

# Jordan Custodial Operating System

Jordan School District  
Custodial/Energy Services



## ***Apprenticeship Level 1***

*Instruction Provided under the direction of:*

**Steve Peart, Director of Custodial / Energy Services**  
**Alicea Fratto, Elementary Custodial Coordinator**  
**Brady Bartholomew, Secondary 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

\_\_\_\_\_  
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

**Security**

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

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

**Safety**

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

1. Blood Borne Pathogens and Body Substance
2. [www.safeschools.com](http://www.safeschools.com) (*annual Osha testing*)
3. How to read Safety Data Sheets (*SDS*)
4. Chemical knowledge on labeling
5. Procedures for personal injury (*treatment and reporting*)
6. Locate main gas, water and power shut-offs and know how to turn them off

**Restrooms**

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

1. Fill dispensers with supplies (*soap, towels, and toilet paper*)
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 clean core

## Light Duty

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

1. Empty trash cans and change liners
2. Dust horizontal areas, lights, vents, maps 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. Change inside lights
2. 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 toilet seats
2. 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

## 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



Jordan School District  
Custodial/Energy Services



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*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