation documentation and your data to provide documentation for note taking and future reference and address the specific needs of your organization.
Call to schedule training date

Group Presentation:

Class size limited to five organizations, includes documentation for note taking and future reference, question and answer session ensures your questions are addressed.

Labor and Productivity Analysis

8-2 Labor Analysis by Customer

This allows you to do some very basic scenario testing and see it's impact on your productivity and FTEs.

Total Yearly Labor Cost: This is a constant based on your workloaded Tasks and Labor Rate(s).

Square Footage Cleaned: This is a constant based on your workloaded square footages.

Total Yearly Labor Hours: This is a constant based on your workloaded Task times.

Cleaning Days per Week: This is a variable you enter.

Yearly Labor Hours per FTE: This is a variable you enter. This reflects only hours



Balancing Employee Workloads

Several reports are useful tools for determining if workloads are balanced and identifying which work to redistribute.

8-6-4a or 8-6-4b Routine Hours List Sorted by Employee or Job

Routine Hours List - Sorted by Employee		Breeze Software Optional 2nd Line Report Text							
		Job/Employee Hours by Day of Week:							
Job Number	Employee	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Week
Hospital Customer Sample									
114	Adler, Sharon	2.45	2.45	2.45	2.45	2.45	7.00	2.45	* 22.34
117	Asher, Ashley	1.22	1.22	1.22	1.22	5.09	1.22		* 12.73
120	Alta, Kathy	4.00	4.00	4.00	4.00	4.00	4.00	4.00	* 32.00
109	Brown, Russ	0.00	7.00	7.00	7.00	7.00	7.00	0.00	* 35.00
101	Chase, Kevin	2.96	5.99	3.03	4.13	2.96	4.13	2.96	* 26.16