

ROBERT CINTRON
VICE PRESIDENT, NETWORK OPERATIONS



October 26, 2018

UPMA
NAPS

SUBJECT: Custodial Team Cleaning and Startup Costs

Thank you for raising your concerns regarding the purchase of supply quantities as they relate to the size of your office during your national conventions. The Custodial Team Cleaning (CTC) process was implemented to require the district Lead Maintenance Managers and the district CTC Coordinators to evaluate the existing recommended supply list in the site preparation guide and determine quantities adequate for your offices. Unfortunately, there were breakdowns in this process. To address these breakdowns, HQ Maintenance Operations has created an additional site preparation guide directly focused on smaller offices. The small office guide which was published on September 7, 2018, has reduced the amounts of supplies required, thereby reducing costs approximately 60%. The associated tool and supply listing has also been provided to the Area Maintenance staff to distribute to the CTC Coordinators for utilization and implementation.

In addition, the HQ Maintenance staff created a process to utilize the CTC chemicals prior to full implementation of CTC so that as existing chemicals are depleted, the CTC chemicals can be purchased. This new process will also lead to reduced costs when finally transitioning into the CTC process. HQ Maintenance provided the information to the Areas on September 7, 2018 to be distributed to the District CTC Coordinators for implementation.

Labor Relations also met with the NAPS National President and HQ Maintenance Operations to further discuss the CTC process.

Thank you,

A handwritten signature in blue ink, appearing to read "RCintr", written over a faint blue circular stamp.

Robert Cintron

