



Custodial/Grounds Department

New Assistant Custodian Orientation



Assistant Custodian Initials and Dates Each Completed Item

School	Custodian's Name	Date of First Orientation Meeting	Date Completed
_____	1	Office Staff Introductions	
_____	2	School Map	
_____	3	School Tour (Custodial Closets, Mechanical Rooms, Roof Hatch etc.)	
_____	4	Supply Closet Procedures	
_____	5	Morning and Nightly Security Checks, in Writing	
_____	6	After Hours Building Entry Procedures, in Writing	
_____	7	Keys and Key Cabinet Procedures, in Writing (<i>Who Manages Master Keys, Sweeper Keys, Lost or Stolen Key Procedure etc.</i>)	
_____	8	Emergency Utility Shut-offs and Disconnects Including Fire Risers, Sprinkler Valves etc.	
_____	9	Who to Call and When, Review Office Phone List (<i>Snow Removal, Security/Alarm Response, Fuel Delivery, Call-A-Sub Line, Facility Scheduling, Help Desk etc.</i>)	
_____	10	Boiler and Chiller Operational Procedures (HVAC), Logs & Certificates	
_____	11	Electrical Panels & Index (<i>Locations</i>)	
_____	12	Fire Alarm Panel Operation and Your Responsibilities During Emergencies and Drills	
_____	13	Daily Work Schedule (<i>Hours of Work For All Staff Members</i>), in Writing	
_____	14	Your Daily Route and Other Responsibilities	
_____	15	Sweeper Routes and Custodial Routes (<i>Job Cards & Standards of Cleanliness Used</i>)	
_____	16	Workers Comp Procedures	
_____	17	ESP Contracted Annual Critical Policy Review Found on Web Site	
_____	18	Skyward Procedures (<i>Employee Time off, For Each Employee etc.</i>)	
_____	19	Email (Twice Daily) and District & Department Web Site Navigation	
_____	20	Start Assistant Custodial Training Program Check-off Sheet and Stipend	
_____	21	Site Visit Report Procedures	
_____	22	School Work Request Forms and A Daily Action Plan (<i>To Do List</i>)	
_____	23	Hazmat Procedures i.e. Lights, Sharps, Chemicals, Paint, Batteries etc. (<i>MSDS Book, Blood-Borne Pathogen Spills etc.</i>)	
_____	24	Grounds Care, Sprinkler Operation, Snow Removal etc.	
_____	26	Vivid Learning Class Procedures	
_____	25	Attend Basic / Safety Training Class	
_____	26	Attend Asbestos Training Class	
_____	27	Questions	