COLLIN COUNTY FACILITIES

HOUSEKEEPING UPDATE

-JANUARY 2025-



Housekeeping Update

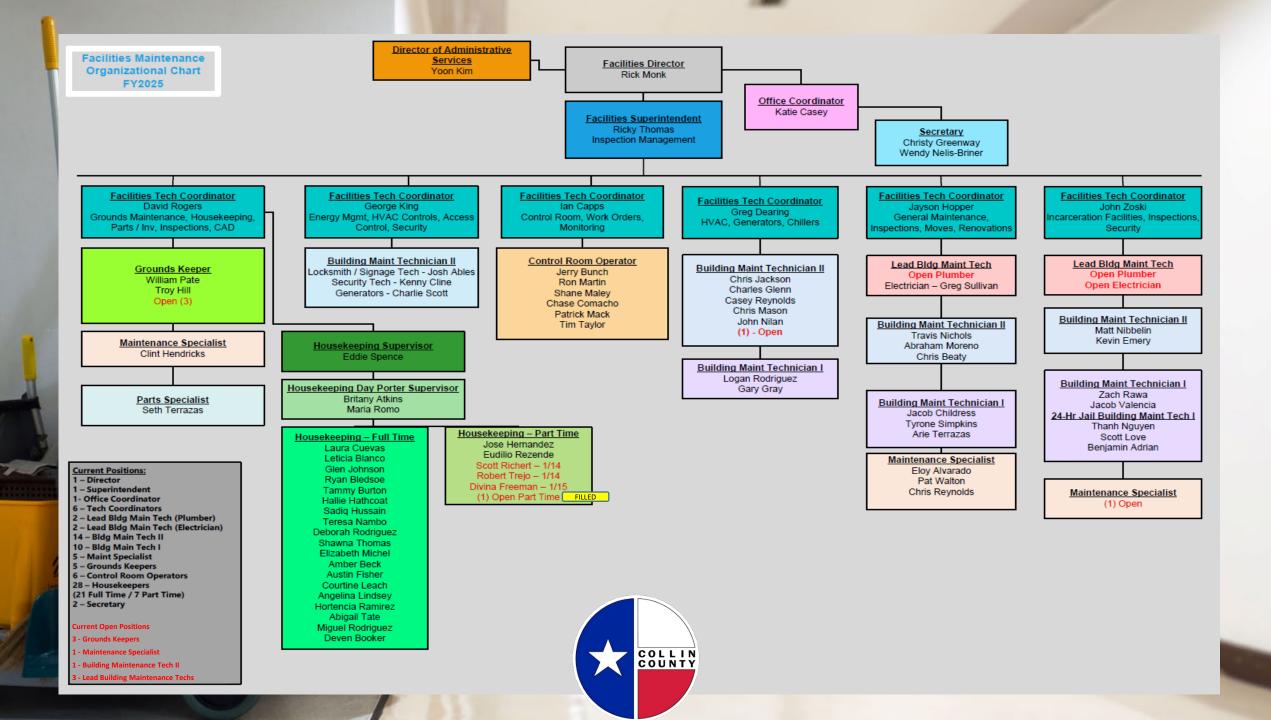
All positions have been filled

- 19 Full-time Housekeeping Day Porters
- 6 Part-time Housekeeping Day Porters
- 2 Full-time Housekeeping Day Porter Supervisors

Facilities Customer Service Survey

- Launched 12/10/2024 to gather feedback as a baseline for improvement
- Available on mycc until January 31, 2025





Housekeeping Update

Other Staffing Updates

- We have a master plumber applicant. HR is working a database of registered master plumbers/electricians
- Expanding the search to Grayson, Dallas, and Denton counties
- Building Maintenance Technician II HVAC four (4) applicants in so far
- Grounds Keeper Slow movement and HR is working this
- Maintenance Specialist Similar to Grounds Keeper Slow movement and HR is going to follow up



Housekeeping Improvement Plan

- Started trash service on 1/13/2025 at courthouse Judges' chambers.
 - Gradual expansion of trash service
- Carpet and tile at courthouse professionally cleaned
- Supervisors to focus on training and Quality Control
- Bathroom cleaning improvement plan
- Cleaning logs for service documentation
- Reform service request process



Restroom Cleaning Log

Date	Employee Name	Time	Empty Trash	Refill Paper	Refill Soap	Swept Floor	Mopped Floor	Clean Sink(s)	Clean Toilet(s)	Clean Urinals	Initials
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