

# Best Practices For Taking A Strategic Approach

**Create a system.** Ensuring that all stakeholders are aligned on goals, responsibilities, and timelines is key to a successful summer facilities cleaning and maintenance cycle. Because of this, **creating a real world system that promotes transparency, accountability, and shared expectations is crucial.**

This system should allow for real-time updates on progress by building or school, integrate the work being done by both internal teams and external vendors.

**Pro Tip:** *A mechanism for those off-site to see this information throughout the summer goes a long way towards monitoring progress, understanding schedule, and keeping everyone in communication at all times.*

**Leverage technology to improve efficiency and strengthen quality.** Utilizing technology can be a gamechanger in this work—streamlining processes and communication and maximizing the use of time and resources.

**Integrated data systems and mobile facilities management technology can empower administrators and maintenance teams** with tools and data to strategically plan maintenance work, validate and record completed work by location, track overall progress, coordinate communication between and among teams, and improve cleaning quality—all with a focus on reducing costs and improving the experience of all who work and learn within schools.

**Pro Tip:** *You can't manage what you can't measure. Independent sources, like CrowdComfort can provide accountability to right-size teams, evaluate vendors and recognize top performers.*

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## **Ensure proper supply inventory before the work begins.**

Summer cleaning and maintenance requires a huge inventory of materials, supplies, and equipment, without which the work cannot happen. **It is critical to take stock of all current inventory, match it with the work to be done, and pre-order anything needed** to ensure that summer cleaning can happen on schedule, avoiding delays.

Ensuring that necessary equipment is available and in working order also allows for work to happen as planned—contributing to safe environments and eliminating costly downtime.

**Pro Tip:** *Strategic inventory management before summer begins drastically impacts the efficiency, cost, and productivity of the summer months.*

**Anticipate and plan for the unexpected.** Even with the most thoughtful, coordinated plans, unexpected disruptions and issues are inevitable. From supply chain delays to issues with vendors not showing up for work to new projects discovered, these **challenges can disrupt tight timelines, result in costly alternative solutions, and create frustrations** for custodial and maintenance teams and district staff.

It is vital to have protocols and processes in place to ensure all have a plan when these issues do arise. Establishing clear escalation procedures and communication channels mean that when problems arise, they are addressed quickly and efficiently.

**Pro Tip:** *Consider designating point people for each building or project who can assess situations and communicate updates in real time. When everyone knows what to do, who to contact, and how to respond, teams are better equipped to adapt, minimize disruptions, and keep projects on track.*

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**Celebrate and market your work.** School facilities are the cornerstone for student achievement and wellbeing. The care and condition of school buildings`–and the environments within–affect nearly every stakeholder and every goal and initiative in a school or district. In other words, the **work that happens during the summer to thoroughly clean, update, and maintain schools is vital to the mission and goals of schools.**

This work should be noted and celebrated by the district and the broader community. Consider using social media, newsletters, or internal communication channels to spotlight big projects and improvements, honor the contributions of teams, and share with school communities that their children are returning to safe, clean, and well-maintained schools.

**Pro Tip:** To better understand how to best market your work to your community, read our most recent article **“How To Market Your Summer Facilities And Fall Readiness Work To Build Trust In Your Community”**