



Purpose and Work Streams 2016-17

Building Service

Purpose

Purpose	Department Manager
<p>The mission of Building Services is to effectively manage, maintain, and upgrade the buildings and grounds of the Madison Metropolitan School District in order to provide the highest quality, energy efficient environment for education.</p>	Chad Wiese

Major Work Streams

Title	Description	Lead
Direct Building Services	Directs and coordinates facility improvements, maintenance and cleaning	Chad Wiese
Direct Building Services human resources	Oversees training, supervision and evaluation of Building Services staff	Chad Wiese
Coordinate district carpentry	Evaluate, assign and ensure completion of Carpentry related work orders	Rick Hopke
Coordinate district electrical and communication	Evaluate, assign and ensure completion of Electrical & Communications related work orders	Joe Anderson
Coordinate district painting and environmental needs	Evaluate, assign and ensure completion of Painting & Environmental related work orders	Tom Kannal
Coordinate district plumbing and HVAC	Evaluate, assign and ensure completion of Plumbing & HVAC related work orders	Mike MacDonald
Oversee district utility usage	Monitor & Track Utility Usage of district facilities	Rick Hopke
Direct custodian related human resources	Oversees training and evaluation of custodial staff. Coordinates school grounds and outdoor learning spaces.	Dave Kapp
Coordinate staffing and daily operations	Train and evaluate custodial staff in effective cleaning, maintenance skills & customer service	John Hagen
Coordinate staffing and daily operations	Train and evaluate custodial staff in effective cleaning, maintenance skills & customer service	Jeff Fisher



Building Service

Priority Projects 2016-17

COMP Priority Project	Strategic Framework Priority Area	Strategic Framework Priority Area Next Step	Project Lead	Q1 Key Implementation Steps	Q2 Key Implementation Steps	Q3 Key Implementation Steps	Q4 Key Implementation Steps	Metrics for Monitoring Completion and Success
Refine systems for better two-way communication with schools by scheduling regular walkthroughs in buildings. Develop a protocol and sustainable schedule for these visits.	N/A	N/A	Chad Wiese	Team from Building Services will build a walkthrough tool aligned to safety needs, priority work orders, and long-range facility needs.	A team of custodians will vet draft of walkthrough tools.	Teams will pilot a collaborative walkthrough at three schools and debrief with custodial staff.	Teams will complete walkthroughs scheduled for all schools.	Completed tool in use by the end of the year in schools.
Evaluate, refine, build and implement evaluation and feedback systems for building custodians	IV: Thriving Workforce	Refine the recruitment, hiring, induction and engagement processes for all roles at all levels of the system to ensure maximum retention of all employees.	Chad Wiese and Dave Kapp	Workgroup including Building Services management, Human Resources and custodial staff will refine the evaluation and feedback tools for the custodial unit.	Workgroup including Building Services management, Human Resources and custodial staff will continue to refine the evaluation and feedback tools for the custodial unit.	Building Services management will develop an evaluation schedule for the custodial unit. Formative and summative evaluations will begin.	Building Services management will continue staff evaluation and feedback cycle. Management team will meet weekly throughout the year to assess, reflect, and adjust.	Refined evaluation and feedback tools will be in use throughout the second semester.
Explore, evaluate, and implement new work order software.	V: Accountability	At the system level, continue to develop tools and conduct program evaluations to guide programmatic decisions and ensure effective and equitable allocation of resources.	Chad Wiese and Rick Hopke	Workgroup is meeting every other week to explore new software for better two-way communication tool for our schools. Updates on progress will occur at quarterly custodian trainings	Workgroup will vet several work order software packages. This group will make a recommendation to stakeholders.	Building Services will pilot software and develop a conversion plan.	Building Services staff will prepare all stakeholders for a summer conversion to new work order software program.	A new work order software package will be vetted and implemented prior to the 2017-18 school year.
Building Excellence (Long-Range Facilities Plan) - Facility Condition	N/A	N/A	Chad Wiese	Scope the project. Begin work to update the facility condition index.	Conduct investigations and prepare draft inventory.	Present draft inventory to BOE/Operational Work Group.	Finalize inventory and publish to the MMSD website.	Completion of facility condition inventory and presentation to the board and posting it to the MMSD website.