

Jordan School District
Custodial Services



SWEEPER TRAINING APPRENTICESHIP COMPLETION

Sweeper Print	Signature	Date
Head Custodian Print	Signature	Date
Lead Custodian Print	Signature	Date
Combo Specialist Trainer Print	Signature	Date
Light Duty Specialist Trainer Print	Signature	Date
Vacuum Specialist Trainer Print	Signature	Date
Restroom Specialist Trainer Print	Signature	Date
Core Caddy Specialist Trainer Print	Signature	Date
Stairs Specialist Trainer Print	Signature	Date
Hallways Specialist Trainer Print	Signature	Date

Date	Employee	Trainer	General
			Clocking in / out
			Submit timesheets
			Timesheet adjustment (<i>approval needed from Head Custodian</i>)
			Starting pay / Payday 25 th / How paychecks work
			Clean / Dirty rags location
			Badge and key location
			Requesting time off / Finding a sub
			Job Cards and Maps (<i>on carts and barrels</i>)
			Where to take trash / recycle
			Personal Protective Equipment (PPE)
			Evaluation Sheets
			Classroom Lock-up (<i>Lights are off, Door is Locked and Shut</i>)
			Bloodborne Pathogens
			Custodial General Rules
			SDS Training Sheet filled out and emailed to Custodial Office

Date	Employee	Trainer	Chemical Knowledge
			E12 -
			E14 -
			E15 -
			E16 -
			E22 -
			E23 -
			E32 / E33 -
			E41 -
			E51-
			E52-
			Bell's Chimes -
			Polish -
			Gum Away -

Date	Employee	Trainer	Light Duty / Combo Specialist
			Empty trash and replace liners
			Dust horizontal surfaces, lights, vents, televisions
			Pick up large trash
			Disinfect phones and switches (<i>do not spray</i>)
			Disinfect sink and drinking fountain
			Mineral deposit removal procedure
			Disinfect dispensers (<i>refill if applicable</i>)
			Disinfect door, handle, and frame (<i>touch points</i>)
			Clean Glass (<i>including "Spot cleaning"</i>)
			Spot clean walls
			Disinfect and clean hall drinking fountain
			Closet clean and organized
			Cart / Barrel clean and organized
			Proper use of chemicals

Date	Employee	Trainer	Vacuum / Combo Specialist
			Large floor trash
			Under trash cans
			Classroom area
			Tile area (<i>if applicable</i>)
			Corners and edges
			Under desks and tables
			Pencil sharpeners
			Whiteboard trays
			Hallways / Entrances
			Gum removal
			Checking the hose and wand for obstructions
			Vacuum maintenance (<i>cord, wand, clean</i>)
			Vacuum filters (<i>paper, fabric, dome</i>)
			Closet clean and organized

Date	Employee	Trainer	Restroom Specialist
			Empty and replace sanitary napkin disposal liner
			Empty trash and replace liner
			Dust horizontal surfaces, lights, vents, partitions
			Sinks: disinfect and clean (<i>top and bottom</i>)
			Sinks: mineral deposit removal procedure
			Toilet / Urinal: disinfect and clean (<i>top and bottom</i>)
			Toilet / Urinal: mineral deposit removal procedure
			Flush valve clean and disinfected
			Disinfect partition walls, doors, and latches
			Tile walls clean and disinfected
			Disinfect and clean dispensers (<i>refill if applicable</i>)
			Spray disinfectant & clean touch points (<i>door, handle, frame</i>)
			Disinfect light switch (<i>do not spray</i>)
			Mirror clean
			Floor drains clean, free of debris, and filled with water
			Sweep floor
			Mop Floor
			Behind doors clean
			Closet cleaned and organized
			Equipment properly maintained
			Proper use of chemicals

Date	Employee	Trainer	Core Caddy
			Cleaning and Maintaining Equipment (<i>daily, weekly</i>)
			Operation / Running the machine
			Attachments

Date **Employee** **Trainer** **Stairways Specialist**

			Large Trash
			Sweep / Vacuum stairs and landing
			Remove black marks
			Gum removal
			Spot clean walls
			Dust horizontal surfaces
			Disinfect hand rails
			Clean windows
			Mop stairs and landing

Date **Employee** **Trainer** **Hallways Specialist**

			Large Trash
			Sweep / Vacuum
			Remove black marks
			Gum removal
			Mop Edges

Date **Employee** **Trainer** **Emergency Procedures**

			HOLD! In your room/area
			SECURE! Get inside
			LOCKDOWN! Move away from sight. Silence. Do not open door.
			EVACUATE! Leave out nearest exit. Meet at specified location.
			SHELTER! Follow appropriate response.
			Evacuation Location

Sweeper Training Schedule

First Day: Welcome! This packet is going to detail everything you need to know to become a successful Sweeper!

1. Learn how to Clock In.
2. Go through Onboarding Packet and fill out SDS Training and the General Rule's sheet
3. Watch the 1 Hour training video.
4. Learn to where to return your badge and keys, and how to Clock Out.

Training Days: For each applicable route type you will be assigned a Trainer and follow the 4-step process below. Extra training provided by your assigned Trainers or Supervisors.

Teach Routine	• First 1-2 rooms Trainer will show the routine • Explain how to perform each action item • Show trainee how to perform action items
Run Routine	• Work through the route together. Splitting up the work evenly • Ex. Trainer does one room and trainee does one close by • Trainer should check and correct work as you go
Test Routine	• Give the Trainee one room to work on within 10 minutes • Trainer should work on other items till Trainee finishes • Once time is up: Go through the room(s) together and mark off completed tasks
Follow-Up	• Ask the trainee questions about the routes • Reteach routes or items requested or needed • Evaluations to measure your progress and set goals • Make time to finish the packet

After Training:

- You will be assigned a route, ask any questions before you start.
- Use the Job Cards / Packet as a reminder of items to accomplish in each area.
- The Lead Custodian will check on you when they can, call them if you need any help.

Contact Information:

- The Head or Lead Custodian should provide a list of phone numbers or message you through a group chat. Be sure to add everyone in your contacts.

What does a "Sub" mean for you

- You show up on the days that another person has requested off.
- You will either be contacted to show up, sign up in person, or on a google calendar.
- You may be allowed to work all of Summer at the Head Custodians discretion