



# Training Checklist

EMPLOYEE:	DATE OF TRAINING:
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Please check each item after instructions are given and sign at the bottom acknowledging that training was completed.

## CHEMICALS

**Green - 802: Disinfectant; Blue - 2020: Glass and Surface Cleaner; Enviroblend: Bowl Cleaner**

- Proper mixture of the glass, window, & surface cleaner: **blue**
- Proper mixture of the disinfectant: **green**
- Use Enviroblend Bowl Cleaner on the inside of toilets
- Mixture for mopping floors: add 1 cap full of **green**

## EQUIPMENT

- Vacuums: how to change the bags & belts & clean after use
- Dispenser Units: how to change dispensers & check when cleaning a building
- Mop Buckets: how to fill & push; do not leave water in the bucket; hang mop after use
- Extension Cords: proper use, care, & storage

## SAFETY

- Locking the building: lock yourself inside the building; do not let anyone inside the building
- Gloves: when to use & proper removal
- Blood Borne Pathogens
- Wet Floor Signs: when & where to use wet floor signs
- SDS/Right to Know/GHS Hazard Communication

## BATHROOMS

- Cleaners must check/clean: mirrors, sinks, dispensers, partitions, walls, inside & outside of toilets & urinals, trash, floors (sweep & mop)

## DUSTING

- Computers
- Desks: do not move paperwork
- Phones: disinfecting
- Cobwebs: check corners
- Windows & window sills

## MOPPING

- Dust mopping & when to change mop heads
- Wet mopping & when to change mop heads

## VACUUMING

- Vacuum: behind doors, under trash cans, & under desks
- Do not vacuum: paper clips or wet carpet

## TRASH

- Do not stick your hands in a trash can
- Do not set trash on carpet
- Do not over fill trash & lift with your legs
- Lift with your legs

## OTHER

- Pay attention to details
- Work your entire shift. There is always something to do!
- Customer service: be polite & smile! **Service Motivated Integrity Loyalty Employees**
- Report all maintenance & safety issues to your manager: broken items, equipment, supplies needed, etc.



Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_