

CUSTODIAL TRAINING RECORD LEVEL I - BASIC SKILLS

Level I Training to be conducted by Custodial Operations Foreman. Trainer initials and dates when training is completed and Custodian has performed tasks satisfactorily.

	Date Completed	Trainer's Initials
CLASSROOMS		
1. Trash & liners		
2. Countertops		
3. Emptying pencil sharpeners		
4. Floor- sweeping		
5. Floor- dust mopping		
6. Floor- wet mopping		
7. Floor- vacuuming		
BATHROOMS		
1. Trash & liners		
2. Cleaning toilets		
3. Cleaning urinals		
4. Cleaning sinks & mirrors		
5. Wiping down stall dividers		
6. Restocking paper & soap		
7. Mopping floors		
COMMON AREAS & HALLWAYS		
1. Floor- sweeping		
2. Floor- dust mopping		
3. Floor- wet mopping		
4. Floor- getting up black marks		
5. Cleaning water fountains		
6. Cleaning windows		
OFFICE AREAS		
1. Trash & liners		
2. Floor- dust mopping		
3. Floor- vacuuming		
GYM AREAS		
1. Cleaning bleachers		
2. Floor- dust mopping		
3. Floor- damp mopping		
OUTSIDE WORK AREAS		
1. Clean up all trash		
SAFETY & CHEMICALS		
1. Safety items- wet floor signs, use of ladders, use of GFCI's		
2. Chemical items- read labels, mixing chemicals, how to use the MSDS for each chemical		
3. Fire Extinguisher Inspection		
4. Review Custodial Training Safety Requirements (Attachment A to PRD-P002)		

Trainer's Name: _____
 Trainer's Signature _____
 Date: _____

Employee's Name: _____
 Employee's Signature: _____
 Date: _____