



Custodial/Grounds Services

Assistant Facilities Manager Orientation



Initial and Date Each Completed Item

School	Head Custodian's Name	Date of First Orientation Meeting	Date Completed
_____ 1	Keys and key cabinet procedures, in writing (<i>Who manages master keys, Sweeper keys, lost or stolen key procedure etc.</i>)		
_____ 2	Morning and nightly security checks, in writing		
_____ 3	After hours building entry procedures, in writing		
_____ 4	Emergency Utility shut-offs and disconnects including Fire Risers, Sprinkler Valves etc.		
_____ 5	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>)		
_____ 6	Boiler, Chiller (HVAC), and Emergency Generator operational procedures, logs & certificates		
_____ 7	Electrical panels & index (<i>Locations</i>)		
_____ 8	Fire alarm panel operation and your responsibilities during emergencies and drills		
_____ 9	Daily work schedule (<i>Hours of work for all staff members</i>), in writing		
_____ 10	Bell Clock operation (Summer, Holiday Schedule) and daylight savings time changes		
_____ 11	Sweeper Routes and Custodial Routes (<i>Job Cards & Standards of Cleanliness used</i>)		
_____ 12	Your daily route and other responsibilities		
_____ 13	Sweeper files, locked and <i>Emergency Contact info list</i> , in writing		
_____ 14	Workers Comp Procedures		
_____ 15	Payroll procedures (<i>Timesheets, Overtime, Account Numbers, True Time etc.</i>)		
_____ 16	Work Order procedures (<i>Custodial delivery, Maintenance, New Construction etc.</i>)		
_____ 17	Supply Ordering Procedures (<i>4 Ways To Get Supplies For Your School</i>)		
_____ 18	Skyward Procedures (<i>Employee Time Off, COLA, for each employee etc.</i>)		
_____ 19	Email (twice daily) and District Web Site navigation		
_____ 20	Preventive Maintenance Binder Procedures (<i>Log Sheets, Equipment Logs, Preventive Maintenance Reports, etc.</i>)		
_____ 21	Budget Book Procedures (Staffing Formula, Payroll Logs, <i>Workshop notes</i> , etc.)		
_____ 22	Mandatory Training Dates (<i>Sweeper Training, Workshops etc.</i>)		
_____ 23	New Sweeper Hiring Procedures, Verification of Basic / Safety Training		
_____ 24	Assistant Custodial Training Program Check-Off Sheet and Stipend		
_____ 25	Site Visit Report Procedures		
_____ 26	School Work Request Forms and a Daily Action Plan (<i>To Do List</i>)		
_____ 27	Surplus and Transfer Sheet Procedures		
_____ 28	Custodial Equipment Inventory procedures and responsibilities		
_____ 29	Hazmat Procedures i.e. Lights, Sharps, Chemicals, Paint, Batteries etc. (<i>MSDS Book, Blood-Borne Pathogen Spills etc.</i>)		
_____ 30	Your Training Responsibilities With Your Team		
_____ 31	Sweeper and Staff Discipline Procedures		
_____ 32	Grounds Care, Sprinkler Operation, Snow Removal etc.		

