



**Custodial/Grounds Department**  
*Assistant Custodian*  
**Basic Training Program**



**Please Print Legibly**

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Assistant Custodian: \_\_\_\_\_ Head Custodian: \_\_\_\_\_

**Section 1 Safety Training**

	AC	Date
1. MSDS Book (Material Safety Data Sheets)		
2. Emergency Drills, Incident Command Procedures		
3. Blood Borne Pathogens		
4. Lock Out / Tag Out Procedures		
5. AM/PM Security Checks, Security Alarm, Fire Alarm Panel Functions		
6. Daily Playground Equipment Checks		
7. Risk Management:		
A Utility Shutoffs: Gas, Water, Electrical		
B Vandalism Exceeding \$1000		
8. General Knowledge of Health Codes:		
A Proper Use of Disinfectants		
B Water Fountain 2" Water Arc		
C Cafeteria Tables		
9. General Safety:		
A Ladder Storage		
B Florescent Light Tube Covers / Lens Covers		
C Propane Tank Storage		
D Flammable Storage		
E Hazmat Items		
F Proper Chemical Usage / Secondary Labels		
G Fire Extinguisher Service Tags		
H Personal Protective Equipment (PPE) Usage		
I Proper Electrical Panel Clearance (36")		
J Emergency Egress		
K Vacuum Cords		

## Section 2 Carpentry

	AC	Date
1. Basic Repair of Tables, Desks, Chairs etc.		
2. Cabinetry:		
A Adjust Drawers		
B Knobs & Pulls		
C Moving, Adjusting & Securing Shelving		
3. Doors:		
A Closer Adjustment		
B Replace Closer Covers		
C Tighten and Replacing Stripped Screws		
D Repair / Replace Latches, Lubricate		
E Adjust / Lubricate Panic (Crash) Bars		
F Proper Locking & Unlocking		

## Section 3 Electrical

	AC	Date
1. Light Ballast Replacement		
2. Changing Light Bulbs		
3. Replace Light Switches		
4. Replace 110v Power Outlets		
5. Replace Lamp Sockets (Tombstones)		
6. Reset (Under 30 amp) Circuit Breakers		
7. Reset (Over 50 amp) Circuit Breakers		
8. Emergency Lighting & Generators:		
A Proper Generator Operation		
B Generator Weekly Check Procedures		
C Check Battery Back-up on Exit Lights		
9. Outside Lighting:		
A Replace / Clean Lights not requiring Lift Equipment		

## Section 4 General Trades

	AC	Date
1. Replacing Ceiling Tiles		
2. Lockers:		
A Repair Doors, Latches, Bars, Springs, Pins, Hinges etc..		
B Changing Combinations		

- 3. Proper Repair of Carpet Runs & Tears
- 4. Clean Roof Drains & Gutters
- 5. Repair / Replace Pencil Sharpeners
- 6. Adjust / Repair Windows, Caulking, Latches, Screens etc.
- 7. Painting Floors, Touch-ups


**Section 5 Grounds Care**

	AC	Date
1. Policing Grounds i.e.. Trash, Pea Gravel, Bark		
2. Pruning Trees, Bushes, & Plants		
3. Fence Inspections		
4. Sprinkler Systems:		
A Spring Start Up		
B Fall Shut Down		
C Minor Below Ground Repairs, Piping, Valves etc.		
D Repair / Replace / Adjust Sprinkler Heads		
E Sprinkler Clock Operation / 2 Minute Tests		
5. Weed Control		
6. Fertilizing Lawns and Planting Beds		
7. Sweeping Curbs, Gutters, Sidewalks & Entranceways		
8. Proper Use of Weedeaters & Lawn Edgers		
9. Push Mowers, Lazars & Gang Mowers when Applicable		
10. Asphalt (Playground, Parking Lot) Inspections		
11. Proper Snow Removal		
12. Proper Mixing of 2-Cycle Oil		

**Section 6 HVAC Systems**

	AC	Date
1. Air Compressors:		
A PM, Oil Check, Drain Water		
B Change Oil, High Schools		
2. Cooling Towers:		
A Daily Operation		
B Drain, Clean & Winterize		
C Water Treatment		
D Spring Start Up		

- 3. Boilers:
  - A Daily Operation
  - B Repair Minor Leaks, Change Gaskets
  - C Blow Down (Steam)
  - D Clean in Preparation for Inspection
  - E Check Safety Valves
  - F Monitor Water Treatment, Add Proper Chemicals
- 4. Chillers:
  - A Daily Operation
- 5. Exhaust Fans:
  - A Check For Proper Operation
  - B Change Belts & Lube, High Schools
- 6. Filters, High Schools:
  - A Replacement Schedule
  - B Proper Replacement and Disposal
- 7. Motors, High Schools:
  - A Check For Proper Operation
  - B Oil or Grease, Zerk Fittings
  - C Adjust / Replace Belts
- 8. Pumps, High Schools:
  - A Check For Proper Operation
  - B Grease, Zerk Fittings
- 9. Thermostats:
  - A Adjust Manual Thermostats
  - B Adjust Computer Temperature Controls
- 10. Uni-Vents:
  - A Check For Proper Operation
  - B Proper Cleaning

**Section 7 Nutrition Services**

- |  | AC | Date |
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| 1. Summer Floor Care   |    |      |
| 2. Lights, Ceiling Tiles, Vents  |    |      |
| 3. Kitchen Equipment: <ul style="list-style-type: none"> <li>A Detail Cleaning Inside &amp; Outside of Hood Vents</li> <li>B Cleaning Hood Filters</li> <li>C Lighting Gas Pilot Lights</li> </ul> |    |      |

- 4. Grease Traps and Interceptors
- 5. Garbage Disposal:
  - A Reset Switch, Break Free Tool


**Section 8 Plumbing**

	AC	Date
1. Toilet Seats: Replace, Tighten		
2. Floor Drains: Clean, Oder Control		
3. Flush Valves:		
A Repair Minor Leaks		
B Replace Spud Gasket		
C Replace Diaphragm		
D Replace Vacuum Breaker		
4. Faucets:		
A Replace Washers, Gaskets		
B Repacking		
C Repair Minor Leaks		
5. P-Traps: Repair Minor Leaks		
6. Plugged / Slow Drains:		
A Plumbers Friend		
B Closet (Hand) Snake		
C Chemicals, Acids and Enzymes		
7. Water Fountains:		
A Repair Minor Leaks		
B Adjust Water Arc (2")		
8. Urinal Flush Valves: Adjust Flush Time, Shut-Off		

**Section 9 Custodial Equipment Care**

	AC	Date
1. Equipment:		
A Autoscrubbers: Proper Operation and PM		
B Wet / Dry Vacuums: Proper Operation and PM		
C Propane Buffers: Proper Operation and PM		
D Slow Speed Floor Scrubber: Proper Operation and PM		
E Carpet Extractors: Proper Operation and PM		
F Utility Carts (Golf Carts & Mules): Proper Operation and PM		
G Snow Removal Equipment: Proper Operation and PM		

- H Hot Water Pressure Washer: Proper Operation and PM
  - I Genie Lift: Proper Operation and PM
  - J Vacuum Cleaners: Proper Operation and PM
2. Equipment: Proper Long Term Storage


**Section 10 General Cleaning Knowledge**

	AC	Date
1. Job Cards with Standards of Cleanliness:		
A Restroom		
B Light Duty		
C Vacuum		
D Utility		
E Ala Carte		
F Senior Sweeper		
2. Cleaning Equipment (What is):		
A Types of Inside / Outside Brooms		
B Dust Mops- Clean, Oil, Replace, VCT vs Wood		
C Wet Mops- Kentucky String Mop, Microfiber Flat & Tube Mop		
D Available (Authorized) Chemicals for Cleaning		
3. Daily Cleaning Procedures (How To):		
A Routes- Classrooms, Restrooms, Cafeteria, Windows		
B Gym, Multi Purpose Rooms, Auditorium etc.		
C Carpet Spotting, Vomit Cleanup		
D Hard Flooring: Dust Mop, Wet Mop, AutoScrub, Buffing		
E Grounds: Trash, Graffiti etc.		
F Wet Mops- Kentucky String Mop, Microfiber Flat & Tube Mop		
4. Detail / Summer Cleaning Procedures:		
A Routes- Classrooms, Restrooms, Cafeteria, Windows		
B Gym, Multi Purpose Rooms, Auditorium, Mechanical Rooms etc.		
C Carpet Cleaning- Bonnet, Extractor, Slow Speed Scrubber		
D Hard Flooring: Strip, Seal, Wax, Buff		
E Grounds: Trimming, Weeding, etc..		

**Section 11 Office Procedures**

	AC	Date
1. District Email- Login, (Check Twice Daily)		
2. Required / Optional Training Dates		

- 3. Sprocket- Categories and Departments, Printing 

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- 4. Skyward:
  - A Time Off Requests- Vacation, Sick, Personal etc. 

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  - B Employee ID# 

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  - C Tax Information 

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- 5. Request for Materials Procedures 

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- 6. Vivid Learning Classes 

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- 7. Time Sheets, Sweeper Payroll 

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- 8. Personal Calendar of Attendance 

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- 9. Budgets:
  - A Sweeper 

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  - B Ala Carte (Elementary) 

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  - C Night Watering 

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  - D Supply 

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- 10. Basic District Policy & Procedures:
  - A Dress Code 

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  - B Sexual Harassment 

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  - C Workers Comp 

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  - D Comp Time / Overtime 

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  - E Critical Policy Review 

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- 11. Three Primary Custodial Responsibilities:
  - A Maintain a Safe Environment for the Students, Staff and Guests 

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  - B Maintain a Clean and Healthy Environment for our Students, Staff, and Guests 

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  - C Maintain a Well-Maintained Building i.e. All Maintenance is Done in a Timely Manner 

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**By Signing Below I Verify I Have Been Trained In All The Above Items**

Assistant Custodian Signature: \_\_\_\_\_

**By Signing Below I Verify I Have Trained This Custodian In All The Above Items**

Assistant Facility Manager Signature: \_\_\_\_\_

Custodial/Grounds Coordinator Signature: \_\_\_\_\_