

Since 2004

.5 - .75 - 1.0

Recommended State Custodial Staffing Formula

(Facility Gross Square Feet (GSF) ÷ 19,000) + Modifier = Total Custodial FTE

School District of Clay County Custodial Staffing Formula

Facility Gross Square Feet

- Covered Walkways
- Square Feet Not Daily Maintained

÷ 19,000

+ (Total Acreage – Acreage Not Maintained (÷40) + 1

+ (Athletic Fields Square Feet ÷ 500,000)

= Total Custodial FTE

* State uses separate formula for grounds maintenance.

Custodial Allocation Example

Argyle Elementary School (AES)

(GSF-Covered Walkways-Non Maintained) / 19,000 + (Acres/40+1) =
Rounded Sum

Step 1 110,170 GSF (school total)
 - 23,176 SF (covered walkways)
 - 13,238 SF (non cleanable/maintained areas)
 = 73,756 SF (cleanable/maintained)

Step 2 73,756 SF
 ÷ 19,000 SF (per Custodian)
 = 3.88 Custodians

Step 3 2.53 Acres (acres maintained by Custodians)
 ÷ 40 Acres
 + 1 Custodian
 = 1.06 Custodians

Step 4 3.88 Custodians (Step 2)
 +1.06 Custodians (Step 3)
 = 4.94 Custodians

Step 5 Rounding .50+ up & .49 down
 4.94 Custodians rounding up to 5 Custodians for AES

DIVISION OF SUPPORT SERVICES - 9020/7401	2012-2013	Comments	2013-2014	Comments
Asst. Superintendent for Support Services	1.0			
Administrative Secretary, Sr.	1.0		1.0	
Total 7401	2.0		1.0	
Dept. of Facility Planning & Constr. - 9023/7400/7406				
Project Manager/Coord. I	2.0			
Coordinator of Planning/InterGov. Relations/Coord. I	1.0			
Accounting Assistant	1.0		1.0	
Administrative Secretary, 12-Mo.	1.0		1.0	
Mapping & Boundary Planning Assistant	1.0		1.0	
Total 7400	6.0		3.0	
Dept. of Code Enforcement - 9024/7407				
Building Official, Director III	1.0			
Chief Bldg. Inspec., Coord. I	1.0			
Total 7407	2.0			
Department of Operations - 9022/7900				
Coordinator of Operations (Coord. I)	1.0			
Lead Pest Control Operator	1.0		1.0	
Pest Control Operator	1.0		1.0	
Custodian	4.0		4.0	
Small Engine Mechanic	2.0		2.0	
Administrative Support Assistant, 12-Month	1.0		1.0	
Total 7900	10.0		9.0	
Department of Maintenance - 9021/8100				
Director of Maintenance& Operations/Director II	1.0			
Maintenance Supervisor (Technical)/Coord. I	1.0			
Maintenance Supervisor (General)/Coord. I	1.0			
Administrative Secretary	2.0		2.0	
Warehouse Foreman	1.0		1.0	
Warehouse Assistant	1.0		1.0	
Lead HVAC Technician	1.0		1.0	
HVAC Technician	10.0		10.0	
Lead Electrical Technician	1.0		1.0	
Electrical Technician	5.0		5.0	
Electrical Technician Assistant	2.0		2.0	
Lead Electronics Technician	1.0		1.0	
Electronics Technician	8.0		8.0	
Electronics Technician Assistant	3.0		3.0	
Lead Plumber	1.0		1.0	
Plumber	4.0		4.0	
Lead Painter	1.0		1.0	
Painter	4.0		4.0	
Lead Carpenter	1.0		1.0	
Carpenter	5.0		5.0	
Carpenter Assistant	1.0		1.0	
Courier	1.0		1.0	
Irrigation Mechanic/Plumber	1.0		1.0	
Lead Heavy Equipment Operator	1.0		1.0	
Heavy Equipment Operator	3.0		3.0	
Lead Roofer	1.0		1.0	
Roofer	3.0		3.0	
Locksmith	3.0		3.0	
Maintenance Mechanic	1.0		1.0	
General Maintenance Worker	5.0		5.0	
District-Wide School Maintenance Mechanic	1.0		1.0	
Total 8100	75.0		72.0	

13/14 CUSTODIAL STAFFING - ALL SCHOOLS/DEPTS.

State recommended formula of 19,000 square feet, per Custodian

Based on Classroom Space Assessments & F.I.S.H. reports

School	Gross Square Footage	Based on Initial Classroom Assessment		Building Space Verified & Updated: 04/16/12, 04/18/12, 01/30/13										2013/14 Recommended Custodians	Priority	
		SF ADD by Classroom Assessment	SF DEL by Classroom Assessment	LESS Covered Walkways	LESS Non-Maint. Square Footage	Total Acreage	LESS Non-Maint. Acreage	LESS Bldg converted to Acreage	School Maint. Acreage	Athletic Sq. Footage	Custodians Per Formula	Actual Custodians	Formula Net Difference			
Argyle	110,170			23,176	13,238	18.21	3.64	2.53	2.53		4.95	4	0.95	4		
Charles E. Bennett	112,760			19,177	11,215	28.95	11.58	2.59	14.78		5.70	5	0.70	5		
Clay Hill	79,905			12,469	9,683	15.22	6.09	1.83	7.30		4.22	4	0.22	4		
W.E. Cherry	88,168			20,699	5,216	13.14	5.26	2.02	5.86		4.42	4	0.42	4		
Coppergate	111,987			11,736	13,044	26.68	10.67	2.57	13.44		5.93	5	0.93	5		
Doctors Inlet	90,033			13,074	8,383	17.78	7.11	2.07	8.60		4.82	4	0.82	4		
Fleming Island	146,362			36,339	13,766	36.42	14.57	3.36	18.49		6.53	5	1.528	5		
Grove Park	104,256			29,518	9,042	13.65	2.73	2.39	8.53		4.67	4	0.67	4		
S. Bryan Jennings	96,704			27,835	10,003	13.77	1.37	2.22	10.18		4.35	4	0.35	4		
Keystone Heights**	111,578			28,117	7,337	9.28	1.85	2.56	4.87		5.13	4	1.128	4		
Lake Asbury	130,632			31,428	11,975	21.69	8.68	3.00	10.01		5.84	5	0.84	5		
Lakeside	119,069			33,197	6,464	19.46	3.90	2.73	12.83		5.50	4	1.50	4		
McRae	110,140			28,441	11,573	37.52	18.76	2.53	16.23		5.10	4	1.10	4		
Middleburg	103,608			28,045	5,984	14.96	5.99	2.38	6.59		4.83	4	0.83	4		
Montclair	78,066			19,080	5,267	21.28	10.64	1.79	8.85		4.05	4	0.05	4		
Oakleaf Village	152,170			22,043	18,618	30	13.97	3.49	12.54		7.18	6	1.18	6		
Orange Park	71,435			24,402	4,730	6.46	0.65	1.64	4.17		3.33	3	0.33	3		
Paterson	118,303			16,991	15,057	22.24	8.89	2.72	10.63		5.81	5	0.81	5		
RideOut ***	105,108			7,813	12,150	24.49	12.24	2.41	9.84		5.73	4	1.73	4		
Ridgeview	109,053			23,653	12,045	25.35	15.21	2.50	7.64		5.05	4	1.052	4		
Shadowlawn	140,321			16,033	19,225	30	13.97	3.22	12.81		6.85	6	0.85	6		
Swimming Pen Crk.	108,764			24,862	10,646	17.51	3.50	2.50	11.51		5.14	4	1.14	4		
Thunderbolt	145,457			16,920	17,053	26.67	13.34	3.34	9.99		7.12	6	1.12	6		
Tynes	151,288			38,577	12,678	42.89	17.07	3.47	22.15		6.82	5	1.82	5		
Wilkinson	121,451			26,405	11,754	23.22	11.61	2.79	8.62		5.60	5	0.60	5		
Plantation Oaks	147,010			21,834	18,852	37	16.74	3.37	16.89		7.02	6	1.02	6		
TOTAL	2,963,798	0	0	601,864	294,998	593.64	240.03	68.04	276.06		141.69	118	23.69	118		
JUNIOR HIGH																
Green Cove Springs	151,272			17,789	19,490	23.00	0.00	3.47	19.53	222,850	7.93	6	1.93	6		
Lake Asbury	197,325			41,671	25,645	30.65	1.54	4.53	24.58	222,850	8.90	7	1.90	7		
Lakeside	145,725			29,691	12,287	26.84	0.00	3.35	23.49	222,850	7.49	6	1.49	6		
Oakleaf	183,388			36,072	15,314	35.52	0.00	4.21	31.31	222,850	9.18	7	2.18	7		
Orange Park	140,864			24,907	13,540	26.72	0.00	3.23	23.49	222,850	7.42	6	1.42	6		
Wilkinson	160,683			31,888	19,770	30.33	0.00	3.69	26.64	222,850	7.85	6	1.85	6		
TOTAL	979,257	0	0	182,018	106,046	173.06	1.54	22.48	149.04	1,337,100	48.78	38	10.78	38		