

MEMORANDUM

October 13, 2016

**Pass
1%**

TO: Mr. Elio Falcon, Jr., Principal
Jorge Mas Canosa Middle, 6771

FROM: Pedro Abreu, Director
Facilities Services Department of Plant Operations
District Inspections

SUBJECT: CLEANING AND SANITATION AUDIT

The Annual Cleaning and Sanitation Audit was completed for your facility. The results are attached.

The audit criteria is based on National established cleaning industry standards, work methods, training and published procedures. Expectations are measured by considerations for the impact of daily activity to insure that a facility will not be unfairly reviewed.

Analysis information from the audit inspection revealed the following areas of significant interest:

Custodial Allocation: 25K 9.5 Present: 8 Difference: 1.5
Workman's Comp Cases: 0

Areas that need correction:

1. Remove dust from all interior surfaces
2. Remove droppings from Art room
- 3.
- 4.

Performance capabilities on floors or surface materials containing asbestos were noted. Audit criteria were adjusted accordingly to minimize negative effects on measurement of custodial performance.

If you have any questions, please contact me at 305-835-1050. We can assist you with Job Assignments, Scheduling, Training, and other Specialized Custodial Support Services.

Pedro A. Abreu PA

PA:yw/#1617-100

Attachments

cc: Ms. Valtena Brown
Mr. John Whitehead, III
Ms. Barbara Mendizabal
Ms. Anna Rodriguez
Mr. Leonard Ruan
Dr. Alexis Martinez
Mr. Ignacio Palacio
Audit File

School/Site Name: Jorge Mas Canosa Middle Loc#: 6771

Date: October 12, 2016 Region: (S)

ATTACHMENT

**CLEANING AND SANITATION AUDIT
SCORING AND GRAPHIC PRESENTATION**

Scoring is based on visual inspection with results expressed by three grade categories:

CATEGORIES:

S = Excellent -

U = Unsatisfactory -



FACILITIES SCORED:

S = 99%

U = 1%

The scored results are presented graphically to indicate the relative cleanliness and sanitation level of key areas of the facility environment. This method fairly pinpoints acceptable quality standards and obvious deficiencies in the cleaning services program. The custodial staff's responsibility is to provide a safe and sanitary environment for the education process. Analysis of individual cleaning assignment areas will measure the custodian's performance.

