CUSTODIAL TECHNICIAN

STUDENT GRADE RECORD
Career & Technical Education
WINDHAM SCHOOL DISTRICT

Student Name _____

TDCJ # _____

Instructor Name _____

Unit _____

WSD Certificate	Y / N

If I were hiring for this position, I would: (check one)

[_____] 0-No recommendation at this time.
(Cannot be used for Completers.)

[_____] 1-Hire this person and look no further.

[_____] 2-Interview this person along with other applicants

[_____] 3-Not hire this person.

Complete only if student attempted industry certification.

Name of Industry Certificate	Code	P/F
CMI, Custodial Technician-Level I	0421	
CMI, Custodial Technician-Level II	0422	
OSHA	0100	

I attest that all of the information reported on this form is true.

_____   _____
Instructor Signature   Date

Course Outline Modules	Module Test	Module Competency Rating
0. CTE Orientation		
1. CTE Safety		
2. Introduction		
3. Equipment, Supplies, and Storage		
4. The Chemistry of Cleaning		
5. Handling of Hazardous and Infectious Waste		
6. Basic Cleaning for Above-Floor Surfaces		
7. Basic Cleaning for Hard-Floor Surfaces		
8. Basic Cleaning for Carpeted-Floor Surfaces		
9. Soil Control		
10. Basic Cleaning for Restrooms/Shower Rooms		

Windham Module Test Average		x . 75		a	Completer
Windham End of Course Exam		x . 25		b	
	Windham Module Score (a + b=)			70+	
	% Competencies Completed			70+	
	Module Competency Rating			2.7+	

CUSTODIAL TECHNICIAN

STUDENT PROGRESS RECORD

RECORDING DIRECTIONS

SKILL RATING: Post the student's competency rating for each skill performed.
MODULE TEST SCORE: Enter the student's test score for the module.
MODULE RATING: Use the following scale to determine module rating:

[4] Skilled- Can perform competencies independently with no supervision.
[3] Moderately Skilled- Can perform competencies with limited supervision.
[2] Limited Skill- Requires instruction and close supervision to perform competencies.
[1] Unskilled- Exposed to concept, but no hands-on experience.
Note: When evaluating a student's module rating, skill performance should be given priority.

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0. CTE Orientation

Teacher Student
Initial   Initial

____ | _____ 1. Identify employment opportunities related to the course.

____ | _____ 2. Identify the number of classroom hours a student must attend to be considered as a completer.

____ | _____ 3. Identify the industry-recognized certification.

____ | _____ 4. Identify course expectations including:
- Working conditions
- Attendance expectations
- Instructor's expectations

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1. CTE Safety

Module Test Score _____
Minimum 100% Required

_____ *Module Rating (4, 3, 2, 1)*

_____ 1. Inspect personal protective equipment (PPE) to determine if it is safe to use (PPE should include safety goggles, hard hat, gloves, safety harness and safety shoes).

_____ 2 Properly don and remove personal protective equipment (PPE should include safety goggles, hard hat, gloves, safety harness and safety shoes).

_____ 3. Demonstrate safe lifting procedures.

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2. Introduction

Module Test Score _____

_____ *Module Rating (4, 3, 2, 1)*

_____ 1. The importance of cleaning.

_____ 2. Knowledge and skills.

_____ 3. Attitude and performance.

_____ 4. Efficiency.

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3. Equipment, Supplies, and Storage

Module Test Score _____

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4. The Chemistry of Cleaning

Module Test Score _____

_____ *Module Rating (4, 3, 2, 1)*

_____ 1. Identify the two basic types of soil and describe their differences.

_____ 2. List seven basic types of cleaning agents and explain their use.

_____ 3. Describe four different chemical actions involved in soil removal.

_____ 4. Identify three physical characteristics of cleaning agents.

_____ 5. Explain how to identify acidity or alkalinity and determine the strength of cleaning chemicals.

_____ 6. Describe personal safety precautions necessary when handling cleaning chemicals.

_____ 7. Identify the factors that effect cleaning chemistry.

_____ 8. Explain germ growth and reproduction and describe methods of germ control.

_____ 9. Describe the importance of disinfectant chemicals.

_____ 10. Identify seven types of disinfectants and explain how they are used.

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5. Handling of Hazardous and Infectious Waste

Module Test Score _____

_____ *Module Rating (4, 3, 2, 1)*

_____ 1. Identify types and characteristics of hazardous and infectious waste.

_____ 2. Explain proper hazardous chemical waste handling.

_____ 3. Describe the steps necessary to safely clean up body fluid spills.

_____ 4. List three parts of a hazardous communication program.

_____ 5. Describe types of information found on Material Safety Data Sheets (MSDS).

_____ 6. List six items that may be found on chemical warning labels.

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6. Basic Cleaning for Above Floor Surfaces

Module Test Score _____

_____ *Module Rating (4, 3, 2, 1)*

_____ 1. List types of custodial carts and trash collection receptacles.

_____ 2. Identify types of power cleaning equipment.

_____ 3. Name materials used for cleaning above floor surfaces.

_____ 4. Identify the types and uses of supplies used for cleaning above floor surfaces.

_____ 5. Explain procedures for proper trash handling.

_____ 6. Describe supplies and techniques used for dusting above floor surfaces.

_____ 7. Wash walls.

_____ 8. Clean and polish wood paneling.

_____ 9. Clean and refinish wood doors.

_____ 10. Clean metal doors.

_____ 11. Clean and polish kickplates.

_____ 12. Replace acoustical tile.

_____ 13. Clean flat glass and plexiglass.

_____ 14. Dust wood surfaces with masslin cloth and/or damp cloth.

7. Basic Cleaning for Hard Floor Surfaces

Module Test Score _____

_____ *Module Rating (4, 3, 2, 1)*

_____ 1. Identify types of mop buckets and wringers.

_____ 2. Describe different kinds of wet mop handles and holders.

_____ 3. Identify tools use to dust hard floor surfaces.

_____ 4. List types of floor machines and their accessories and describe how to use them.

_____ 5. Describe the types, use, care, and storage of materials used to clean hard floor surfaces.

_____ 6. Identify and explain supplies used for hard floor surface cleaning.

_____ 7. Sweep floors with broom and/or dust mop.

_____ 8. Demonstrate use of downward and side press mop bucket wringer, wash and treat dust mops and clean floor pads.

8. Basic Cleaning for Carpeted Floor Surfaces.

Module Test Score _____

_____ *Module Rating (4, 3, 2, 1)*

_____ 1. Identify types and uses of different vacuum cleaners.

_____ 2. Name materials used for basic carpet maintenance.

_____ 3. List carpet maintenance supplies and explain their proper use.

_____ 4. Explain how to vacuum both congested and open areas.

_____ 5. List types of carpet spots.

_____ 6. Vacuum upholstered furniture.

_____ 7. Shampoo upholstered furniture.

_____ 8. Vacuum carpet with a power broom.

_____ 9. Vacuum carpet with an upright.

_____ 10. Spot-clean, bonnet-clean, and brush clean carpet.

_____ 11. Laundry bonnet.

_____ 12. Shampoo carpet using dry foam machine, water extractor, and dry process.

_____ 13. Demonstrate use of carpet dryer/blower.

_____ 14. Snip piling and sprouting.

_____ 15. Apply soil retardant.

_____ 16. Re-stretch and comb carpet.

_____ 17. Repair seams and plug carpet.

9. Soil Control

Module Test Score _____

_____ *Module Rating (4, 3, 2, 1)*

_____ 1. Identify five types of building entrance mats.

_____ 2. Describe correct placement of entrance mats.

_____ 3. Explain the procedures of proper mat maintenance.

_____ 4. Explain the steps to take to safely use soil control matting.

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10. Basic Cleaning for Restrooms/Shower Rooms

Module Test Score _____

_____ *Module Rating (4, 3, 2, 1)*

_____ 1. Identify types of utility carts used by custodians.

_____ 2. Identify sprayers and pressure washers used to clean restrooms/shower rooms.

_____ 3. Describe materials used for basic restroom/shower room maintenance.

_____ 4. List cleaning chemicals and disinfectants and explain how they are used.

_____ 5. Identify different types of auxiliary restroom/shower room supplies and equipment.

_____ 6. Write thirteen steps of proper restroom/shower room maintenance procedures.

_____ 7. Demonstrate how to prepare cleaning solutions and describe mopping methods.

_____ 8. Write seven wet mopping safety procedures.

_____ 9. Demonstrate proper care of cleaning equipment.

_____ 10. Remove restroom trash, clean mirrors, and clean sinks.

_____ 11. Clean toilet stall, toilets, urinals, and sanitize restroom.

_____ 12. Sweep and mop floors and restock towel, soap, and tissue dispenser.

_____ Number of Skills Completed ÷

78 Number of Skills on SPR =

_____ **% of Skills Completed**

Conference

Date: _____ Hours in class: _____

Comments:

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Teacher initial: _____   Student initial: _____