

Key Considerations for Scheduling, Staffing, and Training

Given the narrow window of time available in the summer and the volume of tasks that must be completed, proactive and **strategic staffing, training, and scheduling are critical.**

Before the work starts, **it is vital to have sufficient support and expertise available to complete the work** and enough time to allow for coordination among staff and external vendors to **maximize the use of time and resources.**

Here are some specific workflows, tasks, and considerations to keep in mind to account for these important planning, execution, and oversight needs.

Build Checklists for Completion by Room Type

Creating checklists of necessary work for common types of rooms that can be utilized across the district allows for consistency across teams.

These should include a list of tasks, order of completion, who should complete it, and how much time it takes to complete the task. In other words, it **outlines all the necessary steps for that type of room to be ready for the fall.**

These checklists can help those doing the work understand the necessary tasks and plan how they will complete all work on time.

This is also a great way to start educating your team on industry cleaning standards such as APPA or ISSA. If you want to know the difference between them, read our article on **“Comparing APPA vs. ISSA Cleaning Standards”**

Something To Consider: Checklists work great for assigning work, but the reporting aspect often gets missed. We’d recommend using some kind of digital tool for keeping track of your summer work from a district and project view. If you want to see how CrowdComfort makes this a breeze, [fill out this form](#).

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Consider Summer Building Use

Connect with building principals to inquire about any potential summer building use.

Summer schools, camps, professional development, conferences, can be an easily avoided surprise barrier.

Consider what work can happen in tandem and what needs to be scheduled at different times or days given competing noise, mess, or access.

Track Work Completion—Both Internal and Vendor

To properly maintain a schedule and ensure that all work is on track to be completed by the end of the summer, it is essential to **create a system that tracks work completion**, including interim steps for big projects.

It is also very important to distinguish between work and tasks assigned to internal team members and those being completed by contracted vendors.

It can be helpful to **use color-coded tracking systems** to allow all stakeholders to easily track progress alongside planned deadlines.

Regularly checking in on these updates and **sharing the status of work ensures accountability**, avoids potential duplication of work, and allows team leads to quickly flag any issues or delays and respond accordingly.

Something To Consider: Tracking summer work completion is often subjective and can lead to surprises if anyone misjudged progress. Switching to an objective digital system can provide a much more accurate picture of your progress. If you want to see how CrowdComfort makes this a breeze, [fill out this form](#).

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Plan and Articulate the Sequence of Summer Work

Before summer, **document the tasks that need to be completed** and the appropriate sequence with internal staff and stakeholders.

This is critical to **avoid scheduling conflicts, minimize downtime, prevent redundant work**, and ensure that tasks that require access to specific locations or have steps that are dependent on prior actions occur in the right order and at the right time.

As part of this process, it is important to **confirm that external vendors are available and scheduled** at appropriate times and that the necessary equipment and resources will be in place when needed.

Build Staffing Capacity

Summer work often involves hiring new employees, utilizing temporary support, and identifying reliable substitutes.

It is important to **plan early and ensure that new, temporary, or substitute employees receive training** on safety procedures, district protocols, and expectations for the work.

Consider pairing new staff with experienced team members and providing checklists for tasks to help guide new employees on the job.

Something To Consider: Substitutes are not in tune with your current systems. Having an easy way to provide guidance and expectations, while also knowing where they could make the most impact allows them to be much more effective for you. If you want to see how CrowdComfort makes this a breeze, [fill out this form](#).

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Reward Staff

The work of custodial teams is demanding, especially in the summer with the large volume of projects and narrow timeframes for completion.

Finding ways to reward staff can **build morale, increase motivation, and boost retention rates**.

From bonuses for completion or attendance to providing lunch or giving a shoutout in a district newsletter, **these efforts help staff to feel valued and connected** to the work.

Something To Consider: CrowdComfort has implemented staff rewards and recognition programs for many facilities teams. If you want to see what a proper rewards program could look like with CrowdComfort, check out this [video](#).