

CUSTODIAL ZONE

HANDS ON CUSTODIAL ONBOARDING CHECKLIST

DATE	FOCUS	TRAINING DETAILS
	Auto-scrubber	Operation, chemical use, using the proper pad, clean-up, battery care, trouble shooting and proper storage.
	Buffer	Operation, proper pad and brush use, clean-up, trouble shooting and proper storage.
	Carpet Extractor	Operation, chemical use, clean-up, trouble shooting and proper storage.
	Vacuums	Operation of back pack and upright vacuums, filter cleaning, belt changing, emptying, cord safety, etc.
	Wet/Dry Vacuums	Understanding the difference between wet and dry use and cord safety.
	Chemicals & Dispensing Units	Dispenser use and proper chemicals for each task. Training for using Alpha, Oxivir, GP Forward, etc. must be reviewed and understood, along with proper PPE.
	Cleaning Practices	Hands-On training as specified in the Custodial Handbook. Proper procedures for the cleaning of classrooms, offices, restrooms, locker rooms, auditorium, library, gymnasiums, etc. and the frequencies of the required duties.

Employee Name: _____

Trainer Name: _____

Upon completion of training a signed copy must be sent to Custodial Operations.

New custodians should be trained the first day of working independently on Chemicals & Dispensing Units and Cleaning Practices. The five main pieces of equipment should be trained as soon as possible or before the first use.