SUPPORT SERVICES

Custodial Training

I. Purpose

To provide training relative to the management, safety, and sanitation maintenance of buildings, grounds, and plant equipment.

II. Scope

This regulation is applicable to all custodial personnel and custodial managers.

III. Procedures

A. A properly organized training program in sanitation maintenance is the basic means of establishing a competent custodial work force. The key to effective training is preplanning, scheduling, and execution.

B. Certification of all custodial personnel shall be mandatory. Certification of custodial personnel shall be accomplished within the first six months of employment. No employee shall be eligible for transfer or promotion without job certification.

C. Custodial personnel shall receive training as prescribed by the Hazard Communications Standard (1910.1200).

D. As necessary, classes shall be scheduled so that employees will receive training in safety requirements, standard cleaning procedure, and performance methods as applicable to custodial work.

E. Custodial employees shall be required to be recertified in their knowledge of custodial sanitation maintenance every three years.

F. Training schedules shall be published well in advance and classes shall be scheduled at such hours that will cause minimum disruption to support of the school and employee's duty hours.

G. Custodial Services shall document all custodians completing and passing necessary classes for certification.
IV. Type of Training

Training shall consist of lectures, demonstrations, practical applications, homework, examinations, and student in-house projects. Employees shall be required to demonstrate the proper knowledge before being certified.

V. Classes

A. Custodial classes shall be scheduled by the Office of Facilities Services and coordinated so that there will be minimum disruption to normal work in the schools.

B. Classes shall be scheduled by official notice to all concerned at appropriate intervals.

The Associate Superintendent for Support Services, or designee, is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.