**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**