



CUSTODIAL TRAINING SAFETY REQUIREMENTS

- Inspect fire extinguishers monthly. Date and initial the tag on the outside of the fire extinguisher.
- Ensure that the custodial closets remain locked at all times.
- Ensure items are not placed in front of breaker boxes and other mechanical equipment in the custodial/maintenance closets.
- Ensure that the boiler room is not being used for storage areas.
- Ensure that all chemicals or cleaning supplies are properly/clearly labeled.
- Ensure that propane storage is properly identified and that propane is stored outside, nightly.
- Ensure that all electrical cords are damage free.
- Ensure that emergency and exit lighting are working properly.

Note: When possible, correct nonconformities. If not correctable, submit work order and/or report to proper authority.