



Custodial/Grounds Services

New Lead Custodian Orientation



Initial and Date Each Completed Item

School	Employee's Name	Date of First Orientation Meeting	Date Completed
_____	1	Office Staff Introductions	
_____	2	School Map	
_____	3	School Tour (<i>Custodial Closets, Mechanical Rooms, Roof Hatch etc.</i>)	
_____	4	Electrical Panels and Index – Map & Locations	
_____	5	Lighting Controls – Location & Operation	
_____	6	Hazmat Procedure and Storage Location, SDS QR Code	
_____	7	Emergency Utility Shutoffs and Disconnects Including Fire Risers, Sprinkler Valves, etc.	
_____	8	Fire Alarm Panel Operation and Your Responsibilities During Emergencies and Drills During and After School Procedure, Outside Meeting Location, PK625 Key	
_____	9	Morning and Nightly Security Checks, in Writing and Posted	
_____	10	After Hours Building Entry Procedures, in Writing and Posted	
_____	11	Keys and Key Cabinet Procedures, in Writing Who Manages Master Keys, Sweeper Keys, Lost or Stolen Key Procedure etc.	
_____	12	Facilities Phone List – Posted in Custodial Office Who / When to call, Help Desk, Custodial Management	
_____	13	Supply Closet Procedures	
_____	14	Boiler and Chiller Operational Procedures (<i>HVAC</i>), Logs & Certificates	
_____	15	Daily Work Schedule (<i>Hours of Work for All Staff Members</i>), in Writing and Posted	
_____	16	Sweeper Routes and Custodial Routes (<i>Job Cards & Standards of Cleanliness Used</i>)	
_____	17	Your Daily Route and Other Responsibilities	
_____	18	Sweeper files, locked and Emergency Contact List Posted	
_____	19	Payroll procedures (<i>Timesheets, Overtime, Account Numbers, Time Tracking, etc.</i>)	
_____	20	Skyward Procedures (<i>Employee Time off, Time Tracking, etc.</i>)	
_____	21	Email (<i>Regularly</i>)	
_____	22	School Work Request Forms and Daily Action Plan (<i>To Do List</i>)	
_____	23	Team Dynamix – How to Submit a Ticket, Navigate Site	
_____	24	Mandatory Training Dates (<i>Sweeper Orientation, CCEP Classes, etc.</i>)	
_____	25	New Sweeper Hiring Procedures, Verification of Basic / Safety Training	
_____	26	Finish Assistant Custodial Training Program Check-off Sheet, if not completed	
_____	27	Custodial Equipment Inventory Procedures and Responsibilities	
_____	28	Your Training Responsibilities / Expectations with Your Team	
_____	29	Sweeper and Staff Discipline Procedures	
_____	30	Review Responsibilities for Grounds Care, Sprinkler Operation, Snow Removal, etc.	
_____	31	Best Practices Manual – Do they have their copy?	
_____	32	Questions	

Complete within 2 weeks of First Orientation Meeting Date
Return to Custodial Management Office When Completed