

# For New Employees

	SPECIALIZED TRAINING				✓	OCCUPATIONAL HEALTH AND SAFETY SKILLS				✓	
First Day (Before Starting Work)	Handwashing	www <input type="checkbox"/>	Waste & Trash Handling and Disposal	<input type="checkbox"/>		Accident Prevention Review	www <input type="checkbox"/> <input type="checkbox"/> :20	Hazardous Waste & Material Handling	www <input type="checkbox"/>	:30	
	Equipment Care & Cleaning		Germicide Use	<input type="checkbox"/>		Chemical Hazard Communication	www <input type="checkbox"/> <input type="checkbox"/> :30	Back Injury Prevention	www <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	:15	
First Week	7-step Cleaning	<input type="checkbox"/>	Low (Damp) Dusting	<input type="checkbox"/>		Driver Responsibility and Motor Vehicle Record Check (if applicable)				www <input type="checkbox"/>	:20
	Area Cleaning	<input type="checkbox"/>	Dust Mopping	<input type="checkbox"/> <input type="checkbox"/>		Equipment and Machinery Safe Operation, Care & Cleaning				www <input type="checkbox"/> <input type="checkbox"/>	:30
	Project Cleaning	<input type="checkbox"/>	Wet/Damp Mopping	<input type="checkbox"/> <input type="checkbox"/>		Disaster Plan & Emergency Evacuation				www <input type="checkbox"/> <input type="checkbox"/>	:30
	Impact Cleaning	<input type="checkbox"/>	Vacuuuming	<input type="checkbox"/>		Personal Protective Equipment				www <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	:30
	Spot Cleaning	<input type="checkbox"/>				Pledging Safety First Poster				<input type="checkbox"/>	:15
	Waste Receptacle Cleaning	<input type="checkbox"/>				Respirator Care and Usage (if applicable): Osha Checklist For Respiratory Protection Program + Appendix D For Dust Masks				www <input type="checkbox"/>	:30
	High Dusting	<input type="checkbox"/>				On the Job Training (Recognizing Job Hazards)				www <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	:15
Within 60 Days	Restroom Cleaning: General Procedures, Mirrors, Fixtures & Dispensers	<input type="checkbox"/>	Floor Scrubbing & Recoating	<input type="checkbox"/> <input type="checkbox"/>		OSHA Quick Cards					
	Office & Classroom Cleaning: Daily & Weekly	<input type="checkbox"/>	Hard Floor Burnishing	<input type="checkbox"/> <input type="checkbox"/>		Electrical Safety				www <input type="checkbox"/>	:05
	Lobby & Entrance Cleaning	<input type="checkbox"/>	Floor Stripping & Refinishing	<input type="checkbox"/> <input type="checkbox"/>		Slips, Trips, and Falls				www <input type="checkbox"/>	:05
	Gymnasium Cleaning	<input type="checkbox"/>	Carpet Care Basics	<input type="checkbox"/> <input type="checkbox"/>		Hand Hygiene				www <input type="checkbox"/>	:05
	Locker Room & Athletic Area Cleaning	<input type="checkbox"/>	Carpet Spot Cleaning	<input type="checkbox"/>		Asbestos Awareness (if applicable)				www <input type="checkbox"/>	:05
	Hard Floor Care Basics	<input type="checkbox"/> <input type="checkbox"/>	Carpet Bonnet & Extraction	<input type="checkbox"/> <input type="checkbox"/>		Ladder Safety				www <input type="checkbox"/>	:05
	Floor Buffing	<input type="checkbox"/> <input type="checkbox"/>				Emergency Exit Route				www <input type="checkbox"/>	:05

Approximate Time in Minutes :10    Handouts     Booklet     Video     PowerPoint Presentation     Online Materials www



## TARGET AUDIENCE

- Custodial positions including:
- Dispatcher (Housekeeping)
  - Driver (goods/material)
  - Floor Care Technician
  - Housekeeping Attendant



Learning Map for Custodial Employees

# To Be Completed Annually

SPECIALIZED TRAINING		OCCUPATIONAL HEALTH AND SAFETY SKILLS		CUSTOMER SERVICE SKILLS		LIFE SKILLS	
Annual Review of Applicable Method of the Week Topics	www ☐	SEPTEMBER Preventing Slips, Trips & Falls	www ☐☐ :30	Introduction to Focus on Service Spirit	☐☐ :30	Succeeding at Work	☐☐ :30
Annual Cleaning Procedures Review	☐☐ ☐	Ladder Safety	⊙ :15	Who Are Our Customers	☐☐ :30	Working With Others in a Diverse Workforce	☐☐ :30
7 Step Cleaning Procedures	☐	Lockout/Tagout for authorized and affected employees	www ☐☐ :30	Knowing Your Business, Facility & Department	☐☐ :30	Preventing Sexual Harassment - Session I	☐☐ :30
Cleaning Cart Setup	☐	OCTOBER Fire Safety	www ☐☐ :30	Specific Needs of Customers	☐☐ :30	Preventing Sexual Harassment - Session II	☐☐ :30
Equipment Care & Cleaning	☐	Disaster Plan and Emergency Evacuation	www ☐☐ :30	Moments of Truth	☐☐ :30	Equal Employment Opportunity: Creating an Environment of Respect & Fair Treatment - Session I	☐☐ :40
Waste & Trash Handling and Disposal	☐	NOVEMBER First Aid/CPR Certification (one person per shift)	Certification Class 8 hours	Great Customer Service	☐☐ :30		
Germicide Use	☐	Return to Work Transitional Duty	www ☐ :15	A Picture is Worth a Thousand Words	☐☐ :30	Equal Employment Opportunity: Creating an Environment of Respect & Fair Treatment - Session II	☐☐ :24
Unit Specific Training		Back Injury Prevention	www ☐☐ :15	Verbal & Non-Verbal Communication	☐☐ :30		
Carpet Bonnet & Extraction	☐☐ ☐	DECEMBER Preventing Slips, Trips, and Falls	www ☐☐ :30	Service Recovery/Managing Successful Customer Interactions	☐☐ :40	Diversity Awareness for Frontline Employees	☐☐ ⊙ 2 hrs. 40 min.
		Ladder Safety	⊙ :15	Delivering Service as a Team	☐☐ :30		
		JANUARY Personal Protective Equipment	www ☐☐ :30				
		FEBRUARY Vehicle Safety (if applicable)	www ☐☐				
		MARCH Confined Space	www ☐☐				
		Bloodborne Pathogens (if applicable)	www ☐☐ :30				
		Electrical Safety	www ☐☐ :30				
		APRIL Chemical Hazard Communication	www ☐☐ :30				
		Hazardous Material Handling (if applicable)	www ☐☐ :30				
		MAY Equipment and Machinery Safe Operation, Care & Cleaning	www ☐☐ :30				
		JUNE Workplace Violence	www ☐☐ :30				
		JULY Preventing Compressed Gas Hazards (if applicable)	www ☐☐ :30				
		AUGUST Identifying and Controlling Workplace Hazards	www ☐☐ :30				
		Back Injury Prevention	www ☐☐ :30				
		ANNUALLY Tuberculosis Precautions	www ☐☐ :30				
		Preventing Compressed Gas Hazards (if applicable)	www ☐☐ :30				
		Powered Industrial Truck (if applicable)	www SEE BELOW				
		Respirator Care and Usage (if applicable)	www ☐☐ :30				
		First Aid/CPR Certification (one person per shift)	Certification Class 8 hours				
		Accident Prevention Review	www ☐☐ :30				

Approximate Time in Minutes :10

Booklet ☐☐

Handouts ☐

Video ☐☐

DVD ⊙

Power Point Presentation ☐☐

Online Materials www

Powered Industrial Truck: Initial 3-4 hours  
Annual Refresher :60 minutes  
Recertification every 3 years

