



# 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	
_____	13	School Tour ( <i>Custodial Closets, Supply Rooms etc.</i> )	
_____	10	Go Over Job Cards & Standards of Cleanliness	
_____	11	Your Daily Route and Other Responsibilities, Cleaning Barrel, Cart, Closet, Laundry etc.	
_____	12	Review Sweeper Improvement Card	
_____	19	Trained on Assigned Route: Dusting, Trashcans, HTP's, Vacuuming, Detail Cleaning Schedule, etc. --- <b>Training Route Completed Fully with Lead or AFM</b>	
_____	20	How to Sanitize and Disinfect Surfaces	
_____	21	How to use Acid to Remove Hard Water	
_____	22	Weekly Equipment Maintenance – Detail Care of Barrel / Cart and Vacuum	
_____	23	Proper Use of Vacuum Cord ( <i>Vacuum cord safety, exposed wire/no ground</i> )	
_____	14	Review Supply Closet Procedures: FIFO, Where to Find PPE, Supplies etc.	
_____	15	Your Responsibilities During Emergencies and Drills, Outside Meeting Location	
_____	17	Hazmat Procedures: Sharps, Chemicals, Batteries, Blood-Borne Pathogen etc. Storage Location	
_____	18	Accessing the SDS Website, SDS QR Code	
_____	24	File – Application, Signed Sweeper Rules, and Orientation Form	
_____	25	Critical Policies Completed on Canvas	
_____	26	Attend Sweeper Orientation Class, Verification of Training Form in Operations Binder	
_____	27	Questions	