

# Jordan Custodial Operating System

Jordan School District  
Custodial/Energy *Services*



## ***Apprenticeship Level 2***

**Under the direction of:  
Steve Peart, Custodial Director  
Alicea Fratto, Custodial Trainer**



## JCOS Career Path *Apprenticeship Level 2* *Training Signatures*

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Initials

**I have demonstrated items listed on the following pages with the employee and they have demonstrated a good understanding of their responsibilities.**

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Initials

Date	Employee	Instructed By	<b>Safety</b>
_____	_____	_____	1. Lock Out Tag Out Try Training
_____	_____	_____	2. Confined Space
_____	_____	_____	3. Respirator
_____	_____	_____	4. Risk Management ( <i>Self Inspection</i> )
_____	_____	_____	5. Propane/ Buffer Training
_____	_____	_____	6. Lift Training
_____	_____	_____	7. Incident Command Training

Date	Employee	Instructed By	<b>Floor Types</b>
_____	_____	_____	1. How to identify and care for marmoleum and linoleum floors
_____	_____	_____	2. How to identify and care for terrazzo floors
_____	_____	_____	3. How to identify and care for vinyl composite tile floors
_____	_____	_____	4. How to identify and care for asbestos/asphalt tile floors
_____	_____	_____	5. How to identify and care for cement floors
_____	_____	_____	6. How to identify and care for rubber tile floors

Date	Employee	Instructed By	<b>Resilient Floor Maintenance</b>
_____	_____	_____	1. Strip to the tile
_____	_____	_____	2. Application of floor finish
_____	_____	_____	3. Restoration/buff to a gloss
_____	_____	_____	4. Top coat: wet scrub and refinish
_____	_____	_____	5. Top coat: dry sand and refinish

Date	Employee	Instructed By	<b>Wood Floor Maintenance</b>
_____	_____	_____	1. New finish preparation
_____	_____	_____	2. Dust mop ( <i>clean and storage</i> )
_____	_____	_____	3. Cleaning procedures

## Carpet and Upholstery Maintenance

Date	Employee	Instructed By
_____	_____	_____
_____	_____	_____

1. Deep cleaning/ spotting
2. Minor carpet repairs (frays and runs)

## Electrical Maintenance

Date	Employee	Instructed By
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Change outlets (*Lockout Tagout Try training required*)
2. Change switches for lights (*Lockout Tagout Try training required*)
3. Change ballasts for fluorescent lamp fixtures (**Electrician approval required**)
4. Replace Switches, Outlets and lamp sockets (**Electrician approval required**)
5. Perform generator operational check (*generator log*)
6. Change projector bulbs/ clean filters
7. Check battery back-up on emergency/exit lights
8. Generator operational check/weekly
9. Scheduling lighting

## Carpentry and Trade Repair Maintenance

Date	Employee	Instructed By
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Adjust/Lubricate, repair, replace panic/crash bar on doors
2. Fix tables, chairs, desks and other types of furniture
3. Repair lockers and change combinations
4. Track keys
5. Building modification (painting, hanging pictures, etc.)
6. Check and tighten hardware screws and covers
7. Hanging shelves in custodial closets
8. Locker repair
9. Replace ceiling tile
10. Inspect / clean drains and roof

## Plumbing Maintenance

Date	Employee	Instructed By
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Repair minor leaks - Dripping faucets, etc.
2. Adjust water fountains to have a 6" arch
3. Repair or replace flush valve in toilets and urinals
4. Clean out or repair minor leaks sink p-trap

## Grounds

Date	Employee	Instructed By
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Trim trees
2. Maintain flower beds
3. Hand mowing
4. Gang mowing
5. Edging
6. Watering (*operate sprinkler time clock, complete Logs*)
7. Inspect playground equipment (*log*)
8. Inspect fence (*log*)
9. Maintain outside equipment (*log*)
10. Repair, replace and adjust sprinkler heads/solenoids (*log*)
11. Inspect Concrete and Asphalt areas

## Fire Prevention Safety Stacking and Storing Materials

Date	Employee	Instructed By
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. There is to be at least 18 inches of clearance between the ceiling and any flammable material
2. Storage items are not allowed in the air handling rooms
3. Sprinkling system risers must be kept clear and easy access must be available
4. Avoid storage in the mechanical rooms (*including the boiler rooms*)
5. Keep all electrical panels clear of obstruction at least 36 inches
6. Structures cannot be added that block or change the spray pattern of ceiling fire sprinklers
7. No permanent installation of extension cords
8. All fuel and combustible material must be stored outside
9. Gas powered equipment must be stored in a fire rated room
10. Halls/ exits cleared
11. Dumpster in the proper location (*not within 20 feet of the building*)
12. Fire extinguisher tagged





## JCOS Career Path *Apprenticeship Level 2 Completion Signatures*

_____ Employee Name (print)	_____ Employee Signature	_____ Date
_____ Head Custodian Name (print)	_____ Head Custodian Signature	_____ Date
_____ Custodial Specialist Name (print)	_____ Custodial Specialist Signature	_____ Date
_____ Custodial Trainer Name (print)	_____ Custodial Trainer Signature	_____ Date
_____ Custodial Director Name (print)	_____ Custodial Director Signature	_____ Date