



Custodial/Grounds Services

New Custodian Training

Updated 11/21/2023



NAME:

LOCATION:

DATE STARTED:

DATE COMPLETED:

Section 1: Custodial Support

- ☐ 1: New Employee Orientation Form Completed
- ☐ 2: Review CCEP Class Schedule
- ☐ 3: Facilities Phone List: Who to call and when to call
- ☐ 4: Review Best Practices Manual
- ☐ 5: Review General Custodial Rules and Guidelines
- ☐ 6: Review Custodial / Maintenance Responsibilities List

Section 2: Custodial Protocols

- ☐ 1: Body Fluid Spill Protocol - Posted
- ☐ 2: Custodial Laundry Protocol - Posted
- ☐ 3: Disinfection Protocol - Posted
- ☐ 4: High Touch Point Cleaning Protocol - Posted
- ☐ 5: Universal Precautions to Avoid Infection Protocol - Posted

Section 3: Cleaning versus Sanitizing versus Disinfecting

- ☐ 1: Cleaning:
What Should Be Cleaned, Who Should Be Cleaning it, When Should it Be Cleaned, How to Clean Each Area or Thing, Why Are we Cleaning it?
- ☐ 2: Sanitizing:
What Should Be Sanitized, Who Should Be Sanitizing it, When Should it Be Sanitized, How to Sanitize Each Area or Thing, Why Are we Sanitizing it?
- ☐ 3: Disinfecting:
What Should Be Disinfected, Who Should Be Disinfecting it, When Should it Be Disinfected, How to Disinfect Each Area or Thing, Why Are we Disinfecting it?

Section 4: Training Programs

- ☐ 1: Lock Out / Tag Out
- ☐ 2: Confined Spaces
- ☐ 3: Infectious Disease Prevention
- ☐ 4: Aerial Work Platform (AWP)
- ☐ 5: Propane

Section 5: Integrated Pest Management IPM

- ☐ 1: IPM Plan
- ☐ 2: IPM Binder
- ☐ 3: Pest Monitor Map
- ☐ 4: Pest Monitoring Log
- ☐ 5: icPest Website
- ☐ 6: Pest Cleanup Procedures

Section 6: Job Cards

- ☐ 1: Light Duty Job Card; Chemicals, Microfiber, Proper Order, etc.
- ☐ 2: Vacuum / Hard Floor Care Job Card; Vacuum Care, Cord, Chemical, Microfiber, Proper Order, etc.
- ☐ 3: Restroom Job Card; Chemicals, Microfiber, Proper Order, etc.
- ☐ 4: Standards of Cleanliness
- ☐ 5: Cafeteria Duty Job Card; Tables, Cleaning Trash Cans, Garbage Totes, Lobby Pans, Floors, etc.
- ☐ 6: Work Schedules: AFM, LD, AC, Part-Time AC, Á la Carte, Senior Sweeper, Sweepers
Post Work Schedules, 420 Style

Section 7: Mechanical Rooms

- ☐ 1: Fire Riser Locations
- ☐ 2: Cleaning
- ☐ 3: PM Work
- ☐ 4: Glycol Tanks
- ☐ 5: Flammable Storage, 36" Clearance

Section 8: Custodial Equipment

Proper Use, Proper Chemical, Daily Maintenance (Cleaning), Preventive Maintenance, Storage, etc.

- ☐ 1: Auto-Scrubbers, Walk Behind, Stand On, Riding
- ☐ 2: Spotters
- ☐ 3: Carpet Extractor
- ☐ 4: CRB, Encapsulater
- ☐ 5: TFC Machines
- ☐ 6: Slow Speed Swing Scrubber/Buffer
- ☐ 7: Propane Buffer
- ☐ 8: Square Scrub
- ☐ 9: Vacuums; Backpack, Upright, Wide-Area, Wet / Dry
- ☐ 10: UTV, Blade, Salter, etc.
- ☐ 11: String Trimmer, Stick Edger, Hedge Trimer, Leaf Vac, S9, etc.
- ☐ 12: Snow Blower

Section 9: Custodial Closet / Supply Rooms

- ☐ 1: Review Custodial Closet Posters i.e. FIFO, Closet Supplies, etc.
- ☐ 2: FIFO always check the dates, use oldest first (first in first out)
- ☐ 3: All Chemicals must be dated with the exception of RTU (ready to use)
- ☐ 4: Paper products must be stored above chemicals
- ☐ 5: Dust/Lobby pans should be washed out after each use/at the end of each shift
- ☐ 6: Ladders must be hung on hooks or secured with chain
- ☐ 7: All dry goods must be stored off the floor
- ☐ 8: All equipment must be properly cleaned after every use
- ☐ 9: Custodial closets must remain clean, neat and organized at all times

Section 10: Building Security / Safety

- ☐ 1: Alarm Response 801-255-1985
- ☐ 2: Fire Alarm System, your responsibility during drills
- ☐ 3: CO Alarm System (carbon monoxide)
- ☐ 4: AM Building Check - Posted
- ☐ 5: PM Security Check - Posted
- ☐ 6: Hazardous Materials Guidelines - Posted
- ☐ 7: Workers Comp Procedures - Posted
- ☐ 8: Safety Data Sheets; Where to Find, How to Read. Covered in NCOT Class

Section 11: AM Opening Route (AFM)

- ☐ 1: Outside Building Walk: Graffiti, Broken Windows, Trash, Burned-Out Lights, Pest Issues, etc.
- ☐ 2: Inside Building Check: Roof Leaks, HVAC Issues, Leaking Toilets, Water Fountains, etc.
- ☐ 3: Custodial and/or Sweeper Route Checks
- ☐ 4: Teacher Work Requests, 24-hours
- ☐ 5: Assembly / Activity Set Ups

Section 12: PM Security Check (Lead Custodian, Senior Sweeper)

- ☐ 1: Outside Building Walk: Doors Locked, Dumpster Lids Closed, Outside Lights Working, Shed Locked, etc.
- ☐ 2: Inside Building Check: Doors Locked, Lights Out, Running Toilets, Water Fountains, etc.
- ☐ 3: Portable Heaters, Christmas lights, etc.
- ☐ 4: Teachers Copy Rooms, Kiln Room, etc.
- ☐ 5: Sweeper Keys Returned
- ☐ 6: Set the Alarm

Section 13: Daily / Interim Carpet Care

- ☐ 1: Soil Prevention / Containment, 80% Rule
- ☐ 2: Routine Vacuuming
- ☐ 3: Routine Spot And Spill Removal, Body Fluid Procedures
- ☐ 4: Interim Maintenance Cleaning: Four Times per Year
- ☐ 5: Restorative Carpet Cleaning - 8 Steps

Section 14: Daily Resilient / Wood Floor Care

- ☐ 1: Different Types: VCT, Rubber, LVT, Concrete, Wood. etc.
- ☐ 2: Spill Clean Up
- ☐ 3: Dust Mopping: Schedule, Water / Oil Based Treatment, etc.
- ☐ 4: Auto-Scrubbing
- ☐ 5: Propane Burnishing
- ☐ 6: Wood Floor Care: Dust Mopping, Wet Mopping, Auto-Scrubbing, Proper Chemicals, Pads, etc.

Section 15: Log Sheets

- ☐ 1: Review Proper Location of Each Log Sheet, Current on Clip-Board and Previous Months
- ☐ 2: Auto-Scrubber / Propane
- ☐ 3: Restroom / Water Fountain Check
- ☐ 4: Grounds Log
- ☐ 5: Generator Log
- ☐ 6: Snow and Ice Treatment
- ☐ 7: UTV
- ☐ 8: Gang Mower
- ☐ 9: Zero-Turn Mower

Section 16: Sprocket WorkOrders

- ☐ 1: Review Proper Email Follow-up Procedures and Frequency
- ☐ 2: What to do Before Submitting a WorkOrder
- ☐ 3: Website Navigation
- ☐ 4: Request Code, Shops
- ☐ 5: Description, Notes

Section 17: Grounds Care

- ☐ 1: Four Seasons of Grounds Care
- ☐ 2: Application of Ice Melt and Salt
- ☐ 3: Snow and Ice Removal
- ☐ 4: Sprinkler Systems and Repair
- ☐ 5: Trimming Bushes, Trees
- ☐ 6: Concrete Cleaning
- ☐ 7: Curbs and Gutters
- ☐ 8: Trash, Graffiti, etc.

Section 18: Custodial Repair & Maintenance

- ☐ 1: Drains: Snake, Plunger, etc.
- ☐ 2: Restrooms: Mount Dispensers, Hinges, Toilet Seats, Leaking Faucet, Flush Valve, etc.
- ☐ 3: Reset Circuit Breakers
- ☐ 4: Change Light Bulbs: T8, CFL, Emergency, Outside, etc.
- ☐ 5: Sprinkler Systems: Shut-offs, Clocks, Repair/Replace/Adjust Heads, Drain, Backflow, etc.
- ☐ 6: Grounds Care: Weeds, Trim bushes, Trees, etc.
- ☐ 7: Repair Classroom Furniture
- ☐ 8: Student Lockers: Change Combo, Repair, etc.
- ☐ 9: HVAC Systems: Daily Operation, Temperature Change, GLYCOL Systems, etc.
- ☐ 10: Replace Ceiling Tile

Section 19: Daily Summer Responsibilities

- ☐ 1: Cafeteria
- ☐ 2: Bathrooms; Minimum Once Daily
- ☐ 3: Dust Mop Tile Halls; Minimum Once Daily
- ☐ 4: Empty Hall Trash Cans
- ☐ 5: Clean and Disinfect Water Fountains
- ☐ 6: Main Offices
- ☐ 7: Entrance Windows
- ☐ 8: Outside Trash
- ☐ 9: Gyms and Locker Rooms
- ☐ 10: Grounds Work: Sprinklers, weeds, trash, etc. Minimum of one hour per day

Section 20: Summer Cleaning

- ☐ 1: Summer Cleaning Schedule, Best Practices p.129
- ☐ 2: Child Labor Laws
- ☐ 3: Pre-Summer Planning; Ordering Supplies, Get Started
- ☐ 4: Teacher Check-Out Form
- ☐ 5: Summer Detail Cleaning of Classroom, Checklist
- ☐ 6: Proper 8 Steps of Restorative Carpet Cleaning
- ☐ 7: Restroom and Locker Rooms
- ☐ 8: Scrub and Recoat VCT Floors
- ☐ 9: Stripping and Waxing VCT Floors
- ☐ 10: Deep Clean Rubber Floors
- ☐ 11: Deep Clean LVT Floors
- ☐ 12: Deep Clean Concrete Floors
- ☐ 13: Wood Floor Prep Before Scrub and Recoat
- ☐ 14: Kitchen Detail Cleaning