



Custodial/Grounds Services

New Part-Time Custodian Orientation



Initial and Date Each Completed Item

School	Employee's Name	Date of First Orientation Meeting	Date Completed
_____	1	Custodial Staff Introductions	
_____	2	Review Keys and Key Cabinet Procedures	
_____	3	Review Phone List, Who to Call and When (<i>Security/Alarm Response, Help Desk etc.</i>)	
_____	4	Review Workers Comp Procedures	
_____	5	Employee Assistance Program (<i>EAP</i>)	
_____	4	Explain Daily Work Schedule (<i>Hours of Work</i>), Weekly Schedule Posted	
_____	5	Procedure for taking days off and calling in sick	
_____	6	Trained on Skyward Procedures (<i>Time Tracking</i>)	
_____	7	Review Pay Dates, Rate of Pay, Miscellaneous Salary Schedule	
_____	8	Review School Map	
_____	9	Review Sweeper Routes and Custodial Route Maps	
_____	10	School Tour (<i>Custodial Closets, Supply Rooms etc.</i>)	
_____	11	Go Over Job Cards & Standards of Cleanliness	
_____	12	Your Daily Route and Other Responsibilities, Cleaning Barrel, Cart, Closet, Laundry etc.	
_____	13	Review Sweeper Improvement Card	
_____	14	Trained on Assigned Route: Dusting, Trashcans, HTP's, Vacuuming, Detail Cleaning Schedule, etc. --- Training Route Completed Fully with Lead or AFM	
_____	15	How to Sanitize and Disinfect Surfaces	
_____	16	How to use Acid to Remove Hard Water	
_____	17	Weekly Equipment Maintenance – Detail Care of Barrel / Cart and Vacuum	
_____	18	Proper Use of Vacuum Cord (<i>Vacuum cord safety, exposed wire/no ground</i>)	
_____	19	Review Supply Closet Procedures: FIFO, Where to Find PPE, Supplies etc.	
_____	20	Your Responsibilities During Emergencies and Drills, Outside Meeting Location	
_____	21	Hazmat Procedures: Sharps, Chemicals, Batteries, Blood-Borne Pathogen etc. Storage Location	
_____	22	Accessing the SDS Website, SDS QR Code	
_____	23	File – Application, Signed Sweeper Rules, and Orientation Form	
_____	24	Critical Policies Completed on Canvas	
_____	25	Attend Sweeper Orientation Class, Verification of Training Form in Operations Binder	
_____	26	Questions	