



Custodial/Grounds Services

New Employee Orientation



Assistant Custodian Initial Each Completed Item

| School | Custodian's Name | Date of First Orientation Meeting | Date Completed |
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Section One with Custodial Specialist:

- _____ 1 New Employee Orientation Letter
- _____ 2 Personnel Update Form
- _____ 3 Job Description – Received Copy and Review
Reliable Attendance and Punctuality, Overtime may be required, Snow Removal, Other Assigned Duties by the AFM, etc.
- _____ 4 Uniform Policy and Proper Work Shoes – Receive Initial Uniform Supply
Dress for Success - Conveys Professionalism, Competence, Confidence
- _____ 5 Alarm Code Memo & Instructions – Alarm Code Setup
- _____ 6 District ID Card & District Key Procedures – Do No Leave in Vehicle
- _____ 7 Employment Forms
Insurance (30 Days), Employee Assistance Program, Retirement Benefits (1 Year)
- _____ 8 Custodial Flow Chart
- _____ 9 Facilities Phone List
Facilities Services Department Organization, Security/Alarm Response, Help Desk, etc.
- _____ 10 Workers Comp Procedures
- _____ 11 245 Day Calendar
- _____ 12 Vacation, Family Sick, Sick, Personal, Alternative Leave
Front Loading, Preapproval Required from Supervisor
- _____ 13 ESP Salary Schedule – Career Path
- _____ 14 New Custodian Basic Training Program
- _____ 15 Canyons Custodial Education Program (CCEP) Class Information Sheet
- _____ 16 Assistant Custodian Required Classes for Lane Change Form
- _____ 17 Attend New Custodial Orientation Training (NCOT) Class on: _____
- _____ 18 Defensive Driver Online Course
- _____ 19 Custodial Office Staff Intro & Tour of FSB
- _____ 20 Receive Copy of the Current Custodial Best Practices Manual
- _____ 21 Questions

Section Two with Assistant Facility Manager:

- _____ 1 Office Staff Introductions
- _____ 2 School Map
- _____ 3 School Tour (*Custodial Closets, Mechanical Rooms, Roof Hatch, etc.*)
- _____ 4 Electrical Panels and Index – Map & Locations
- _____ 5 Lighting Controls – Location & Operation
- _____ 6 Hazmat Procedure and Storage Location, SDS QR Code
- _____ 7 Emergency Utility Shut-offs 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 (*HVAC*), Logs & Certificates
- _____ 15 Daily Work Schedule (*Hours of Work for All Staff Members*), in Writing and Posted
- _____ 16 Sweeper Routes and Custodial Routes (*Job Cards & Standards of Cleanliness Used*)
- _____ 17 Your Daily Route and Other Responsibilities
- _____ 18 School Work Request Forms and Daily Action Plan (*To Do List*)
- _____ 19 Team Dynamix – How to submit a ticket
- _____ 20 Responsibilities for Grounds Care, Sprinkler Operation, Snow Removal etc.
- _____ 21 Start Assistant Custodial Training Program Check-off Sheet
- _____ 22 Required Online Training (*November thru December only*)
- _____ 23 District Website and Custodial Grounds Site Navigation
- _____ 24 Skyward Procedures (*Employee Time off, TrueTime, etc.*)
- _____ 25 Personal Calendar of Attendance
- _____ 26 Email - Checked Twice Daily at a minimum
- _____ 27 ESP Critical Policy Review – Completed on Canvas
Read and Sign Form sent to Custodial Management Office
- _____ 28 Questions

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