

Jordan Custodial Operating System

Jordan School District
Custodial/Energy *Services*



Apprenticeship Level 2

Instruction Provided under the direction of:

Steve Peart, Director of Custodial / Energy
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

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Supervisor Signature

Title

Initials

Supervisor Name (print)

Supervisor Signature

Title

Initials

Supervisor Name (print)

Supervisor Signature

Title

Initials

Date	Employee	Supervisor	Safety
_____	_____	_____	1. Lock Out, Tag Out Training
_____	_____	_____	2. Confined Spaces
_____	_____	_____	3. Risk Management (<i>Self Inspection</i>)
_____	_____	_____	4. Propane/ Electric Buffer Training (Training by Alicea Fratto & Brady Bartholomew)
_____	_____	_____	5. Lift Training (training by Jeff Beesley)
_____	_____	_____	6. Incident Command Training

Date	Employee	Supervisor	Floor Types
_____	_____	_____	1. How to identify and care for marmoleum and linoleum floors
_____	_____	_____	2. How to identify and care for vinyl composite tile floors
_____	_____	_____	3. How to identify and care for asphalt tile floors
_____	_____	_____	4. How to identify and care for cement floors
_____	_____	_____	5. Gym Track Floor
_____	_____	_____	6.

Date	Employee	Supervisor	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	Supervisor	Wood Floor Maintenance
_____	_____	_____	1. Prep for Summer Gym Floor
_____	_____	_____	2. Dust mop (<i>clean and storage</i>)
_____	_____	_____	3. Cleaning procedures

Carpet and Upholstery Maintenance

Date	Employee	Supervisor
_____	_____	_____
_____	_____	_____

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

Electrical Maintenance

Date	Employee	Supervisor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Change outlets (*Lockout Tagout Try training required*)
2. Change switches for lights (*Lockout Tagout Try training required*)
3. Change ballasts for fluorescent & Led lamp fixtures **(Electrician approval required)**
4. Change out fluorescent lamp to Led lighting.
5. Replace Switches, Outlets and lamp sockets **(Electrician approval required)**
6. Perform Generator operational check /weekly along with (generator log)
7. Check battery back-up on emergency/exit lights
8. Change projector bulbs/clean filters
9. Schedule lighting
- 10.

Carpentry and Trade Repair Maintenance

Date	Employee	Supervisor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Plumbing Maintenance

Date	Employee	Supervisor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Repair minor leaks- Dripping faucets, etc.
2. Repair or replace flush valve in toilets and urinals
3. Repair or replace sink p-trap
4. Drinking Fountain (replacing filters)

Grounds

Date	Employee	Supervisor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Fire Prevention Safety Stacking and Storing Materials

Date	Employee	Supervisor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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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