

# 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  
Brady Bartholomew, Secondary Coordinator**

Jordan School District  
Custodial/Energy Services



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	Supervisor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Safety**

1. Lock Out, Tag Out
2. Confined Spaces
3. Risk Management (*Self Inspection*)
4. Propane/ Electric Buffer Training (**Training by Alicea Fratto & Brady Bartholomew**)
5. Lift Training (**Alicea Fratto & Brady Bartholomew**)
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. How to identify and care for Gym Track floor
6. How to identify and care for LVT (Tiles) or LVP (Plank) Luxury Vinyl Flooring

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. New finish preparation
2. Dust mop (*clean and storage*)
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 Training required*)
2. Change switches for lights (*Lockout Tagout 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 or replace panic/crash bar on doors
2. Fix tables, chairs, desks and other types of furniture
3. Repair lockers and change combinations
4. Building modification (painting, hanging pictures, etc.)
5. Check and Tighten hardware screws, and covers
6. Hanging shelves in custodial closets
7. Replace ceiling tile
8. Inspect / clean floor drains, and roof drains
- 9.

## Plumbing Maintenance

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

1. Repair minor leaks- dripping faucets, etc.
2. Repair or replace flush valve on 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

## HVAC / Equipment Maintenance

Date	Employee	Supervisor	
_____	_____	_____	1. Boiler- Daily operations ( <i>all custodians</i> )
_____	_____	_____	2. Air Compressor daily pm-check oil, drain water
_____	_____	_____	3. 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 ( <i>secondary buildings</i> )

## Management

### *Employee Management*

Date	Employee	Supervisor	
_____	_____	_____	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 ( <i>forecast, current balance, true time, etc.</i> )
_____	_____	_____	6. Custodial supply budgets ( <i>forecast, current balance, ordering supplies, etc.</i> )
_____	_____	_____	7. Maintenance supply budgets ( <i>forecast, current balance, ordering supplies, etc.</i> )
_____	_____	_____	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 ( <i>send copy to Electricians monthly</i> )
_____	_____	_____	14. Grease Interceptor log
_____	_____	_____	15. Weekly battery log
_____	_____	_____	16. Water softener log
_____	_____	_____	17. Work Order procedure (SPROCKET)

Jordan School District  
Custodial/Energy Services



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