



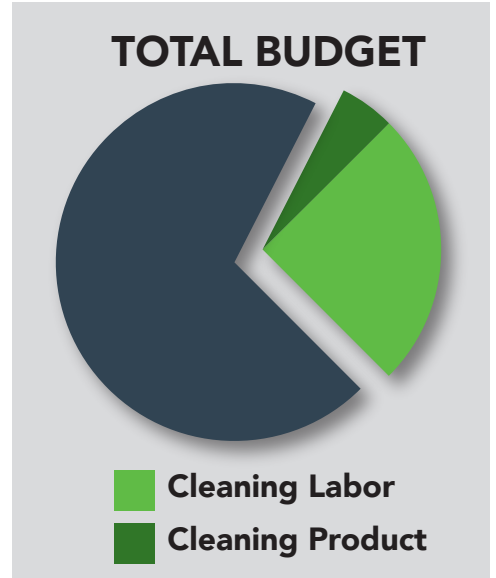
# WORKLOADING

## How many people should it take to clean this building?

Veritiv Workloading software takes the guesswork out of budgeting or preparing quotations.

For all types of organizations, **cleaning represents 20 - 35%** of the total maintenance and operations budget. **85 - 90% of your cleaning cost is labor**, so **optimization of your workforce is the key** to maintaining your competitiveness.

For **facility management professionals**, determining the number of labor hours needed to staff a facility can be likened to a high-wire balancing act. A bid too far to the right or left of middle ground can spell disaster. Just as the high-wire performer carries a pole for balance, facility management professionals need a tool to **balance profitability with competitiveness**.



## FIND A BALANCE

Scope of work vs. Accurate estimate to perform the work



## CLEAN THE SLATE

No more back of the napkin estimates!

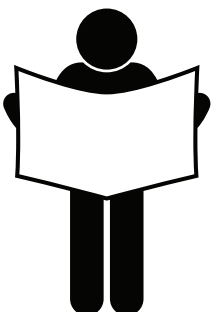
## 5 STEPS TO MAXIMIZE CLEANING RESOURCES

### 1

Take inventory

Determine the facility's total amount of **cleanable space**.

Carpet, Tile, Fixtures, Receptacles, etc.



### 2

Determine tasks and frequencies

Break tasks down into categories:

Dust, Vacuum, Clean Restrooms, Empty Trash, etc.



### 3

Assign a frequency to each task

**List the** number of times per **year** the task needs to be performed.

365, 260, 52  
12, 4 or 1



### 4

Calculate labor hours

Multiply the frequency by the task time for cleanable space. The ISSA 612 Cleaning Times provide the latest task times.



[PURCHASE HERE](#)

### 5

Determine labor cost

**Multiply the** hours per year by total cost of labor (wages/taxes/benefits)

**Simplify with the right software**



Workloading is the only reliable method of determining how many service hours are needed for your building.

**OUR WORKLOADING SOFTWARE TAKES THE GUESSWORK OUT OF BUDGETING OR PREPARING QUOTATIONS.**

Learn more: [veritivcorp.com/facilitysolutions](http://veritivcorp.com/facilitysolutions)

