Apprenticeship
Level 2

Instruction Provided under the direction of:
Steve Peart, Custodial/Energy Director
Alicea Fratto, Elementary Custodial Coordinator
I have demonstrated items listed on the following pages with the employee and they have demonstrated a good understanding of their responsibilities.
Safety

1. Lock Out Tag Out Try Training (training by Roger Wilcox)
2. Confined Space
3. Risk Management (Self Inspection)
4. Propane/ Buffer Training (training by Alicea Fratto)
5. Lift Training (training by Jeff Beesley)
6. Incident Command Training

Floor Types

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

Resilient Floor Maintenance

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

Wood Floor Maintenance

1. New finish preparation
2. Dust mop (clean and storage)
3. Cleaning procedures
Carpet and Upholstery Maintenance

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

Electrical Maintenance

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

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

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

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

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
HVAC / Equipment Maintenance

1. Boiler: Daily operation (all custodians)
2. Air Compressor Daily pm - check oil, drain water
3. Chillers: understand Daily operations start up and shut down (secondary buildings)
4. Evap coolers start-up, winterize, repair
5. Clean kitchen hood filters
6. Coordinate summer shutdowns of units

Management

Employee Management

1. Restroom carts clean and stocked properly
2. Barrels and tubs clean and stocked properly
3. Vacuums maintained and wiped down
4. Understands job cards and the reason for being placed on carts and barrels.

General Management

5. Payroll budget (forecast, current balance, true time, etc.)
6. Custodial supply budgets (forecast, current balance, ordering supplies, etc.)
7. Maintenance supply budgets (forecast, current balance, ordering supplies, etc.)
8. Custodial office, closets and storage areas clean and operational
9. Inventory (track daily and monthly usage)
10. Chemical distribution trays clean and labeled
11. Ice and Snow Removal log
12. Playground Inspection log
13. Sprinkler weekly checks
14. Preventative maintenance
15. Generator Weekly log (send copy to maintenance monthly)
16. Grease interceptor log
17. Weekly battery log
18. Water softener log
19. Work Order procedure
<table>
<thead>
<tr>
<th>Role</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name (print)</td>
<td>Employee Signature</td>
<td></td>
</tr>
<tr>
<td>Head Custodian Name (print)</td>
<td>Head Custodian Signature</td>
<td></td>
</tr>
<tr>
<td>Custodial Trainer Name (print)</td>
<td>Custodial Trainer Signature</td>
<td></td>
</tr>
<tr>
<td>Custodial Coordinator Name (print)</td>
<td>Custodial Coordinator Signature</td>
<td></td>
</tr>
<tr>
<td>Custodial/Energy Director Name (print)</td>
<td>Custodial/Energy Director Signature</td>
<td></td>
</tr>
</tbody>
</table>

**JCOS Career Path**

**Apprenticeship Level 2**

**Completion Signatures**