

Organizing & Managing EVS for Maximum Efficiency



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Goals, Values, Mission

- In Writing
- Posted, Discussed
- Training and Tested
- Linked to Organizations Goals

SMART Goals



Supervision - Management

- Your Key to Success
- Training – Ongoing and Meaningful
- Develop Depth in the Organization
- Establish Specific Expectations
- Hold People Accountable
- Provide Upward Mobility



Training

- It's All You've Got
- It Never Stops – Ongoing for Everyone
- Internal and External
- Organized, Documented, Planned
- Focus on Performance, not PPT and Talk
- What is the Learner Going to Do?



Training Support

- Distributors and Manufacturers
- IICRC.org
- Cleaning Management Institute
- Associations -ISSA – IEHA – AHE
- Organizations, Companies, Individuals
- Search Engines



Equipment, Chemicals & Products

- Changing Daily
- Floor Care is Hot Now
- Test, Validate, Reduce
- Continuous Process Improvement
- Distributors, Magazines, Trade Shows



Assessment & Certification

- Emerging Trend
- Importance is Growing
- CIMS, BICS, Green Seal,
- IICRC, IEHA, BSCAI
- Others



Time Management



- Low Cost, Good Return on Time
- You Have All The Time There is
- Make Lists & Check off Completed Items
- Prioritize Projects (A,B,C)
- Do It Now – Don't Delay or Procrastinate
- Post it's
- Continually Improve Time Use



Frequency & Procedure

- The Source of Most Quality Problems
- How Often?
- What Are You Doing?
- Does Everyone Understand the Desired Result.
- Supervise and Manage the Work.



Technology



- Computerization
 - Apps, Software, Marketing, Quality, Costing, Scheduling, Training, Communication
- Equipment
 - What's New in the Market Place That will Reduce Labor Cost without a Loss of Quality
- Future Trends
- Robotics, Nano, 3D, AR & VR



Management Controls

- Assignment Schedules
- Policies
- Procedures
 - Step by Step
 - Illustrated Checklists
 - Safety
 - Quality Guidelines



Management Controls

- Quality Assurance Guidelines
- Blueprints or Floor Diagrams (11 x 17)
- Short Staffing Plan (Short & Long)
- Budget (Labor, Supplies, Other)
- Schedules
 - Periodic Tasks
 - Floors, Carpets, Windows, Special Tasks

Resources



- Internet, Search Engines, Forums
- Distributors and Manufacturers
- ISSA, IICRC, IEHA, AHE, CMI
- Other Associations and Groups
- Consultants
- Publications, Magazines, Chats



Q & A - Discussion



- What's Your Key to Smooth Operations
- What's Your Best Productivity Tip
- What's the Best Piece of Equipment
- What's the Worst Thing you Bought
- Where Do You Get the Best Applicants
- Questions - Discussion

Thank You.

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