

CUSTODIAL SERVICES

Course Description

This course is designed to educate all students to the duties of a custodian and provide them with basic knowledge to perform custodial cleaning.

Objectives

To access and analyze the appearance of a building in order to develop a plan for custodial cleaning. To identify the areas of the building that required cleaning. Evaluate the custodial needs of a building in order to develop a plan of cleaning action.



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Objective:

This session provides exposure to the more technical skills by custodians on a day-to-day basis. Topics in the program include basic custodial equipment maintenance and operation, minor equipment repairs, proper chemical usage, and operation of electronic systems. (4 hours)

- I Introduction of instructor and subject
- II Custodial equipment
 - A. Recognize the types
 - B. Describe the function
 - C. Explain maintenance and repair requirements
- III Chemical usage
 - A. Standard types
 - B. Situations where needed
 - C. Procedures for handling and storage
- IV Electronic equipment
 - A. Protection
 - B. Uses in custodial service
- V Carpet certification
 - A. Types of carpeting and how manufactured
 - B. Identification of carpets
 - C. Proper maintenance methods
- VI Hard surface floor care certification
 - A. Types of hard surface floors
 - B. Floor type identification
 - C. Proper maintenance methods



VII Curtains, windows blinds and upholstery

- A. Types
- B. Care and maintenance

VIII Quality of Service

- A. Serving occupied versus unoccupied spaces
- B. Customer expectations
- C. Levels of service

IX Review

- A. Questions and Answers
- B. Written Test



	Basic Custodial Tools	Reminders
1.	Brooms, Push Broom, Wet Mop Wet Mop Buckets, Dust Pan, Lobby Dust Pan Rags, Cleaning Cart Dust Mops Squeegee Vacuum Cleaner Wet Floor Signs	Buffers Scrubbers Wet Vac
	Basic Chemicals	
2.	All Purpose Cleaner Glass Cleaner Disinfectant Powder cleaner	
	Job Hazards	
3.	Chemical Usage Body Protection Body Fluids Cleanup Wet Floor MSDS	
	Restroom Cleanup	
4.	Pickup Trash Rubber Gloves High Dust Sanitize, Wipe, and spot clean Partitions Clean Sinks, Mirrors, Sanitize Restroom Fixtures Clean Toilets and Urinals Spot Clean Walls and Refill Paper Product Sweep Floor, Empty Trash, Wet Mop Floors	
	General	
5.	High/Low Dusting Damp Wiping/Cleaning\Dust Mopping Empty Trash Glass Cleaning Carpet Vacuuming Inspection Wet Mopping	
	Main Occupancy Area	
6.	Dust Mop Hall 3x Daily or as needed Clean Water Fountains Clean Door Entrance Glass Vacuum Entrance Carpets Sweep Entrance Rugs	
	Floor Care	
7.	Scrubbing Stripping Waxing Maintain Foam Control	Cold Water/Machine Scrubbing Restorer Burnishing



Custodial Services Quiz

Name _____

Date _____

1. List four items used in normal daily custodial cleaning:
 - a.
 - b.
 - c.
 - d.

2. When wet mopping floors what is the first thing you do before beginning?
 - a. Evacuate the building
 - b. Wet floor signs
 - c. Lock all doors

3. What is the main entrance called in custodial cleaning? _____

4. What document is required by Law for all chemicals used in a building?
 - a. MSSD
 - b. MSDA
 - c. MSDS

5. Which building requires more cleaning needs?
 - a. Occupied spaces
 - b. Unoccupied spaces



**Custodial Services
Quiz (Answer sheet)**

Name _____

Date _____

1. List four items used in normal daily custodial cleaning:
 - a. **Mops**
 - b. **Dusters**
 - c. **Brooms**
 - d. **Rags**

2. When wet mopping floors what is the first thing you do before beginning?
 - a. Evacuate the building
 - b. **Wet floor signs**
 - c. Lock all doors

3. What is the main entrance called in custodial cleaning? **First Impression Area.**

4. What document is required by Law for all chemicals used in a building?
 - a. MSSD
 - b. **MSDA – Materials Safety Data Sheet**
 - c. MSDS

5. Which building requires more cleaning needs?
 - a. **Occupied spaces**
 - b. Unoccupied spaces

