

CUSTODIAL TRAINING RECORD LEVEL I - BASIC SKILLS

Level I Training to be conducted by Custodial Operations Foreman. Trainer initials and dates when training is completed and Custodian has performed tasks satisfactorily.

	Date Completed	Trainer's Initials
CLASSROOMS		
1. Trash & liners		
2. Countertops		
3. Emptying pencil sharpeners		
4. Floor- sweeping		
5. Floor- dust mopping		
6. Floor- wet mopping		
7. Floor- vacuuming		
BATHROOMS		
1. Trash & liners		
2. Cleaning toilets		
3. Cleaning urinals		
4. Cleaning sinks & mirrors		
5. Wiping down stall dividers		
6. Restocking paper & soap		
7. Mopping floors		
COMMON AREAS & HALLWAYS		
1. Floor- sweeping		
2. Floor- dust mopping		
3. Floor- wet mopping		
4. Floor- getting up black marks		
5. Cleaning water fountains		
6. Cleaning windows		
OFFICE AREAS		
1. Trash & liners		
2. Floor- dust mopping		
3. Floor- vacuuming		
GYM AREAS		
1. Cleaning bleachers		
2. Floor- dust mopping		
3. Floor- damp mopping		
OUTSIDE WORK AREAS		
1. Clean up all trash		
SAFETY & CHEMICALS		
1. Safety items- wet floor signs, use of ladders, use of GFCI's		
2. Chemical items- read labels, mixing chemicals, how to use the MSDS for each chemical		
3. Fire Extinguisher Inspection		
4. Review Custodial Training Safety Requirements		

Trainer's Name: _____
 Trainer's Signature _____
 Date: _____

Employee's Name: _____
 Employee's Signature: _____
 Date: _____

CUSTODIAL TRAINING RECORD LEVEL II ADVANCED SKILLS TRAINING

Level II Training to be conducted by Lead Custodian. Trainer initials and dates when training is completed and Custodian has performed tasks satisfactorily.

	Date Completed	Trainer's Initials
EQUIPMENT TRAINING		
1. Floor Scrubber (Electric)		
2. Floor Scrubber (Propane)		
3. Floor Polisher Hi-Speed (Electric)		
4. Floor Polisher Hi-Speed (Propane)		
5. Floor Polisher Hi-Speed (Battery)		
6. Rider Floor Scrubber (Battery)		
7. Comb Floor Scrubber (Electric)		
8. Comb Floor Scrubber (Battery)		
9. Quick Clean System		
10. Up-Right Vacuum Cleaner		
11. Back-Pack Vacuum Cleaner		
12. Wet/Dry Vacuum w/ Squeegee		
13. Baseboard Scrubber		
14. Carpet Shampooer		
15. Desk Dolly		
16. Grounds Equipment (Riding Mower)		
17. Grounds Equipment (Push Mower)		
18. Grounds Equipment (Weed eater)		
19. Grounds Equipment (Street Sweeper)		
20. Review Custodial Training Safety Requirements		
21. Other Equipment (List Below)		

Trainer's Name: _____	Employee's Name: _____
Trainer's Signature _____	Employee's Signature: _____
Date: _____	Date: _____

	Date Completed	Trainer's Initials
CYCLICAL TRAINING		
1. The proper way to strip, top scrub & re-wax tile floors.		
2. The proper way to clean, sand & re-coat wood gym floors.		
3. The proper way to spot clean & shampoo carpet.		
4. How to change light bulbs & ceiling tiles		
5. How, when & why the school is inspected		
6. Inform the employee of the daily, weekly, monthly & annual custodial maintenance and safety requirements.		
7. Go over safety & chemical areas regularly		
8. Review Custodial Training Safety Requirements		
9. Other areas of training (List Below)		

Trainer's Name: _____	Employee's Name: _____
Trainer's Signature _____	Employee's Signature: _____
Date: _____	Date: _____