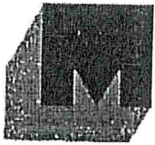


W.A.I

Quote GME 05/25-01  
Date 8/18/2023



**THE A. G. MAURO COMPANY**

580 INDUSTRIAL DRIVE, LEWISBERRY, PA 17339  
TELEPHONE: (717) 938-4671  
FAX: (717) 938-2471

ARCHITECTURAL HARDWARE, DOORS & SPECIALTIES

EAST STROUDSBURG AREA SD  
50 VINE ST  
EAST STROUDSBURG PA 18301

Job Name: SMITHFIELD ELEMENTARY  
SCHOOL OFFICE WINDOW  
Job Location:

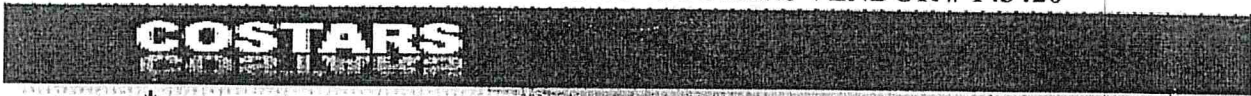
ATTN: ANTHONY CALDERONE  
PHONE: 570-424-8500  
FAX: 570-588-4406  
EMAIL: [anthony-calderone@esasd.net](mailto:anthony-calderone@esasd.net)

*WE HEREBY PROPOSE TO FURNISH THE FOLLOWING MATERIALS:*

RIP OUT EXISTNG DOOR AND SIDELITE.  
INSTALL NEW ALUMINUM WINDOW WALL WITH PASS THRU AND COUNTERTOP.

INSTALLED PRICE: \$ 9,500.00  
PLUS TAX IF APPLICABLE ..

STATE CONTRACT # 4400014916  
COSTARS CONTRACT # 008-E22-1000 COSTARS VENDOR # 143426



Terms No Retention-Net 30 Days

Quoted by **Greg Eckard**

No "pay-if-paid" or "pay-when-paid" clauses accepted.

**GREG ECKARD**

Finance charge of 1-1/4% per month.

**MANAGER - OUTSIDE SALES**

will be applied on invoices after 60 days.

[geckard@agmauro-hbg.com](mailto:geckard@agmauro-hbg.com) CELL 717-779-8099

All Prices delivered unless noted. All prices quoted herein are guaranteed for fifteen (15) days only unless otherwise noted, and are thereafter subject to change without notice. All quotations made and orders received applying thereto are subject to the approval of our Credit Dept.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, terms and conditions are satisfactory and are hereby accepted.  
COMPANY \_\_\_\_\_

DATE OF ACCEPTANCE \_\_\_\_\_

BY \_\_\_\_\_

V.I.B.I

Quote JCS 8/29/23-01  
Date August 29, 2023



THE A. G. MAURO COMPANY  
580 INDUSTRIAL DRIVE, LEWISBERRY, PA 17339  
TELEPHONE: (717) 938-4671  
FAX: (717) 938-2471

ARCHITECTURAL HARDWARE, DOORS & SPECIALTIES

EAST STROUDSBURG AREA SCHOOL DISTRICT

Job Name: IN120 LOCKS

ATTN: ANTHONY CALDERONE  
PHONE:  
EMAIL: Anthony-calderone@esasd.net

**WE HEREBY PROPOSE TO FURNISH THE FOLLOWING MATERIALS:**

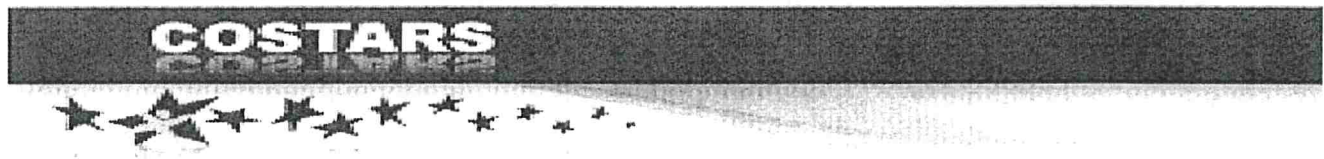
11: LC-IN120-82278-BIPS-B-LNL-26D

MATERIAL PRICE: \$13,200.00

Handing required  
Includes shipping

COSTARS CONTRACT # 008-E22-1000

COSTARS VENDOR # 143426



Terms No Retention-Net 30 Days

Quoted by *Joel Stine*

No "pay-if-paid" or "pay-when-paid" clauses accepted.  
Finance charge of 1-1/4% per month.  
will be applied on invoices after 60 days.

Joel Stine  
OUTSIDE SALES

All Prices delivered unless noted. All prices quoted herein are guaranteed for fifteen (15) days only unless otherwise noted, and are thereafter subject to change without notice. All quotations made and orders received applying thereto are subject to the approval of our Credit Dept.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, terms and conditions are satisfactory and are hereby accepted.  
COMPANY \_\_\_\_\_

DATE OF ACCEPTANCE \_\_\_\_\_

BY \_\_\_\_\_

**Wireless Door Locks for Sensory Rooms**

**A. Why are you requesting the service/needs?**

**Why:** To provide secure access to the sensory rooms at each school.

**Need:** Securing the access to the scenery rooms.

**B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts. No. 2 Vendors**

- A.G. Mauro - \$13,200.00 - CO-STARS 008-E22-1000
- Kelly Bros. - \$16,500 - CO-STARS 008-E23-1102

**C. Procurement Method:**

- Solicited 3 vendors for quotes. Received back quotes from 2. Both are CO-STARS

**D. Funds account to be charged for Procurement (Was this purchase budgeted?)**

- Yes – 2023-2024 Fiscal Year
- ACCESS Funds
- Account # TBD

**E. Selection of winning proposal**

- A.G. Mauro - \$13,200.00 - CO-STARS 008-E22-1000

**F. Other**

N/A

V.C.1

PROPOSAL #: 232419-1-0

## IN120 Wireless Locks

**PREPARED FOR**  
Anthony Calderone

**East Stroudsburg Area School District**  
50 Vine Street  
East Stroudsburg, PA 18301

**PREPARED BY:**  
Wayne Becker  
T: (610)-439-1600 | C: (610)-509-9731  
E: wayne.becker@keystonefire.com

Proposal Date: 8/29/2023

Proposal Valid To: 9/28/2023



**KEYSTONE FIRE  
AND SECURITY™**

A PYE • BARKER COMPANY



# PROJECT DESCRIPTION & INVESTMENT

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## ▶▶▶▶ Client Information

**Name:** East Stroudsburg Area School District

**Site:**  
East Stroudsburg Area School District  
50 Vine Street  
East Stroudsburg, PA 18301

**Billing:**  
East Stroudsburg Area School District  
Attn: Accounts Payable ,  
50 Vine Street  
East Stroudsburg, PA 18301

**Contact:**  
Anthony Calderone  
5704248500  
anthony-calderone@esasd.net

## ▶▶▶▶ Scope of Work

We appreciate this opportunity to propose Genetec reader licenses and programming for (10) Genetec supported wireless IN120 locks provided by others.

1. Customer must provide exact lock part numbers with options.
2. Customer to provide and install Genetec supported locks.
3. Keystone Fire & Security (KF&S) to provide (10) Genetec education package reader connections.
4. KF&S to provide programming for 10 IN120 locks into customer's existing Genetec software.

## ▶▶▶▶ Project Investment

### Reader Licenses

#### Equipment:

| QTY | Description                                      |
|-----|--|
| 10  | 1 Synergis Education reader connectionfor K12. M |

---

**Total Purchase Price** **\$5,798.00**

Prices quoted are exclusive of sales taxes and are subject to tax adjustments in accordance with applicable laws and regulations. Any applicable Sales Tax will be added to the total amount and reflected on the final invoice. Use Tax on the on the material will always be paid by the contractor. Prices do not include any taxes, license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Contractor, these direct costs will be itemized and added to the proposal price contained herein.

# PROJECT DESCRIPTION & INVESTMENT

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## ▶▶▶▶ Project Investment Summary

### System Investment

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: **\$5,798.00**

The price above includes: equipment, and labor as described within this proposal.

**Payment Terms:**

Provide a mobilization fee in the amount of 0% of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

**\*\* New Customer - KFS Credit Check or Credit Card Required \*\***

## PROJECT DESCRIPTION & INVESTMENT

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### Project Acceptance

Providing an Authorized Acceptance Signature indicates that you have read and understand the Terms & Conditions here at <https://www.keystonefire.com/terms/>. This document represents the entire agreement. No conversations or other forms of communication shall be considered part of this agreement. This proposal was prepared in good faith, exclusively for the individual(s) to whom it is addressed. It contains information that is privileged, confidential and exempt from disclosure under applicable law. The recommendations described herein are based on client consultations, site visits, engineering, and research, computer-aided designs and/or expertise earned through education, training and experience. It is considered an unethical business practice to use this information for competitive negotiations.

**Accepted By: KEYSTONE FIRE AND SECURITY**

**Name: Wayne Becker**

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Accepted By: East Stroudsburg Area School District**

**Name: Anthony Calderone**

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PO or WO Number:** \_\_\_\_\_

## TERMS & CONDITIONS

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The person to whom this Proposal is addressed (the "Client") may accept this Proposal by signing at the space provided below and returning it to Keystone Fire and Security along with an approved purchase order within twenty (20) days of the date of this Proposal. By doing so, the Client acknowledges that they have read and understand this Proposal and that Client is entering into a legally binding contract with Keystone Fire and Security on the terms and conditions set forth in this Proposal, including the Standard Terms and Conditions set forth in the "Terms and Conditions" section found at <https://www.keystonefire.com/terms/> which are an integral part of this contract. If the Client signs this Proposal and returns it to Keystone Fire and Security more than twenty (20) days after the date of this Proposal, Keystone Fire and Security reserves the right to reject the Client's acceptance by written notice to the Client. Each individual signing this Proposal on behalf of an entity represents that he or she is a duly authorized officer or other representative of such entity. This order will be processed upon receipt of payment in full or Mobilization amount and be invoiced as indicated in the "Payment Terms" section above. Past due accounts are subject to interest penalties. Work may be suspended on accounts that are not current. (See credit policy).

Initials: \_\_\_\_\_

**Licenses for Wireless Door Locks in Sensory Rooms**

**A. Why are you requesting the service/needs?**

**Why:** Genetec reader licenses and programming for Genetec supported wireless IN120 locks provided by A.G. Mauro

**Need:** Additional software licenses are needed for Genetec (Access Control System) to connect the wireless locks.

**B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts. No. 1 Vendors**

- Keystone Fire Protection - \$5,798

**C. Procurement Method:**

- Solicited quote from Keystone, as they are the company we have been buying the Genetec licenses from.

**D. Funds account to be charged for Procurement (Was this purchase budgeted?)**

- Yes – 2023-2024 Fiscal Year
- ACCESS Funds
- Account # TBD

**E. Selection of winning proposal**

- Keystone Fire Protection - \$5,798

**F. Other**

N/A



V.I.D.I

# **COSTARS Contract # 040-E22-130**

PROPOSAL #: 232418-1-0

## **2N Intercom Systems**

**PREPARED FOR**  
Anthony Calderone

**East Stroudsburg Area School District**  
50 Vine Street  
East Stroudsburg, PA 18301

**PREPARED BY:**  
Wayne Becker  
T: (610)-439-1600 | C: (610)-509-9731  
E: wayne.becker@keystonefire.com

Proposal Date: 8/21/2023

Proposal Valid To: 9/20/2023



**KEYSTONE FIRE  
AND SECURITY™**

A PYE • BARKER COMPANY



## Estimate

### Equipment:

| QTY | Manufacturer              | Description                        |
|-----|---------------------------|------------------------------------|
| 6   | Axis Communications, Inc. | 2N IP INTERCOM SURFACE MT W/CAMERA |
| 6   | Axis Communications, Inc. | 2N IP INTEERCOM BACKPLATE          |
| 3   | Axis Communications, Inc. | 2N INDOOR VIEW BLACK               |
| 3   | Axis Communications, Inc. | 2N INDOOR DESK STAND               |

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Total Purchase Price **\$14,429.00**

Prices quoted are exclusive of sales taxes and are subject to tax adjustments in accordance with applicable laws and regulations. Any applicable Sales Tax will be added to the total amount and reflected on the final invoice. Use Tax on the material will always be paid by the contractor. Prices do not include any taxes, license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Contractor, these direct costs will be itemized and added to the proposal price contained herein.

## PROJECT DESCRIPTION & INVESTMENT

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### ▶▶▶▶ Project Investment Summary

#### System Investment

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: **\$14,429.00**

The price above includes: equipment, and labor as described within this proposal.

#### Payment Terms:

Provide a mobilization fee in the amount of **0%** of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

Payment shall be **NET 30** of invoice date.

# PROJECT DESCRIPTION & INVESTMENT

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## ▶▶▶▶ Project Acceptance

Providing an Authorized Acceptance Signature indicates that you have read and understand the Terms & Conditions here at <https://www.keystonefire.com/terms/>. This document represents the entire agreement. No conversations or other forms of communication shall be considered part of this agreement. This proposal was prepared in good faith, exclusively for the individual(s) to whom it is addressed. It contains information that is privileged, confidential and exempt from disclosure under applicable law. The recommendations described herein are based on client consultations, site visits, engineering, and research, computer-aided designs and/or expertise earned through education, training and experience. It is considered an unethical business practice to use this information for competitive negotiations.

**Accepted By: KEYSTONE FIRE AND SECURITY**

**Name: Wayne Becker**

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Accepted By: East Stroudsburg Area School District**

**Name: Anthony Calderone**

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PO or WO Number:** \_\_\_\_\_

# TERMS & CONDITIONS

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The person to whom this Proposal is addressed (the "Client") may accept this Proposal by signing at the space provided below and returning it to Keystone Fire and Security along with an approved purchase order within twenty (20) days of the date of this Proposal. By doing so, the Client acknowledges that they have read and understand this Proposal and that Client is entering into a legally binding contract with Keystone Fire and Security on the terms and conditions set forth in this Proposal, including the Standard Terms and Conditions set forth in the "Terms and Conditions" section found at <https://www.keystonefire.com/terms/> which are an integral part of this contract. If the Client signs this Proposal and returns it to Keystone Fire and Security more than twenty (20) days after the date of this Proposal, Keystone Fire and Security reserves the right to reject the Client's acceptance by written notice to the Client. Each individual signing this Proposal on behalf of an entity represents that he or she is a duly authorized officer or other representative of such entity. This order will be processed upon receipt of payment in full or Mobilization amount and be invoiced as indicated in the "Payment Terms" section above. Past due accounts are subject to interest penalties. Work may be suspended on accounts that are not current. (See credit policy).

Intials: \_\_\_\_\_



Main Door Intercom Systems

**A. Why are you requesting the service/needs?**

**Why:** To provide secure visitor access to each school.

**Need:** The current AirPhone systems at these schools are in need of an upgrade.

**B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts.**

- No. Keystone Fire Protection - \$14,429.00 - CO-STARS 040-E22-130

**C. Procurement Method:**

- Contacted Keystone Fire Protection. We had purchased prior Intercom Systems from them in the past for other schools. They are a CO-STARS vendor.

**D. Funds account to be charged for Procurement (Was this purchase budgeted?)**

- No, not budgeted. Requesting to use captial reserve
- CAPITAL Reserve Funds
- Account # TBD

**E. Selection of winning proposal**

- Keystone Fire Protection - \$14,429.00 - CO-STARS 040-E22-130

**F. Other**

N/A



# Time & Material Invoice Detail

V.I.E.I

3240 Oak Grove Road ~ East Stroudsburg, PA 18302

Phone: (570) 420-2831 ~ Fax: (570) 420-2838

www.nesitecontractors.com

|                                       |             |                          |       |
|---------------------------------------|-------------|--------------------------|-------|
| NAME                                  | Address     | DATE                     | NO.   |
| East Stroudsburg Area Achool District |             | Monday, August 28, 2023  | Inv 1 |
| ADDRESS                               | CITY        | PROJECT NAME             |       |
| 321 N Cortland Street                 |             | Sink Hole Explore/Repair |       |
| CITY STATE ZIP                        | PROJECT NO. | PROJECT DATE             |       |
| East Stroudsburg, PA 18301            |             | Smithfield Elementary    |       |

**Invoice Detail** **Sink Hole**

We were contated by Josh Grice of D'Huy Engineering on 23 Aug 2023 regarding a sinkhole that opened at the front entrance at Smithfield Elementary. We were asked to provide crews to explor and potentially fixed said sinkhole. We performed all the work on 24 & 25 Aug 2023.

| Line             | Item             | Unit  | Unit     | Amount | Cost   | Subtotal  |          |
|------------------|------------------|---|----------|--------|--------|-----------|----------|
| Item             | Number           | Description                                 | Quantity | Unit   | Amount | Cost      | Subtotal |
| <b>23-Aug-23</b> |                  |   |          |        |        |           |          |
| 1                | 8HPC88           | KOMATSU PC-88                               | 1.00     | HR     | 8.00   | 75.04 \$  | 600.33   |
| 2                | 8TSA             | SINGLE AXLE DUMP                            | 1.00     | HR     | 8.00   | 77.08 \$  | 616.64   |
| 3                | NSL              | NSC Laborer non-rate project                | 2.00     | HR     | 8.00   | 98.75 \$  | 1,580.00 |
| 4                | NSD              | NSC Driver non-rate                         | 1.00     | HR     | 8.00   | 101.00 \$ | 808.00   |
| 5                | NSF              | NSC Foreman non-rate                        | 1.00     | HR     | 8.00   | 142.50 \$ | 1,140.00 |
| 6                | 8TPU             | FOREMAN PICK-UP W/SMALL TOOL                | 1.00     | HR     | 8.00   | 67.19 \$  | 537.51   |
| 7                |                  | Heavy duty grate - 30" round                | 1.00     | EA     | 1.00   | 435.00 \$ | 435.00   |
| 8                |                  | Nyoplast drain basin                        | 1.00     | EA     | 1.00   | 750.00 \$ | 750.00   |
| 9                |                  | 3" high x 30" diameter concrete grade rings | 2.00     | EA     | 1.00   | 125.00 \$ | 250.00   |
| 10               |                  | 2B stone                                    | 1.00     | TN     | 5.00   | 19.25 \$  | 96.25    |
| 11               |                  | 12" x 15" ADS Reducer                       | 1.00     | EA     | 1.00   | 65.00 \$  | 65.00    |
| 12               |                  | 12" ADS Repair coupler                      | 1.00     | EA     | 1.00   | 17.00 \$  | 17.00    |
| 13               |                  |   |          |        |        |           |          |
| 14               | <b>24-Aug-23</b> |   |          |        |        |           |          |
| 15               | 8TTRI            | TRIAxLE DUMP TRUCK                          | 1.00     | HR     | 3.00   | 104.73 \$ | 314.19   |
| 16               | 8TPU             | FOREMAN PICK-UP W/SMALL TOOL                | 1.00     | HR     | 3.00   | 67.19 \$  | 201.57   |
| 17               | NSF              | NSC Foreman non-rate                        | 1.00     | HR     | 3.00   | 142.50 \$ | 427.50   |
| 18               | NSL              | NSC Laborer non-rate project                | 1.00     | HR     | 3.00   | 98.75 \$  | 296.25   |
| 19               | NSD              | NSC Driver non-rate                         | 1.00     | HR     | 3.00   | 101.00 \$ | 303.00   |
| 20               |                  | 9.5MM Superpave                             | 1.00     | TN     | 3.00   | 91.59 \$  | 274.77   |
| 21               |                  |   |          |        |        |           |          |
| 22               |                  |   |          |        |        |           |          |
| 23               |                  |   |          |        |        |           |          |
| 24               |                  |   |          |        |        |           |          |
| 25               |                  |   |          |        |        |           |          |
| 26               |                  |   |          |        |        |           |          |
| 27               |                  |   |          |        |        |           |          |
| 28               |                  |   |          |        |        |           |          |
| 29               |                  |   |          |        |        |           |          |

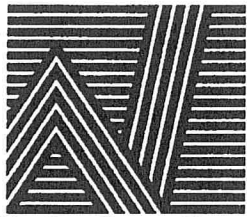
Approved for payment 8/30/23

*Josh Grice*

|  |      |
|--|------|
|  | \$ - |
|  | \$ - |
|  | \$ - |
|  | \$ - |

|                      |                 |
|----------------------|-----------------|
| <b>Invoice Total</b> | <b>8,713.01</b> |
|----------------------|-----------------|

VII.C.1



**Wayfare** Sports Floors

December 8, 2022

Robert Romagno  
East Stroudsburg Area School District  
50 Vine Street  
East Stroudsburg, PA 18301

Dear Robert,

Thank you for allowing Wayfare Sports Floors the opportunity to quote your gym floor project at North High School Auxiliary Gym.

**Scope of Work:**

1. Complete sanding of gym floor using ride on sanders requiring 3 phase 208 electric to complete the above scope of work.
2. Complete vacuum and preparation of the gym floor.
3. Apply first coat of Hillyard Basecoat II water-based primer.
4. Abrade gym floor with Hillyard maroon pads (250 square feet per side of pad)
5. Apply second coat of Hillyard Basecoat II water-based primer.
6. Abrade gym floor with Hillyard maroon pads (250 square feet per side of pad)
7. Complete vacuum and preparation of the gym floor.
8. Repaint existing game lines. Add N logo. The logo will fit in a 6' center circle.
9. Abrade gym floor with Hillyard maroon pads (250 square feet per side of pad)
10. Complete vacuum and preparation of the gym floor.
11. Apply one coat of Hillyard Basecoat II water-based primer.
12. Apply one coat of Hillyard 1907 water-based finish.

---

Wayfare, LLC • 518 Hooper Rd. #260 • Endwell, NY 13760  
607.321.1730  
www.WayfareFM.com

**Location and Pricing:**

North High School Auxiliary Gym

\$18,207.00

**Special Considerations**

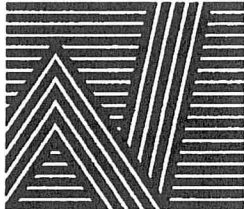
1. All product, equipment and labor will be provided by Wayfare Sports Floors.
2. East Stroudsburg Area School District agrees to provide an electrician to hook up and unhook electric cords for 3 phase 208 electric power.
3. East Stroudsburg Area School District agrees to provide a dumpster for debris.
4. East Stroudsburg Area School District agrees to turn on ventilation system 1 hour after each coat of sealer and finish is applied.
5. Pricing does not include applicable taxes. Commonwealth System (COSTAR) #0000534325
6. East Stroudsburg Area School District has assured Wayfare Sports Floors there is enough wood life remaining on the gym floor to complete the above scope of work.
7. East Stroudsburg Area School District agrees to provide an area within the facility to store equipment and products for the duration of the project.
8. No wood floor repair work is included within this scope of work.

Thank you,

Chris Smith  
Wayfare Sports Floors  
409 Hooper Road  
Endwell, NY 13760  
607-321-3861 Chris@wayfarefm.com  
www.WayfareFM.com



VII. C. 2



**Wayfare** Sports Floors

December 8, 2022

Robert Romagno  
East Stroudsburg Area School District  
50 Vine Street  
East Stroudsburg, PA 18301

Dear Robert,

Thank you for allowing Wayfare Sports Floors the opportunity to quote your gym floor project at Lehman Intermediate School Auxiliary Gym.

**Scope of Work:**

1. Complete sanding of gym floor using ride on sanders requiring 3 phase 208 electric to complete the above scope of work.
2. Complete vacuum and preparation of the gym floor.
3. Apply first coat of Hillyard Basecoat II water-based primer.
4. Abrade gym floor with Hillyard maroon pads (250 square feet per side of pad)
5. Apply second coat of Hillyard Basecoat II water-based primer.
6. Abrade gym floor with Hillyard maroon pads (250 square feet per side of pad)
7. Complete vacuum and preparation of the gym floor.
8. Repaint existing game lines. Add N logo. The logo will fit in a 6' center circle. Remove 2 areas of VCT flooring near water fountains and replace with vinyl plank flooring.
9. Abrade gym floor with Hillyard maroon pads (250 square feet per side of pad)
10. Complete vacuum and preparation of the gym floor.
11. Apply one coat of Hillyard Basecoat II water-based primer.
12. Apply one coat of Hillyard 1907 water-based finish.

---

Wayfare, LLC • 518 Hooper Rd. #260 • Endwell, NY 13760  
607.321.1730  
www.WayfareFM.com

**Location and Pricing:**

Lehman Intermediate Auxiliary Gym

\$17,840.00

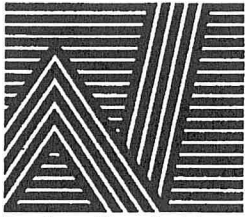
**Special Considerations**

1. All product, equipment and labor will be provided by Wayfare Sports Floors.
2. East Stroudsburg Area School District agrees to provide an electrician to hook up and unhook electric cords for 3 phase 208 electric power.
3. East Stroudsburg Area School District agrees to provide a dumpster for debris.
4. East Stroudsburg Area School District agrees to turn on ventilation system 1 hour after each coat of sealer and finish is applied.
5. Pricing does not include applicable taxes. Commonwealth System (COSTAR) #0000534325
6. East Stroudsburg Area School District has assured Wayfare Sports Floors there is enough wood life remaining on the gym floor to complete the above scope of work.
7. East Stroudsburg Area School District agrees to provide an area within the facility to store equipment and products for the duration of the project.
8. No wood floor repair work is included within this scope of work.

Thank you,

Chris Smith  
Wayfare Sports Floors  
409 Hooper Road  
Endwell, NY 13760  
607-321-3861 Chris@wayfarefm.com  
www.WayfareFM.com

VII.C.3



**Wayfare** Sports Floors

December 8, 2022

Robert Romagno  
East Stroudsburg Area School District  
50 Vine Street  
East Stroudsburg, PA 18301

Dear Robert,

Thank you for allowing Wayfare Sports Floors the opportunity to quote your gym floor project at J T Lambert Intermediate School.

**Scope of Work:**

1. Complete sanding of gym floor using ride on sanders requiring 3 phase 208 electric to complete the above scope of work.
2. Complete vacuum and preparation of the gym floor.
3. Apply first coat of Hillyard Basecoat II water-based primer.
4. Abrade gym floor with Hillyard maroon pads (250 square feet per side of pad)
5. Complete vacuum and preparation of the gym floor.
6. Repaint existing game lines. Add ES logo. The logo will fit in a 6' center circle.
7. Abrade gym floor with Hillyard maroon pads (250 square feet per side of pad)
8. Complete vacuum and preparation of the gym floor.
9. Apply one coat of Hillyard Basecoat II water-based primer.
10. Apply one coat of Hillyard 1907 water-based finish.

**Location and Pricing:**

J T Lambert Intermediate School

\$12,789.00

**Special Considerations**

1. All product, equipment and labor will be provided by Wayfare Sports Floors.
2. East Stroudsburg Area School District agrees to provide an electrician to hook up and unhook electric cords for 3 phase 208 electric power.
3. East Stroudsburg Area School District agrees to provide a dumpster for debris.
4. East Stroudsburg Area School District agrees to turn on ventilation system 1 hour after each coat of sealer and finish is applied.
5. Pricing does not include applicable taxes.
6. Commonwealth System (CÓSTAR) #0000534325
7. East Stroudsburg Area School District has assured Wayfare Sports Floors there is enough wood life remaining on the gym floor to complete the above scope of work.
8. East Stroudsburg Area School District agrees to provide an area within the facility to store equipment and products for the duration of the project.
9. No wood floor repair work is included within this scope of work. Wayfare Sports Floors has been instructed to use wood putty to fill in cracks and low spots on boards rather than replacing.

Thank you,

Chris Smith  
Wayfare Sports Floors  
409 Hooper Road  
Endwell, NY 13760  
607-321-3861  
Chris@wayfarefm.com  
www.WayfareFM.com



VII. D. 1.

# EAST STROUDSBURG AREA

## SCHOOL DISTRICT

### CUSTODIAL STAFFING STUDY



## **OVERVIEW**

The primary purpose of this study is to compare current custodial staffing levels with recommended custodial staffing levels. In addition, best practices are noted in the report.

The Environmental Services Department is led by a full-time Supervisor of Environmental Services and includes a full-time Custodial Supervisor and a Secretary. The Secretary is shared with the Supervisor of Facilities Department.

There are currently 73 custodial positions in the entire district assigned to ten schools (2 high schools, 2 intermediate schools, 6 elementary schools, 1 administrative center, the South Stadium, and the Cyber/Transportation Center. Of the 73 custodians, 24 are assigned to the day shift.

Custodians are assigned to specific building areas and are responsible for all aspects of cleaning the area, including vacuuming and floor cleaning, dusting, trash removal, disinfection, etc. For summer cleaning, custodians typically work in teams to do thorough cleaning of each building.

The District's total building square feet is 1,754,311.

## **RECOMMENDATIONS**

### **Environmental Supervisor Position**

The Environmental Supervisor position is a critical position for the overall health and safety of the East Stroudsburg School District and community. The Supervisor is responsible for directing the custodial staff, which includes daily cleaning and disinfecting all buildings, it includes preparation for daily events, summer cleaning, and lite maintenance. Lite maintenance includes replacement of ceiling tiles and lamps, as needed throughout the buildings. Snow removal for all sidewalks and entrances is also a requirement for oversight. The Supervisor is also responsible for cafeteria aides, which includes daily cleaning and disinfection, and trash collection.

Supervision requirements of this position include care for all swimming pools, domestic water testing, shipping and receiving, inventory management, integrated pest management, indoor air quality, human resource requirements (hiring and evaluations) for approximately 100 employees, and budget oversight. The supervisor also has responsibility for project management, including managing the bid process, construction process, and post construction process for many projects, including a significant amount of floor replacement projects throughout the District. The requirements are varied and extremely important.

A large portion of the custodial budget goes to purchasing cleaning supplies and equipment used for day-to-day custodial work. Managing inventories efficiently takes a considerable amount of planning to ensure that budgeted funds are not tied up in excess inventory. This is mentioned because it was observed that inventory management and use of standardized equipment and supplies is done in an exceptional manner.

It was impressive to note the knowledge of the supervisor and interactions with staff members in all buildings. It was evident that the supervisor has a thorough understanding of all position requirements and the technical ability and personal skills to be highly successful. The supervisor has participated in a wide variety of professional workshops and other continuing education programs in order to stay up to date with environmental issues and best practices.

It is important to note that it was obvious during building tours that the supervisor knows the buildings in great detail and also knows a large number of employees and building administrators. I mention this because this knowledge and personal skillset is critical to success in a large educational environment.

Because of the importance of this position, the large number of employees under the umbrella of this position, the critical and broad nature of the position requirements, it is recommended to consider transitioning this position from an Act 93 Supervisor to an Act 93 Director position.

### **Custodial Supervisors**

It is recommended to employ a total of two custodial supervisors – one for the north campus and one for the south campus. The custodial supervisors assist in providing for the overall performance of the custodial staff, including delegating responsibilities on a daily basis due to absences and/or unfilled positions. They also help to solve and communicate issues as they arise. Custodial supervisors assist in conducting routine inspections, training staff, delivering supplies,



and ensuring equipment is working properly. They also make certain all safety processes are followed. They may also assist as needed to open schools during staff absences.

The ideal organization of a custodial staff and number of supervisors depends on the size of the school district in terms of number of buildings and total square feet of building space, the size of the district in square miles and distribution of campuses. It is recommended to use the “area support management concept,” in which the district is divided into two areas, each with its own custodial supervisor.

### **Head Custodians**

It is recommended to employ head custodians in each building. The primary responsibility of the head custodian is to serve as a leader worker to ensure the work of the custodians and substitute custodians to maintain a safe and clean school, including summer cleaning and custodial procedures. Head custodians will be accountable for after-school activities, equipment and supplies. Head Custodians also provide a proactive approach to accomplish work when there are absences.

Head Custodians are typically allocated one hour per day to provide input to other custodians, which has been demonstrated to improve overall performance and building cleanliness.

It is recommended to provide an hourly stipend similar to Head Cooks in order to achieve this important goal.

### **Custodial Training Program**

It is recommended to have a robust custodial training program. Custodians should be trained on a regular basis for all job functions. Due to the difficulty of taking custodians from their buildings this will likely only be accomplished with an additional custodial supervisor. The demonstrated positive results generally include improved overall morale of the custodial staff, consistent cleanliness levels in all schools and area, and a general reduction of expensive cleaning chemicals. Consistently proper disinfection of building surfaces often leads to higher student and staff attendance rates, as well.

### **Best Practices**

#### *Custodial Training*

Custodians are on-boarding with a training program and receive annual training provided by staff and product vendors. It is a best practice to have a thorough on-boarding and on-going training program for all custodians.

#### *Custodial Handbook*

Every operations department should have a procedures manual that details its day-to-day operations. The Supervisor is commended for development of an outstanding manual that includes routine daily cleaning schedules and practices, weekly cleaning schedules and practices, safe practices for use of cleaning products, equipment protocol, and Material Safety Data Sheets for common cleaning products.



### *Chemical Distribution*

It is the best practice to use chemical distribution systems for distribution of cleaning products. The District should be commended for this practice, which is a cost-effective way to manage cleaning products and ensure safe use of the products.

### *Equipment*

The District has adequate equipment for use in custodial operations. Equipment is well maintained, with funds budgeted annually for new equipment and replacement equipment.

### *Standardized Supplies and Equipment*

It is the best practice to standardize cleaning supplies and equipment throughout the entire District. The District should be commended for this best practice.

### *Maintenance of Mops and Cleaning Rags*

It is a best practice and significant cost savings to be able to launder mops and rags used in cleaning processes. The District should be commended for this best practice.

### **Custodial Staffing Levels**

In order to determine the appropriate custodial staffing level at each school it is important to use a variety of analysis tools, including touring each building to understand the cleanliness level of each building. While one of the tools does not provide conclusive conclusions, the tools are combined to provide overall recommendations.

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### *Custodial Staffing Formula*

The custodial staffing formula was originally presented by the Pennsylvania Department of Education as a guide to assist school districts to determine the appropriate number of custodians needed in each school. The formula has been reviewed and tweaked several times by the Pennsylvania Association of School Business Officials (PASBO) Facilities Management Committee. The basis of the formula is an understanding that several factors influence the number of custodians needed in each school, including the number of regular full-time teachers, the number of either elementary or secondary students, the number of teaching spaces, the architectural square feet, and the total number of washroom fixtures.

### Bushkill Elementary School

|  | Input data                         | Custodian Allocation |
|--|------------------------------------|----------------------|
| <u>Enter the following data for the noted school:</u>              |                                    |                      |
| 1. Number of regular, full time teachers in the school =           | <input type="text" value="36"/>    | 4.00                 |
| 2A. Number of elementary (full-day K - 6) students in the school = | <input type="text" value="369"/>   |                      |
| 2B. Number of secondary (7-12) students in the school =            | <input type="text" value="0"/>     | 1.23                 |
| 3. Total number of teaching spaces* =                              | <input type="text" value="43"/>    | 3.58                 |
| 4. Total gross architectural area of the school in s.f. =          | <input type="text" value="68612"/> | 4.29                 |
| 5. Total number of washroom fixtures ** =                          | <input type="text" value="150"/>   | 4.29                 |
| <b>RESULTING CUSTODIAN STAFFING ALLOCATION =</b>                   |                                    | <b>3.48</b>          |
| ACTUAL STAFFING LEVEL  |                                    | 5.0                  |

### East Stroudsburg Elementary School

|  | Input data                          | Custodian Allocation |
|--|-------------------------------------|----------------------|
| <u>Enter the following data for the noted school:</u>              |                                     |                      |
| 1. Number of regular, full time teachers in the school =           | <input type="text" value="49"/>     | 5.44                 |
| 2A. Number of elementary (full-day K - 6) students in the school = | <input type="text" value="605"/>    |                      |
| 2B. Number of secondary (7-12) students in the school =            | <input type="text" value="0"/>      | 2.02                 |
| 3. Total number of teaching spaces* =                              | <input type="text" value="71"/>     | 5.92                 |
| 4. Total gross architectural area of the school in s.f. =          | <input type="text" value="121044"/> | 7.57                 |
| 5. Total number of washroom fixtures ** =                          | <input type="text" value="218"/>    | 6.23                 |
| <b>RESULTING CUSTODIAN STAFFING ALLOCATION =</b>                   |                                     | <b>5.43</b>          |
| ACTUAL STAFFING LEVEL  |                                     | 6.0                  |

### J.M. Hill Elementary School

|  | Input data                         | Custodian Allocation |
|--|------------------------------------|----------------------|
| <u>Enter the following data for the noted school:</u>              |                                    |                      |
| 1. Number of regular, full time teachers in the school =           | <input type="text" value="35"/>    | 3.89                 |
| 2A. Number of elementary (full-day K - 6) students in the school = | <input type="text" value="458"/>   |                      |
| 2B. Number of secondary (7-12) students in the school =            | <input type="text" value="0"/>     | 1.53                 |
| 3. Total number of teaching spaces* =                              | <input type="text" value="47"/>    | 3.92                 |
| 4. Total gross architectural area of the school in s.f. =          | <input type="text" value="70847"/> | 4.43                 |
| 5. Total number of washroom fixtures ** =                          | <input type="text" value="141"/>   | 4.03                 |
| <b>RESULTING CUSTODIAN STAFFING ALLOCATION =</b>                   |                                    | <b>3.56</b>          |
| ACTUAL STAFFING LEVEL  |                                    | 5.0                  |

### Middle Smithfield Elementary School

|  | Input data                          | Custodian Allocation |
|--|-------------------------------------|----------------------|
| <u>Enter the following data for the noted school:</u>              |                                     |                      |
| 1. Number of regular, full time teachers in the school =           | <input type="text" value="43"/>     | 4.78                 |
| 2A. Number of elementary (full-day K - 6) students in the school = | <input type="text" value="464"/>    |                      |
| 2B. Number of secondary (7-12) students in the school =            | <input type="text" value="0"/>      | 1.55                 |
| 3. Total number of teaching spaces* =                              | <input type="text" value="53"/>     | 4.42                 |
| 4. Total gross architectural area of the school in s.f. =          | <input type="text" value="109428"/> | 6.84                 |
| 5. Total number of washroom fixtures ** =                          | <input type="text" value="184"/>    | 5.26                 |
| <b>RESULTING CUSTODIAN STAFFING ALLOCATION =</b>                   |                                     | <b>4.57</b>          |
| ACTUAL STAFFING LEVEL  |                                     | 5.0                  |

### Resica Elementary School

|  | Input data                         | Custodian Allocation |
|--|------------------------------------|----------------------|
| <u>Enter the following data for the noted school:</u>              |                                    |                      |
| 1. Number of regular, full time teachers in the school =           | <input type="text" value="42"/>    | 4.67                 |
| 2A. Number of elementary (full-day K - 6) students in the school = | <input type="text" value="451"/>   |                      |
| 2B. Number of secondary (7-12) students in the school =            | <input type="text" value="0"/>     | 1.50                 |
| 3. Total number of teaching spaces* =                              | <input type="text" value="44"/>    | 3.67                 |
| 4. Total gross architectural area of the school in s.f. =          | <input type="text" value="80412"/> | 5.03                 |
| 5. Total number of washroom fixtures ** =                          | <input type="text" value="164"/>   | 4.69                 |
| <b>RESULTING CUSTODIAN STAFFING ALLOCATION =</b>                   |                                    | <b>3.91</b>          |
| ACTUAL STAFFING LEVEL  |                                    | 5.0                  |

### Smithfield Elementary School

|  | Input data                         | Custodian Allocation |
|--|------------------------------------|----------------------|
| <u>Enter the following data for the noted school:</u>              |                                    |                      |
| 1. Number of regular, full time teachers in the school =           | <input type="text" value="37"/>    | 4.11                 |
| 2A. Number of elementary (full-day K - 6) students in the school = | <input type="text" value="308"/>   |                      |
| 2B. Number of secondary (7-12) students in the school =            | <input type="text" value="0"/>     | 1.03                 |
| 3. Total number of teaching spaces* =                              | <input type="text" value="42"/>    | 3.50                 |
| 4. Total gross architectural area of the school in s.f. =          | <input type="text" value="74820"/> | 4.68                 |
| 5. Total number of washroom fixtures ** =                          | <input type="text" value="143"/>   | 4.09                 |
| <b>RESULTING CUSTODIAN STAFFING ALLOCATION =</b>                   | 0                                  | <b>3.48</b>          |
| ACTUAL STAFFING LEVEL  |                                    | 5.0                  |

### Lehman Intermediate School

|  | Input data | Custodian Allocation |
|--|------------|----------------------|
| <u>Enter the following data for the noted school:</u>              |            |                      |
| 1. Number of regular, full time teachers in the school =           | 62         | 6.89                 |
| 2A. Number of elementary (full-day K - 6) students in the school = | 0          |                      |
| 2B. Number of secondary (7-12) students in the school =            | 615        | 3.08                 |
| 3. Total number of teaching spaces* =                              | 68         | 5.67                 |
| 4. Total gross architectural area of the school in s.f. =          | 198900     | 12.43                |
| 5. Total number of washroom fixtures ** =                          | 326        | 9.31                 |
| <b>RESULTING CUSTODIAN STAFFING ALLOCATION =</b>                   |            | <b>9.34</b>          |
| ACTUAL STAFFING LEVEL  |            | 6.0                  |

### J.T. Lambert Intermediate School

|  | Input data | Custodian Allocation |
|--|------------|----------------------|
| <u>Enter the following data for the noted school:</u>              |            |                      |
| 1. Number of regular, full time teachers in the school =           | 75         | 8.33                 |
| 2A. Number of elementary (full-day K - 6) students in the school = | 0          |                      |
| 2B. Number of secondary (7-12) students in the school =            | 969        | 4.85                 |
| 3. Total number of teaching spaces* =                              | 73         | 6.08                 |
| 4. Total gross architectural area of the school in s.f. =          | 168800     | 10.55                |
| 5. Total number of washroom fixtures ** =                          | 342        | 9.77                 |
| <b>RESULTING CUSTODIAN STAFFING ALLOCATION =</b>                   |            | <b>9.90</b>          |
| ACTUAL STAFFING LEVEL  |            | 8.0                  |

### High School North

|  | Input data | Custodian Allocation |
|--|------------|----------------------|
| <u>Enter the following data for the noted school:</u>              |            |                      |
| 1. Number of regular, full time teachers in the school =           | 84         | 9.33                 |
| 2A. Number of elementary (full-day K - 6) students in the school = | 0          |                      |
| 2B. Number of secondary (7-12) students in the school =            | 956        | 4.78                 |
| 3. Total number of teaching spaces* =                              | 86         | 7.17                 |
| 4. Total gross architectural area of the school in s.f. =          | 243100     | 15.19                |
| 5. Total number of washroom fixtures ** =                          | 423        | 12.09                |
| <b>RESULTING CUSTODIAN STAFFING ALLOCATION =</b>                   |            | <b>12.14</b>         |
| ACTUAL STAFFING LEVEL  |            | 10.0                 |



## High School South

|  | Input data | Custodian Allocation |
|--|------------|----------------------|
| Enter the following data for the noted school:                     |            |                      |
| 1. Number of regular, full time teachers in the school =           | 105        | 11.67                |
| 2A. Number of elementary (full-day K - 6) students in the school = | 0          |                      |
| 2B. Number of secondary (7-12) students in the school =            | 1330       | 6.65                 |
| 3. Total number of teaching spaces* =                              | 86         | 7.17                 |
| 4. Total gross architectural area of the school in s.f. =          | 570126     | 35.63                |
| 5. Total number of washroom fixtures ** =                          | 645        | 18.43                |
| <b>RESULTING CUSTODIAN STAFFING ALLOCATION =</b>                   |            | <b>19.89</b>         |
| ACTUAL STAFFING LEVEL  |            | 15.0                 |

\*Includes regular classrooms, shops, gyms, auditoriums

\*\*Includes sinks, urinals, toilets, individual showers

### *National Center for Educational Statistics and U.S Department of Education Standards*

The National Center for Educational Statistics (NCES) in association with the U.S. Department of Education have provided statistical standards for school custodians for the amount of area cleaned per custodian. The NCES is the primary statistical agency of the U.S. Department of Education, whose primary focus is the collection, compilation, processing, or analysis of information for statistical purposes.

### Square Feet per Custodian

The NCES indicates that school standards for area cleaned per custodian in an 8-hour shift ranges from approximately 18,000 to 25,000 per square feet. The standard of 18,000 square feet per custodian represents an amount for rest rooms, food services areas, special education areas, and kindergarten areas. The standard of 25,000 square feet represents normal cleaning required for most school facilities.

More importantly, the Department of Education describes five levels of cleanliness expected for the amount of square feet per school custodian. The five-tiered system of cleanliness expectations is an excellent tool to use to help in guiding the number of custodians needed in schools.

Level 1 cleaning results in a "spotless" building, as might normally be found in a hospital environment or corporate suite. At this level, a custodian with proper supplies and tools can clean approximately 10,000 to 11,000 square feet in an 8-hour period.

Level 2 cleaning is the uppermost standard for most school cleaning, and is generally reserved for restrooms, special education areas, kindergarten areas, or food service areas. A custodian can clean approximately 11,000 to 19,000 square feet in an 8-hour shift.

Level 3 cleaning is the norm for most school facilities. It is acceptable to most stakeholders and does not pose any health issues. A custodian can clean approximately 19,000 to 26,000 square feet in 8 hours.

Level 4 cleaning is not normally acceptable in a school environment. Classrooms would be cleaned every other day, carpets would be vacuumed every third day, and dusting would occur once a month. At this level, a custodian can clean 26,000 to 46,000 square feet in 8 hours.

Level 5 cleaning can very rapidly lead to an unhealthy situation. Trash cans might be emptied, and carpets vacuumed on a weekly basis. One custodian can clean 46,000 to 80,000 square feet in an 8-hour period.

The figures above are estimates. The actual number of square feet per shift a custodian can clean will depend on additional variables, including the type of flooring, wall covers, and number of windows, all of which must be taken into account when determining workload expectations.

| School                        | Square Feet | Total # Custodians | # Day Custodians | # Cleaners (.5 per day custodian) | Sq. Ft. Per Custodian | Custodial Formula | Cleaners needed per 22,500 square feet | Level Expected | Level Actual | Recommended # custodians | Recommended # of Day Custodians |
|-------------------------------|-------------|--------------------|------------------|-----------------------------------|-----------------------|-------------------|--|----------------|--------------|--------------------------|---------------------------------|
| South High School             | 570,126     | 15                 | 4                | 13                                | 38,008                | 20.0              | 25.3                                   | 4              | 3            | 20                       | 4                               |
| Administration Center         | 22,000      | 1                  | 0                | 1                                 | 22,000                | 1.0               | 1.0                                    | 3              | 2            | 1                        | 0                               |
| South Stadium                 | 15,222      | 1                  | 1                | 1                                 | 15,222                | 1.0               | 0.7                                    | 2              |              | 1                        | 1                               |
| North High School             | 243,100     | 10                 | 4                | 8                                 | 24,310                | 12.0              | 10.8                                   | 3              | 3            | 11                       | 4                               |
| Lehman Intermediate School    | 198,900     | 6                  | 0                | 6                                 | 33,150                | 9.5               | 8.8                                    | 4              | 3            | 9                        | 0                               |
| JTL Intermediate School       | 168,800     | 8                  | 3                | 6.5                               | 21,100                | 10.0              | 7.5                                    | 3              | 3            | 9                        | 2                               |
| Cyber/Transportation          | 11,000      | 1                  | 0                | 1                                 | 11,000                | 1.0               | 0.5                                    | 2              |              | 1                        | 0                               |
| East Stroudsburg Elementary S | 121,044     | 6                  | 2                | 5                                 | 20,174                | 5.5               | 5.4                                    | 3              | 2            | 6                        | 1.5                             |
| Middle Smithfield School      | 109,428     | 5                  | 2                | 4                                 | 21,886                | 4.5               | 4.9                                    | 3              | 2            | 5                        | 1.5                             |
| Resica Elementary School      | 80,412      | 5                  | 2                | 4                                 | 16,082                | 4.0               | 3.6                                    | 2              | 3            | 4                        | 1                               |
| Smithfield Elementary School  | 74,820      | 5                  | 2                | 4                                 | 14,964                | 3.5               | 3.3                                    | 2              | 2.5          | 4                        | 1                               |
| JM Hill Elementary School     | 70,847      | 5                  | 2                | 4                                 | 14,169                | 3.5               | 3.1                                    | 2              | 3            | 4                        | 1                               |
| Bushkill Elementary School    | 68,612      | 5                  | 2                | 4                                 | 13,722                | 3.5               | 3.0                                    | 2              | 2            | 4                        | 1                               |
|                               | 1,754,311   | 73                 | 24               | 61.5                              | 24,032                | 79                | 78.0                                   | 2.7            | 2.6          | 79                       | 18                              |

- Level 1 Spotless cleaning
- Level 2 Exceptional cleaning
- Level 3 Acceptable cleaning
- Level 4 Not generally acceptable
- Level 5 Not considered healthy

## Recommended Number of Custodians

The above chart incorporates the variety of staffing formulas and includes expected and observed cleanliness levels in each building. The final two columns indicate the recommended number of custodians needed to achieve consistent level 2 cleanliness levels for each school. The final column includes the recommended number of day custodians. The number of day custodians needed must be viewed in combination with the recommendation for an additional custodial supervisor in order to provide necessary coverage to open the school when there are absences.

## Other Recommendations

The District should consider using a third shift at the two highs. This is recommended due to the number of activities during evening hours to allow for uninterrupted cleaning.

The District should consider use of cafeteria tables that incorporate seating in all buildings. It is extremely time consuming to move and stack separate chairs to clean cafeteria floors.

The Supervisor should do a time study for each custodian using the applying custodial time standards for schools (below).

| AREA                 | MINUTES         |
|----------------------|-----------------|
| Classroom/carpet     | 25              |
| Classroom/tile       | 20              |
| Bathroom             | 4/fixtures      |
| Art room             | 30              |
| Conference/seminar   | 21/1000 sq. ft. |
| Corridor             | 20/1000 sq. ft. |
| Library              | 22/1000 sq. ft. |
| Gymnasium            | 6/1000 sq. ft.  |
| Stage                | 8/1000 sq. ft.  |
| Cafeteria            | 32/1000 sq. ft. |
| Kitchen              | 35/1000 sq. ft. |
| Dish room            | 35/1000 sq. ft. |
| Elevator             | 12              |
| Auditorium           | 22/1000 sq. ft. |
| Lobbies              | 24/1000 sq. ft. |
| Music classroom      | 25/1000 sq. ft. |
| Stairs               | 10/flight       |
| Dust library shelves | 15/1000 sq. ft. |
| Locker room          | 30/1000 sq. ft. |
| Office               | 15/1000 sq. ft. |
| Dining area          | 31/1000 sq. ft. |
| Lab storage          | 5               |
| Nurse/health room    | 25/1000 sq. ft. |
| Dark room            | 16/1000 sq. ft. |
| Shower Area          | 50/1000 sq. ft. |
| Storage              | 7/1000 sq. ft.  |
| Lounge               | 21/1000 sq. ft. |
| Computer room        | 19/1000 sq. ft. |
| Shop                 | 10/1000 sq. ft. |



**Dr. Wayne McCullough, DBA, PCSBA**

Dr. McCullough currently services as a consultant for Pennsylvania public schools in school operations and school business.

In March of 2022, he retired as the Executive Director of the PA Association of School Business Officials. Prior to that position, he served as Chief Financial and Operations Officer at the Southern York County School District. Prior to that position, he spent over 20 years in facilities operations at Southern York County School and five years in higher education facilities operations.

He is the author of several school business publications, including the *Elements of School Facilities Management* and the *Elements of School Transportation*, which included dozens of state and national school business and leadership presentations. He received PASBO's 2003 Award of Achievement in recognition of the outstanding practice: "A Guidance Document for Planning, Design, and Construction of Major Projects Using the Design Team Concept" and the 2013 Award of Achievement for the program, "Cooperative Services Agreement between Two Non-Profit Organizations." He was named Pennsylvania's Outstanding School Business Official in 2013.

Dr. McCullough's impact on public education in Pennsylvania has been significant as he has been a consultant for more than 200 Pennsylvania school districts. His expertise is in improving transportation subsidy for school districts and studies related to facilities and custodial staffing and operations.

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| Date | RES Elem HVAC<br>Imporvements<br>ESSER III<br>10-4600-450-990-10-215-<br>461-000-8744<br>\$1,500,000.00 ESSER ONLY<br>Remaining out of Capital<br>Reserve A/C#32-4600-450-<br>000-10-215-000-000-3051 | Date | EHN Rooftop HVAC<br>ESSER III<br>10-4600-450-990-30-819-<br>461-000-8744<br>\$3,539,010.00 ESSER ONLY<br>??? Remaining<br>out of Capital Reserve A/C<br>32-4600-450-000-000-30-<br>819-000-000-3051 | Date       | EHS Flooring Replacment<br>Board Approved<br>3/20/2023<br>32-4600-450-000-30-820-<br>000-000-3080 |
|------|---|------|---|------------|---|
|      |   |      |   | 6554       | Cope Commercial Flooring  |
|      | \$ -  |      | \$ -  |            | \$ 1,224,395.00   |
|      | \$ -  |      | \$ -  |            | \$ 1,224,395.00   |
|      | \$ -  |      | \$ -  | 5/31/2023  | \$ 433,595.70   |
|      |   |      |   | 6/26/2023  | \$ 283,535.10   |
|      |   |      |   | 8/31/2023  | \$ 73,972.80  |
|      |   |      |   | 8/31/2023  | \$ 249,020.10   |
|      | \$ -  |      | \$ -  |            | \$ 1,040,123.70   |
|      | \$ -  |      | \$ -  |            | \$ 184,271.30   |
|      | #DIV/0!   |      | #DIV/0!   |            | 85%   |
|      |   |      |   | 11/14/222  | \$ 6,828.00   |
|      |   |      |   | 12/31/2022 | \$ 241.15   |
|      |   |      |   | 12/31/2022 | \$ 2,115.75   |
|      |   |      |   | 2/27/2023  | \$ 9,018.10   |
|      |   |      |   | 4/4/2023   | \$ 6,825.00   |
|      |   |      |   | 4/21/2023  | \$ 1,515.15   |
|      |   |      |   | 6/26/2023  | \$ 2,793.87   |
|      |   |      |   | 6/26/2023  | \$ 8,381.62   |
|      | \$ -  |      | \$ -  |            |   |





| Date | Vestibule Project<br>Board Approved<br>4/17/2023<br>10-4600-450-000-00-000-<br>000-000-3082 | Date      | JTL Auditorium Ceiling<br>Repaint<br>Board Approved<br>4/17/2023<br>32-4600-431-000-20-517-<br>000-000-3095<br>Completed 6-27-23 | Total of Current<br>Projects |                 |
|------|---|-----------|--|------------------------------|-----------------|
| 4407 | Keystone Fire & Security  | 5285      | Pocono Painting  |                              |                 |
|      | \$ 72,535.00  |           | \$ 17,590.00   | \$ 8,724,163.67              |                 |
|      |   |           |  | \$ 20,040.00                 |                 |
|      |   |           |  | \$ (3,367.00)                |                 |
|      |   |           |  | \$ -                         |                 |
|      | \$ 72,535.00  |           | \$ 17,590.00   | \$ 8,740,836.67              | \$ 8,740,836.67 |
|      |   |           |  | \$ 19,771.00                 |                 |
|      |   | 7/20/2023 | \$ 17,590.00   | \$ 1,140,288.96              |                 |
|      |   |           |  | \$ 916,970.28                |                 |
|      |   |           |  | \$ 1,597,236.05              |                 |
|      |   |           |  | \$ 1,132,897.60              |                 |
|      |   |           |  | \$ 784,217.24                |                 |
|      |   |           |  | \$ 537,214.50                |                 |
|      |   |           |  | \$ 300,021.12                |                 |
|      |   |           |  | \$ 294,966.00                |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ -                         |                 |
|      | \$ -  |           | \$ 17,590.00   | \$ 6,732,582.75              |                 |
|      |   |           |  | \$ -                         | \$ 8,740,836.67 |
|      | \$ 72,535.00  |           | \$ -   | \$ 2,008,253.92              |                 |
|      | 0%  |           | 100%   | 77%                          |                 |
|      |   |           |  | \$ 43,665.50                 |                 |
|      |   |           |  | \$ 23,689.40                 |                 |
|      |   |           |  | \$ 26,387.12                 |                 |
|      |   |           |  | \$ 24,110.70                 |                 |
|      |   |           |  | \$ 24,183.56                 |                 |
|      |   |           |  | \$ 16,192.51                 |                 |
|      |   |           |  | \$ 8,631.60                  |                 |
|      |   |           |  | \$ 13,573.92                 |                 |
|      |   |           |  | \$ 9,574.09                  |                 |
|      |   |           |  | \$ 2,309.23                  |                 |
|      |   |           |  | \$ 720.05                    |                 |
|      |   |           |  | \$ 1,102.21                  |                 |
|      |   |           |  | \$ 451.93                    |                 |
|      |   |           |  | \$ 631.46                    |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ -                         |                 |
|      |   |           |  | \$ 109,515.85                |                 |