CUSTODIAN NEEDS

The amount of square footage that one staff person can clean varies based on need, public spaces vs. office spaces, travel time, etc. A general rule of thumb is 15,000 to 20,000 sq per person per 8-hour shift.

**Facility square footages:**

Main = 18,000 sq ft

Annex = 20,700 (about 5,000 is new area on the 5th St. end)

Frankfort = 1,866

Kingston = 2,000

Northside = 10,400

Paxton = 1,344

Richmond Dale = 1,260

*South Salem = 1,500\**

*Mt. Logan = 2,000\**

*\*these spaces are mostly light cleaning only*

**Total = 59,070 square feet of interior space**

(does not include 6th St. storage/garage/maintenance building)

Plus outdoor hardscape and landscape maintenance at Northside, Main/Annex, and Kingston (2024 plans include outdoor programming space at Frankfort)

Northside: ~2,000 in the new children’s area

Annex: ~7,000 in the Enrichment garden, trees islands, and sidewalk

Plantings

 Kingston: ~2,000 of outdoor programming space

**Current staffing:**

Full-time Facilities Director (Scott) who manages the department staff and schedules, budget, contractors, planning and oversees construction/renovation projects

Full-time Assistant (Eric, skilled handyman) focused primarily on maintenance and repairs to facilities, fleet and equipment

Full-time Custodian (Dustin) focused primarily on Main, Annex, and Northside

Full-time Delivery Driver (PJ) who visits each county branch at least once per week with library materials and supplies and does light cleaning while there (emptying trashcans, vacuuming, etc.)

**Staffing need:**

An additional full-time custodian for new spaces in the Annex, attention on outdoor spaces, maintaining plants (watering, weeding, litter control), and the ability to perform more deep cleaning assignments like carpet shampooing, power washing exteriors, cleaning uppers windows.

**Budgeting and timeline:**

We could use a full-time custodian immediately. There is enough room in the remaining personnel budget to cover 2023 at $15/hour, plus benefits.