



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	Explain Daily Work Schedule (<i>Hours of Work</i>)	
_____	5	Procedure for taking days off and calling in sick	
_____	6	Trained on Skyward Procedures (<i>True Time</i>)	
_____	7	Review Pay Dates, Rate of Pay, Miscellaneous Salary Schedule	
_____	8	Review School Map	
_____	9	Review Sweeper Routes and Custodial Route Maps	
_____	10	Go Over Job Cards & Standards of Cleanliness	
_____	11	Your Daily Route and Other Responsibilities, Cleaning Barrel, Cart, Closet, Laundry etc.	
_____	12	School Tour (Custodial Closets, Supply Rooms etc.)	
_____	13	Review Supply Closet Procedures: FIFO, Where to Find PPE, Supplies etc.	
_____	14	Your Responsibilities During Emergencies and Drills	
_____	15	Review Workers Comp Procedures	
_____	16	Review Sweeper Improvement Card Procedures	
_____	17	Review Site Visit Report Procedures	
_____	18	Trained on Hazmat Procedures: Sharps, Chemicals, Batteries, Blood-Borne Pathogen etc.	
_____	19	Trained on Accessing the SDS Website.	
_____	20	Trained on Assigned Route: Dusting, Trashcans, HTP's Vacuuming etc.	
_____	21	How to Sanitize Surfaces	
_____	22	How to Disinfect Surfaces	
_____	23	How to use Acid to Remove Hard Water	
_____	24	Weekly Vacuum Maintenance	
_____	25	Proper Use of Vacuum Cord (Vacuum cord safety, exposed wire/no ground)	
_____	26	Sweeper Rules Signed for File	
_____	27	Copy of Application for File	
_____	28	Attend Basic / Safety Training Class, Verification for File	
_____	29	Questions	