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
	rated items listed on the following lemonstrated a good understandin		
Supervisor Name (print)	Supervisor Signature	Title	lnitials
Supervisor Name (print)	Supervisor Signature	Title	
Supervisor Name (print)	Supervisor Signature	Title	Initials
Supervisor Name (print)	Supervisor Signature	Title	Initials
Supervisor Name (print)	Supervisor Signature	Title	 Initials



Custodial Career Path Level 2

Date	Employee	Superviso		Safety
			1.	Lock Out, Tag Out Training
			2.	Confined Spaces
			3.	Risk Management (Self Inspection)
			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	Employ ee	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 (clean and storage)
			3.	Cleaning procedures

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Date	Employee	Supervisor		Carpet and Upholstery Maintenance
			1.	Deep cleaning/ spotting
		_	2.	Minor carpet repairs (frays and runs)
Date	Employee	Supervisor		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 & 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.	
Date	Employee	Supervisor		Carpentry and Trade Repair Maintenance
			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.	

Date	Employee	Supervisor		Plumbing Maintenance
			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)
Date	Employee	Supervisor		Grounds
			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.	
	ake	visor		Fire Prevention Safety
Date	Employee	Supervisor		Stacking and Storing Materials
			1.	There is to be at least 18 inches of clearance between the ceiling and any flammable materia
			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

Date	Employee	Supervisor]	HVAC / Equipment Maintenance
			1. l	Boiler- Daily operations (all custodians)
			2. /	Air Compressor daily pm-check oil, drain water
			3. 1	Evaporative Coolers start-up, winterize, repair
			4. (Clean Kitchen Hood filters
			5. (Coordinate summer shutdowns of units
	_	_	6. (Chillers- understand daily operations start-up and shut down (secondary buildings)
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Date	Employee	Supervisor		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.	Ice and Snow Removal log
			10.	Playground Inspection log
			11.	Sprinkler weekly checks
			12.	Preventive Maintenance
			13.	Generator weekly log (send copy to Electricians monthly)
			14.	Grease Interceptor log
			15.	Weekly battery log
			16.	Water softener log
			17.	Work Order procedure (SPROCKET)



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	