



**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

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**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 |
|--|----|------|
| 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

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**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

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**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: \_\_\_\_\_