



Los Angeles Unified School District

Maintenance & Operations
Custodial Schedule Application



LAUSD Maintenance and Operations Custodial Schedule Application Guide

Background: To allow Plant Managers to establish custodial schedules electronically.

Step 1: Login to Custodial Scheduler Application

In a web browser (for example, Internet Explorer, Chrome, FireFox), type in the following URL:

<http://facapps.lausd.net/ords/f?p=1300>

You will be taken to the following page.

A screenshot of the "Custodial Scheduler" login page. The page has a light gray background. At the top, the title "Custodial Scheduler" is centered. Below the title, there are two input fields. The first field is labeled "username" and contains a small person icon. The second field is labeled "password" and contains a small key icon. Below these fields is a large blue button with the text "Log In" in white.

Enter your district single sign on username and password and click on the **Log In** button.

A screenshot of the "Custodial Scheduler" login page, identical to the one above. However, three large red arrows are overlaid on the page to indicate the login process. One arrow points to the "username" field, which now contains the text "danny.lu". A second arrow points to the "password" field, which now contains a series of dots. A third arrow points to the "Log In" button.

**Step 2: Create New Schedule**

You will be taken to the Custodial Scheduler home page, in this page, you can view your existing schedules and/or create a new schedule.

To create a new schedule click on the **New Schedule** button.

The screenshot shows the 'Custodial Scheduler' application interface. In the top right corner, there is a button labeled 'New Schedule' which is highlighted by a red arrow. The interface includes a sidebar with 'Home' and 'Preview' options, a search bar, and a table of existing schedules with columns like Id, C, L, EX, Area, Site, CC, Type, Valid From, Valid To, Total Min, Route, Custodial Name, Start Time, End Time, and Prepared.

A **New Schedule** window will appear.

The 'New Schedule # 484' form contains the following fields:

- Schedule Type**: Select Type (dropdown)
- Area**: (dropdown)
- Route**: Select Route (dropdown)
- Cost Center**: (text input)
- Valid From**: (calendar icon)
- Valid To**: (calendar icon)
- Total Mins**: (text input)
- Travel Min**: Minutes (dropdown)
- Custodian EID**: (text input)
- Comments**: (text area)

 A 'Cancel' button is located at the bottom left.

Fill out the required/appropriate fields:

Type	Description
Schedule Type	Select the appropriate schedule type that you are creating.
Area	The M&O Area where the school resides under
Route	The appropriate route (if you have multiple custodians)
Cost Center	The school's cost center
Valid From/To	The schedule's from/to duration
Total Mins	The custodian's total number of minutes he/she works each day
Travel Min	The total number of travel time minutes (if applicable)
Custodian EIN	The employee number of the custodian whom the schedule is created for
Comments	Optional comments

Click on the **Create** button when done.



Sample

New Schedule # 484

* Schedule Type

Regular Sch

* Area

AREA-C2

* Route

1

* Cost Center

0001872901

LINCOLN SH

* Valid From

09-Jan-2018

* Valid To

30-Jun-18

* Total Mins

480

Total Hrs

8

Travel Min

0

Travel Time

00:00

Custodian EID

783916

DANNY LU

Comments

After you click on the **Create** button, you will be taken to the **Edit Schedule** screen.

Edit Schedule # 484

Completed?

Locked?

Expired?

Print PDF

* Schedule Type

Regular Sch

* Area

AREA-C2

* Route

1

* Cost Center

0001872901

LINCOLN SH

* Valid From

09-JAN-2018

* Valid To

30-JUN-18

* Total Mins

480

Total Hrs

8

Travel Min

0

Travel Time

00:00

Custodian EID

783916

DANNY LU

* Working Hours

Start Hours

Start Minute

1st Break Time

Until

Lunch Time

Until

2nd Break Time

Until

Prepared By

DANNY LU , SR TECHNICAL PROJECT MGR

Tasks

No tasks selected for this schedule

Total Assigned Minutes



Next, enter the employees Starting work hours (both hours and minutes). The Break, Lunch and 2nd Break start and finish will automatically populate based on the working hours and total hours available for each day.

* Working Hours	6 AM	00	02:30 PM
1st Break Time	08:00 AM	Until	08:10 AM
Lunch Time	10:00 AM	Until	10:30 AM
2nd Break Time	12:30 PM	Until	12:40 PM

You may click on the **Update** button to save the record at anytime.

Update

Next, enter the daily task by clicking on the right arrow button to the left of **Select New Task**.

► **Select New Task**

Next, click on the **plus sign** icon to add each task.

▼ **Select New Task**

Add	Description	Schedule
+	SIGN-IN	DAILY
+	SIGN-IN AND OPEN PLANT	DAILY
+	DRINKING FOUNTAINS	DAILY
+	EXTERIOR LUNCH SHELTER	DAILY
+	INTERIOR DINING AREA	DAILY
+	BREAKFAST PROGRAM	DAILY
+	BIC PROGRAM	DAILY
+	RESTROOMS CLEANING	DAILY
+	RESTROOMS TIDINESS	DAILY
+	SWEEPING AND/OR VACUUMING	
+	DUSTING	
+	EXTERIOR	
+	OTHER ASSIGNED DUTIES	AS NEEDED
+	CLEAN UP, PUT AWAY AND SIGN OUT	DAILY



A **Select New Task** window will appear. Enter the total minutes for the specific task (optional comments) and click **Apply**.

Select New Task

* Mins SIGN-IN DAILY

Optional Location or Description of Task

Apply

The task will be saved under the **Tasks** section. The **Total Assigned Minutes** will also update with the total number of minutes assigned to tasks as well as the total number available minutes left to be assigned.

Tasks

Mins	Description
SIGN-IN DAILY	
	Sign in, pick up keys, check with plant manager for instructions, and prepare supplies and equipment.
10	

Total Assigned Minutes

10

Assigned Time 450 mins under scheduled time

Repeat steps on adding a **New Task** until all minutes have been assigned.

Note: If you select a tasks that does not predefined daily schedule (for example, Dusting or Exterior). You will need to select the appropriate schedule.

Select New Task

Add	Description	Schedule
+	DRINKING FOUNTAINS	DAILY
+	EXTERIOR LUNCH SHELTER	DAILY
+	INTERIOR DINING AREA	DAILY
+	BREAKFAST PROGRAM	DAILY
+	BIC PROGRAM	DAILY
+	RESTROOMS CLEANING	DAILY
+	RESTROOMS TIDINESS	DAILY
+	SWEEPING AND/OR VACUUMING	
+	DUSTING	
+	EXTERIOR	



Select New Task

* Mins

EXTERIOR

Select Schedule

Select Schedule

SELECTED DAYS

AS NEEDED

DAILY

WEEKLY

ODD EVEN

Optional Location or Description of Task

Apply

If **Selected Days** is selected, the window will refresh and display the full work week. Here you can enter the specific task for each day. Click **Apply** when done.

Select New Task

* Mins

60

EXTERIOR

SELECTED DAYS

Optional Location or Description of Task

Monday

Main Office

11 of 250

Tuesday

Cafeteria

9 of 250

Wednesday

Teachers Lounge

15 of 250

Thursday

Playground

10 of 250

Friday

Gymnasium

9 of 250

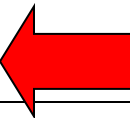
Apply



Custodial Schedule Application

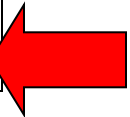
When all available minutes have been assigned a task, the completed checkbox will be automatically checked.

Edit Schedule # 484

Completed? ☒  Locked? ☐ Expired? ☐ **Print PDF**

Next, click on the **Print PDF** button to view the PDF document and review if any changes are needed.

Edit Schedule # 484

Completed? ☒ Locked? ☐ Expired? ☐ **Print PDF** 

The **Custodial Schedule** will appear. If the schedule is correct, print and sign the document and file. If the schedule is not accurate, go back to the **Edit** page and make the necessary changes.

Los Angeles Unified School District - Maintenance & Operations
Custodial Schedule
Inspection ID: 484

Site Name: LINCOLN SH Cost Center: 0001872901

Schedule Type: Regular School Work Hours: 06:00 AM to 02:30 PM

Completed ☒ Locked ☐ Expired ☐ Total Mins. 480 Hrs. 8

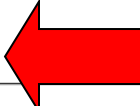
Valid: 1/9/18 to 6/30/18 1st Break 08:00 AM to 08:10 AM

Name: DANNY LU (783916) Route: 1 Lunch 10:00 AM to 10:30 AM

2nd Break 12:30 PM to 12:40 PM

Schedule Prepared By: DANNY LU, SR TECHNICAL PROJECT MGR Travel Time: 00:00

10 mins	SIGN-IN Sign in, pick up keys, check with plant manager for instructions, and prepare supplies and equipment.	DAILY
360 mins	DRINKING FOUNTAINS Flush drinking fountains for 30 seconds. Clean and disinfect drinking fountains.	DAILY
60 mins	EXTERIOR Litter control through out buildings, arcades, sidewalks and parking lots. Sweep through out week on a rotational basis, check fence perimeter and remove visible debris. Monday Main Office Tuesday Cafeteria Wednesday Teachers Lounge Thursday Playground Friday Gymnasium	SELECTED DAYS
30 mins	CLEAN UP, PUT AWAY AND SIGN OUT Clean hopper sink, service dispensers, clean and store tools and equipment, stock supplies. Sweep and mop hopper room. Secure assignment, turn off lights, turn keys in and sign out.	DAILY

DANNY LU (783916)  _____

Name / Signature

Date

Congratulations! You have just created a custodial schedule. Please repeat steps for next employee and/or schedule type.

Should you have any questions on this guide, please contact Danny Lu (danny.lu@lausd.net / 213-241-1121), Nelson Castro (n.castro@lausd.net / 213-241-8764), Mark Merrick (mark.merrick@lausd.net / 213-241-8620), or John Herweg (john.herweg@lausd.net / 213-241-1127).