

## **CUSTODIAL TRAINING MANUAL SERIES**

The custodial training manuals were originally written by the Florida Department of Education and are now maintained by FSPMA. The manuals were updated by FSPMA in 2005.

The manuals are designed to be used by a certified trainer or for use as an on-the-job reference. The manuals are not intended to supplant district's, community college's, university's and all types of educational facilities custodial training programs or replace local procedures or policies.

The entire training manual series and test questions are distributed to certified trainers from school district and colleges who have maintained their certification with FSPMA and continue to participate in the FSPMA program.

These courses will be offered throughout the year in various locations. Please check the website under upcoming events and then district workshops.

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### **Titles in the Custodial Training Manual Series**

- I            The Professional School Custodian:  
              The People and the Job
- II            Safety in School Operations
- III           Sanitation and School Housekeeping
- IV           Floor and Carpet Care for Schools
- V            Certified Custodian Certification (Overview 1-4)
- VI           Minor Maintenance and Climate Control Support:  
              Structure & Energy Conservation for the School  
              Custodian
- VII           Grounds Care for Schools
- VIII          Master Custodial Certification (Overview of 6-7)

The following pages are a summary of what is covered in each course:

**Course I: The Professional School Custodian:  
The People and the Job**

Introduction

- What is School Custodianship?
- Why is the Custodian so Important?
- Using this Manual

The Custodial Job

- Getting the Job – Hiring
- Physical Examination
- Custodial Qualities and Characteristics
- For Supervisors

The Custodial Job

- Defining The Job
- Job Analysis
- Job Description
- Learning the Job
- Doing the Job: Task & Responsibilities
- Keeping the Job
- Custodial Characteristics: Evaluation & Promotion

Working With Others

- The Custodian and the Public
- The Custodian and Other School Personnel
- The Custodian and Administrators
- The Custodian and the Teachers
- The Custodian and Other Support Staff
- The Custodial Staff – Professional Colleagues
- The Custodian and Students

Interviewing

- Veteran's Preference
- Final Word

- Pre-employment Questions Related to Disability
- When Asking About Accommodations is Legal
- Questions About Job Functions Are Lawful
- Post-Offer Medical Examination

**Course II: Safety in School Operations**

Introduction

What is Safety?

Why should the Custodian be Concerned with Safety?

How Can Custodians Work With Safety?

#### Important Areas For Safety

Safety Areas – Chemical

Safety Areas – Electrical

Safety Areas – Fire

Safety Areas – Physical

Physical Safety – Lifting

Illustration of Lifting Technique

Physical Safety – Falling

Physical Safety – Cuts and Wounds

Physical Safety – Access for the Disabled

Physical Safety – Hand Tools

Particular Hazard Areas in Schools

#### Just In Case

Emergency Planning

First Aid

Accident Reporting

#### In Depth Information

Laws and Regulation

State Requirements for Education Facilities (SREF)

Florida Statutes

Sample “Notice of Injury” Form

Material Safety Data Sheet

### **Course III: Sanitation and School Housekeeping**

#### Introduction

What are Sanitation and School Housekeeping?

Why are they so important?

What is the custodian’s role?

#### Housekeeping

Introduction

Definitions

Equipment

Cleaning Agents

Safety

Task Details

Tools, Equipment and Supplies

Soils and Surfaces

General Surface Task Frequency

Ceiling Surface Cleaning

- Wall Surface Cleaning
- Windows and Window Fittings Surface Cleaning
- Cleaning Special Surfaces
- Cleaning Furniture
- Cleaning General Use Areas
- Hallways, Offices, Other

- Stain Removal
  - Three Basic Types
  - Technique
  - Specific Techniques
  - Food Stains
  - Non-Food Stains
  - Miscellaneous Stains
  - General Instructions
  - Stain Removal Chart

- Sanitizing
  - Cleaning and Sanitizing
- Sanitation Terms
  - Methods for Controlling Microbes
  - Other Substances for Sanitation
  - Cleaning and Sanitizing Restrooms
  - Cleaning Restroom Fixtures
  - Cleaning and Sanitizing Food Areas
  - Cleaning Other Critical Areas
  - Special Cleaning Problems
- Body Fluid Control

- Bloodborne Pathogens
- Waste Disposal
- Pest Control

- In Depth Information
  - Bacteriology
    - Disinfection and Disinfectants
  - Basic Disinfectants
  - Detergents and pH Factors

- Tools and Equipment

- Substances

## **Course IV: Floor and Carpet Care for Schools**

- Introduction
  - Importance of Floor Care
  - Role of the Custodian

## Major Task Areas

### Types of Floors

Wood

Resilient

Masonry

Carpeting

Job Aid Chart – Carpet Fibers and Characteristics  
Synthetic/Epoxy

## Finish Types

### Removing Loose Dirt

Manual Sweeping

Dust Mopping

Dry Vacuuming and Power Sweeping

### Cleaning with Liquids or Chemicals

Non-Carpeted Floors

Non-Carpeted Wet Mopping

Non-Carpeted Deep Scrubbing

Hard Surface Spray Buffing

Hard Surface Stripping

Carpeting

Dry Extraction

Hot Water Extraction

Low Moisture Encapsulating

Dry Foam

Dry Powder

Bonnet Cleaning (Carpet Mopping)

### Restoring Appearance

Non-Carpeted Floors

Non-Carpeted-Finishing

Non-Carpeted-Sealing

Non-Carpeted-Stain Removal

Non-Carpeted-Repair

Carpeting

Carpeting-Pile Lifting

Carpeting-Stain Removal

Carpeting-Common Carpet Challenges

Carpeting-Repair

## Other Tasks

Floor Care

Static Electricity Control

Odor and Bacteria Control

Special Area Floor Care

30 Second Carpet Spotting/General Spot Removal Instructions  
Job Aid Chart - Spot Removal Chart for Carpet  
Carpet Cleaning Tips  
Spot Removal for Hard Surfaces  
Job Aid Chart – Spot Removal for Hard Surfaces

In Depth Information  
    Unusual Floor Types  
    Carpeting Details  
    Static Electricity Theory

Equipment and Substances  
    Equipment – Micro-fiber Technology – Stick Brooms – Push  
        Brooms – Wet Mops – Flat Mop Technology – Mop  
        Wringers – Mop Rack – Floor Squeegee – Vacuum  
        Cleaners – Back-pack Vacuums – Bagless Technology –  
        Floor Machines  
    Miscellaneous Tools – Spray bottles – Pump-up Sprayer –  
        Cellulose Sponges – Scrub Sponges – Garbage and  
        Trash Cans – Measuring Cups – Door Wedge  
    Cleaning Substances – Water – Other Cleaning Agents –  
        Abrasives – Emulsifying substances – Alkaline Soap –  
        Neutral Soap – Oil or Soft Soaps – Synthetic Detergents  
        – TSP – Bleaches – Amonia

## **Course V: Certified Custodian Certification (Overview 1-4)**

Manual 1 Review: The Professional School Custodian

    What is School Custodianship?  
    Why is the Custodian so Important?

Custodial Qualities and Characteristics  
Evaluation and Promotion

Working With Others  
    The Custodian and the Public  
    The Custodian and Other School Personnel  
    The Custodian and Administrators  
    The Custodian and the Teachers  
    The Custodian and Other Support Staff  
    The Custodial Staff – Professional Colleagues  
    The Custodian and Students

The Custodial Job  
    Defining the Job  
    Learning the Job

Doing the Job  
Keeping the Job

## Manual 2 Review: Safety in School Operations

What is Safety?

Safety Areas

Chemical

Electrical

Fire

Physical

Lifting

Falling

Cuts and Wounds

Hand Tools

Particular Hazard Areas in Schools

Electricity

Physical

Emergency Planning

Fire Extinguishers

Emergency Lighting and Signs

## Manual 3 Review: Sanitation and School Housekeeping

What are sanitation and housekeeping?

Why are sanitation and housekeeping so important?

What is the custodian's role?

Housekeeping Definitions

Housekeeping Equipment

Housekeeping Cleaning Agents

Housekeeping Task Details

Housekeeping - Cleaning Special Surfaces

Sanitation: Cleaning and Sanitizing

Cleaning and Sanitizing Restrooms

Cleaning and Sanitizing Food Areas

Sanitizing - Cleaning Other Critical Areas

Sanitizing – Special Cleaning Problems

Body Fluid Control

Stain Removal

Waste Disposal

Pest Control

## Manual 4 Review: Floor and Carpet Care for Schools

Importance of Floor Care  
Removing Loose Dirt  
Cleaning with Liquids or Chemicals – Non-carpeted Floors  
Restoring Appearance – Non- Carpeted Flooring  
Cleaning with Liquids or Chemicals – Carpeted Floors

Other Tasks

**Course VI: Minor Maintenance and Climate Control Support:  
Structure & Energy Conservation for the School Custodian**

Introduction

What is Minor Maintenance?  
The Role of the Custodian  
Overview of the Manual

Major Task Area – Electrical

Understanding Electricity  
Troubleshooting  
Power Distribution  
Fuses/Circuit Breakers  
Replacement Of Damaged Plugs  
Troubleshooting For Malfunctioning Appliances  
To Replace A Female Plug  
    To Replace A Male Plug  
Incandescent & Fluorescent Bulbs  
    Troubleshooting Chart For Fluorescent Tubes  
    Replacing Bulbs  
    To Remove A Broken Light Bulb or Tube From Its Socket  
Simple Wiring  
    To Check For A Short  
    To Make and Use a Continuity & Voltage Tester

Glossary Electricity

Major Task Area – Carpentry

Miscellaneous Repair and Tools  
    Power Tools  
    Hand Tools  
Construction of Free Standing Shelves  
Construction of Wall Mounted Shelves  
Construction of Floor Mounted Shelves  
Repair of Furniture  
Miscellaneous Repairs  
Glossary Carpentry

Major Task Area – Plumbing

Plumbing and Tools



- Drains and Traps
- To Unstop a Clogged Toilet
- To Unstop a Sink Drain
- Leaks
- To Repair Leaking Faucets
- To Repair Leaky Pipe Joints
- To Repair Leaking Toilets
- Troubleshooting Chart For Leaking Toilets
- To Repair a Sloan Valve
- To Repair Toilet Handle
- To Repair Workings of a Water Closet Tank
- Sloan Flushometer Royal
- Sloan Flushometer Gem 2
- Glossary Plumbing

#### Major Task Area – Masonry

- Types of Masonry
- Tools
- Cement and Concrete
- To Mix Cement, Mortar, & Concrete
- To Patch Cracks & Holes
- To Construct A Concrete Slab or Other Object
- Bricks and Blocks
- To Clean Mortar or Blocks
- Repair Chipped or Cracked Mortar
- Process of Replacing Damaged Mortar
- To Repair Ceramic Tile
- To Replace Loose or Missing Tile
- To Re-Grout Tile
- Glossary Masonry

#### Major Task Area – Finishes

- Introduction
- Tools and Equipment
- Types and Selection
- Paint Chart
- Stain Chart
- Coating Chart
- Selection and Preparation
- Removing Old Paint
- Scraping Loose Paint
- Using Stripper
- Brush Use
- Roller Use
- Airless Sprayer Use
- Finish Various Surfaces
- Glossary Finishes

## Major Task Area – Heating, Ventilation, Air Conditioning System (HVAC)

Introduction

Types of HVAC Equipment

Custodial Tasks For HVAC Systems

Monitoring, Adjusting and Record Keeping

Preventive Minor Maintenance of HVAC Equipment

Preventive Tasks

Tips For Energy Conservation

Glossary Heating, Ventilation, Air Conditioning

## **Course VII: Grounds Care for Schools**

Introduction

Introduction and Role of The Custodian

Major Task Areas

Lawns

Establishing Lawns

Job Aide Chart – Lawn Grasses

Maintaining Lawns

Lawns - Watering

Recommended Method for Watering Florida Lawns

Lawns – Mowing

Lawns - Raking

Lawns - Fertilizing

Lawns - Thatching

Lawns – Disease, Pest, and Weed Control

Safety Precautions Working with Chemicals

Recreation Area

Planning and Establishing

Maintaining

Shrubs – Trees – Beds – Container Plantings

General Procedure for Planting Trees, Shrubs, and Other Ornamental Plants

Walkways - Patios – Parking Areas

Fencing and Retaining Walls

In Depth Information

Tree Repair

Holding Ponds

Planning and Preparation Details – Playgrounds

Athletic Fields

Construction

Program Guide

Equipment

Grounds Care Equipment

Hand Tools

Ground Sprinkler Charts

Power Tools  
Lawnmowers and Tractors  
Safety Rules  
Miscellaneous Tools

**Course VIII: Master Custodial Certification (Overview of 6-7)**

Introduction

What Is Minor Maintenance?

Major Task Area – Electrical  
Major Task Area- Carpentry & Miscellaneous Repair  
Major Task Area – Plumbing  
Major Task Area – Masonry  
Major Task Area – Finishes  
Finishing Plaster and Drywall  
Finishing Wood  
Finishing Masonry  
Major Task Areas – Heating, Ventilation,

Introduction – Definition of Grounds Care  
Introduction

Major Task Areas – Recreation Areas, Shrubs, Trees, Beds,  
And Container Plantings, Walkways, Patios,  
Parking Areas, Fencing and Retaining Walls  
Lawns  
Safety Precautions Working with Chemicals  
Recreation Areas – Maintenance  
Shrubs, Trees, Beds, and Container Plantings  
Walkways, Patios, and Parking Areas  
Fencing and Retaining Walls