**ORIENTATION FOR CUSTODIANS & SUBS**

**CHECK LIST FOR TRAINER**

**Train new custodians on:**

 **Check list in classroom**

 **Daily cleaning**

 **Weekly cleaning**

 **Monthly cleaning**

 **Mop sinks**

 **Supplying restrooms**

 **How often to provide supply order to Facilities/Safety Coordinator**

 **Teachers request for extra cleaning**

 **Clear extra duties with Facilities/Safety Coordinator**

 **Keeping custodial equipment clean and in order**

 **Keys for buildings assigned. Please do not loose keys.**

 **Noticing and being told about maintenance problems or emergencies**

**New Custodian’s Signature Date(s) of Training**

**Center(s) Trained Custodian Providing Training’s Signature**

**Facilities/Safety Coordinator’s Signature Date**