

Custodial/Building Maintenance



The Custodial/Building Maintenance training program is designed to meet the entry-level workforce needs of any business that employs custodial, industrial cleaning, or skill and trade workers.

Expectations & Requirements

While on the job, you will be expected to display the following traits at all times:

- Punctuality and dependability
- Attention to detail and accuracy
- Cooperation
- Ability to actively listen
- Capacity to communicate effectively
- Self-control

LEARNING OBJECTIVES

- Service, clean, or supply restrooms.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Gather and empty trash.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- Dust furniture, walls, machines, or equipment.
- Strip, seal, finish, and polish floors.
- Clean and polish furniture and fixtures.
- Steam clean or shampoo carpets.
- Move heavy furniture, equipment, or supplies, either manually or by using hand trucks.
- Set up, arrange, or remove decorations, tables, chairs, ladders, or scaffolding to prepare facilities for events, such as banquets or meetings.
- Make adjustments or minor repairs to heating, cooling, ventilating, plumbing, or electrical systems.

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Minimum Entrance Requirements

Students wishing to enter the Custodial/Building Maintenance training program are not required to meet minimum academic levels in reading or math. However, students should be able to walk, stand, stoop, bend, and climb for moderate to prolonged periods of time, as well as be able to lift and carry 50lbs frequently and 100lbs occasionally. They should also be able to tolerate exposure to dust, allergens, noise, and chemicals. They should have good communication skills, vision, and functional use of hands, arms, prosthetics, and/or arm stick devices.

Course Duration and Sequence

Students wishing to complete the Custodial portion of the program should expect to spend approximately 3-4 months or 360 hours in training.

Students wishing to enter the Building Maintenance portion must first complete the Custodial track and obtain instructor permission prior to entering the Building Maintenance portion of the program. Those students who advance into the Building Maintenance track should expect to spend approximately 6-7 months or 720 hours in training.

Please note that, with the addition of ancillary services as well as individual pace, student completion timelines will vary.

Career Options

Upon completion of the Custodial/Building Maintenance training program, students will be ready to obtain entry-level employment in either of the following areas: Custodial Services or Building Maintenance.

- **Custodial Services:** Services, cleans, or supplies restrooms; sweeps, mops, scrubs, or vacuums floors; gathers and empties trash; clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees; dusts furniture, walls, machines, or equipment; strips, seals, finishes, and polishes floors; cleans and polishes furniture and fixtures; and performs other duties as required.
- **Building Maintenance:** Duties may be assigned in accordance to building procedures of individual establishments and may include a combination of custodial services such as sweeping, mopping, and vacuuming floors; gathering and emptying trash; cleaning windows; cleaning and polishing furniture; as well as performing basic carpentry, plumbing, masonry, painting, and electrical tasks.

All students enrolled in the Custodial/Building Maintenance training program will have the opportunity to obtain the Certified Custodial Technician certification from the Cleaning Management Institute.



Upon completing the Custodial/Building Maintenance training program, students may go on to work in a multitude of places including, but not limited to schools, office complexes, malls, etc.

