

IHP Maintenance Overhaul

4th December 2019

OVERVIEW

Management has noticed deficiencies with the current cleaning company *Reliable Office Cleaning Services LLC*. In regards to this matter, Management has decided to explore bringing our Janitorial and Maintenance services in-house by hiring two custodial staff members to be a part of the Operations Team. This will not only ensure complete oversight of our school but reduce the overall cost not only in Year one but further years as we expand towards full enrollment and occupancy. This will require us to end our agreement with *Reliable Office Cleaning Services LLC*.

GOALS

1. To reduce deficiencies in regards to our janitorial and maintenance services.
2. To effectively reduce cost.
3. To maximize the school quality and continue on the path of operational excellence.

SPECIFICATIONS

Reliable Cleaning Services	IHP In House Services	Notes:
Cost: \$86,400yr / \$7200 a month	Salaries: Eduardo: \$36,000 Henry: \$30,000	Total Salaries including insurance: \$67,340 Total Savings \$12,400
Reliable does not include snow removal. Additional cost to IHP \$150/hr	IHP In House, would not require additional charges for services through the year.	Bearing in mind the upcoming renovations, our in-house team would be able to provide additional services to ensure we meet our current deadline and remain within budget.
Does not include electric services. I.e changing bulbs	Eduardo and Henry both are able to provide that service for	We currently outsource that with Small Island Maintenance.

	us.	Average cost \$500
Includes supplies procured through Nazareth HS.	Will replace all dispensers acquired by IHP from WB Mason for free.	IHP will procure products through WB Mason
	Job description: HERE	Materials list: HERE

MILESTONES

Management has conducted interviews on December 2nd. The two candidates for the roles of Facilities Associate and Custodian/ Maintenance Associate are Eduardo Mardones and Henry Washington respectively. Both gentlemen have over two decades of experience in janitorial, handyman and maintenance services. Both are familiar with the space and the custodial manager for IHP's landlord *Nazareth HighSchool*.

We will be moving forward with both candidates with the expected start date of *insert start date here*

Management will be concluding the contract with *Reliable Office Cleaning Services LLC* on *insert date here*