

Jordan Custodial Operating System

Jordan School District
Custodial/Energy *Services*



Apprenticeship Level 2

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



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

Date	Employee	Instructed By	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

Date	Employee	Instructed By	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

Date	Employee	Instructed By	Wood Floor Maintenance
_____	_____	_____	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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

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

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

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

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

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



JCOS Career Path *Apprenticeship Level 2 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