

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

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 (*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

Date	Employee	Instructed By	Light Duty
_____	_____	_____	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

Date	Employee	Instructed By	Walls
_____	_____	_____	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

Date	Employee	Instructed By	Resilient Floor Maintenance
_____	_____	_____	1. Dust mop (<i>cleaning and storage</i>)
_____	_____	_____	2. Remove gum and black marks
_____	_____	_____	3. Auto-scrub machine (<i>use/maintenance and log</i>)
_____	_____	_____	4. Buff with high-speed buffer

Date	Employee	Instructed By	Carpet and Upholstery Maintenance
_____	_____	_____	1. Gum removal
_____	_____	_____	2. Proper vacuuming and vacuum maintenance
_____	_____	_____	3. Carpet Extraction

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

Electrical Maintenance

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

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

Plumbing Maintenance

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

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

Carpentry and Trade Repair Maintenance

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

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

Grounds

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

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JCOS Career Path
Apprenticeship Level 1
Completion Signatures

Items on the previous pages have been demonstrated to this employee by those who have signed below
and the employee has demonstrated a good understanding of their responsibilities.

_____ Employee (print)	_____ Employee Signature	_____ Date
_____ Head Custodian (print)	_____ Head Custodian Signature	_____ Date
_____ Custodial Trainer (print)	_____ Custodial Trainer Signature	_____ Date
_____ Custodial Trainer (print)	_____ Custodial Trainer Signature	_____ Date
_____ Elementary Coordinator (print)	_____ Elementary Coordinator Signature	_____ Date
_____ Secondary Coordinator (print)	_____ Secondary Coordinator Signature	_____ Date
_____ Custodial/Energy Director (Print)	_____ Custodial/Energy Director Signature	_____ Date