

Jordan Custodial Operating System

Jordan School District
Custodial/Energy *Services*



Apprenticeship Level 1

***Instruction Provided under the direction of:
Steve Peart, Custodial/Energy Director
Alicea Fratto, Elementary Custodial Coordinator***



JCOS Career Path

Apprenticeship Level 1

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

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Initials

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Initials

Supervisor Name (print) Supervisor Signature Title _____
Initials

Supervisor Name (print) Supervisor Signature Title _____
Initials

Date	Employee	Instructed By	Security
_____	_____	_____	1. Lock /unlock doors and windows
_____	_____	_____	2. Open and close building
_____	_____	_____	3. Turn alarm on and off
_____	_____	_____	4. Fire alarms and trouble shooting (<i>fire drill procedure</i>)
_____	_____	_____	5. Check for vandalism
_____	_____	_____	6. Security alarm/troubleshooting - Alarm response (<i>801-567-8865</i>)

Date	Employee	Instructed By	Safety
_____	_____	_____	1. Blood Borne Pathogens and Body Substance
_____	_____	_____	2. www.my.complianceatwork.com (<i>annual Osha testing</i>)
_____	_____	_____	3. How to read Safety Data Sheets (<i>SDS</i>)
_____	_____	_____	4. Chemical knowledge on labeling and proper mixing procedures
_____	_____	_____	5. Procedures for personal injury (<i>treatment and reporting</i>)
_____	_____	_____	6. Locate main gas, water and power shut-offs and know how to turn them off

Date	Employee	Instructed By	Restrooms
_____	_____	_____	1. Fill dispensers with supplies (<i>soap, towels, and toilet paper</i>)
_____	_____	_____	2. Empty trash cans and change liners
_____	_____	_____	3. Dust horizontal areas, lights, vents, and partitions
_____	_____	_____	4. Clean floors, sweeping, and mopping
_____	_____	_____	5. Disinfect fixtures, sinks, toilets, and urinals
_____	_____	_____	6. Disinfect partition walls, doors and latches, walls, and entry doors
_____	_____	_____	7. Clean floor drains
_____	_____	_____	8. Clean mirrors
_____	_____	_____	9. Mineral deposit and stain removal procedure
_____	_____	_____	10. Understand touch free restroom cleaning system

Light Duty

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

1. Empty trash cans and change liners
2. Dust horizontal areas, lights, vents, maps, T.V., etc.
3. Pick up trash, paper clips, pens and pencils
4. Disinfect phones, classroom sinks and drinking fountains
5. Disinfect classroom doors, doorknobs, switches and surrounding walls
6. Spot clean windows on classroom doors and entry windows
7. Clean windows, frames and panels
8. Mineral deposit removal procedure

Walls

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

1. Clean walls made of brick and varnished brick
2. Clean painted sheetrock walls
3. Clean walls covered with wal-tex and carpet
4. Clean white boards
5. Chemicals for cleaning walls and removing graffiti

Resilient Floor Maintenance

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

1. Dust mop (*cleaning and storage*)
2. Remove gum and black marks
3. Auto-scrub machine (*use/maintenance and log*)
4. Buff with high speed buffer

Carpet and Upholstery Maintenance

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

1. Gum removal
2. Proper vacuuming and vacuum maintenance
3. Carpet Extraction

Electrical Maintenance

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

1. Clean & Change inside lights
2. Clean & Change outside lights
3. Reset circuit breakers under 50 amp
4. Main shut-off location and shut down procedure

Plumbing Maintenance

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

1. Tighten or replace toilet seats
2. Plunge, hand snake / Unplug toilets, urinals and sink / floor drains
3. Clean out aerators
4. Service grease interceptor (*log*)
5. Main water shut-off location and shut down procedure

Carpentry and Trade Repair Maintenance

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

1. Replace door closer covers
2. Tighten door hardware
3. Mount and repair pencil sharpeners
4. Secure broken windows
5. Replace broken towel, soap and toilet tissue dispensers
6. Replace ceiling tiles
7. Adjust drawers, replace knobs & pull on desks

Grounds

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

1. Policing/litter clean up
2. Ice and Snow removal (*proper use of snow removal equipment and log*)
3. Weed removal

IPM

Date	Employee	Instructed By
_____	_____	_____
_____	_____	_____

1. Logs
2. Approved Products

Equipment: Operation & Maintenance

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

1. Portable Gum removal equipment
2. Touch free restroom equipment
3. Pure Water Window Cleaning System
4. Dry foam and encapsulate
5. Slow speed scrubber
6. Carpet Extractor / spotter
7. Propane & electric Burnisher
8. Walk behind auto scrubber
9. Riding auto scrubber
10. Vacuum: Upright, backpack, canister, & Wet/Dry
11. Square Scrub
12. Propane Floor Striping
13. Outside Debris/leaf Vacuum/sweeper
14. Snow blower
15. Snow plow
16. Lawn mower
17. Weed eater
18. Trimmer / edger



JCOS Career Path *Apprenticeship Level 1 Completion Signatures*

_____ Employee Name (print)	_____ Employee Signature	_____ Date
_____ Head Custodian Name (print)	_____ Head Custodian Signature	_____ Date
_____ Head Custodian Name (print)	_____ Head Custodian Signature	_____ Date
_____ Custodial Trainer Name (print)	_____ Custodial Trainer Signature	_____ Date
_____ Custodial Trainer Name (print)	_____ Custodial Trainer Signature	_____ Date
_____ Custodial Coordinator Name (print)	_____ Custodial Coordinator Signature	_____ Date
_____ Custodial Coordinator Name (print)	_____ Custodial Coordinator Signature	_____ Date
_____ Custodial/Energy Director Name (print)	_____ Custodial/Energy Director Signature	_____ Date