

**B U L L E T I N**  
Facilities Planning & Operations

Date: **October 20, 2008**

Subject: **CUSTODIAL TRAINING PROGRAM SCHEDULE**

From: Mike McGrew, Director of Facilities Maintenance & Operations

Attendance by all Custodians and Supervisors of Custodial Operations is mandatory.

Training times and locations are determined by the Supervisor of Custodial and Grounds Operations at each campus unless indicated otherwise.

FY2008-09 CUSTODIAL TRAINING PROGRAM		
TRAINING DESCRIPTION	DATE	LOCATION
<b>AUTOSCRUBBER:</b> Usage & Applications	Jul-08	Campus Specific
<b>Customer Service (Diane Martinez)</b> <i>mandatory for No. 2's and Administrative Support Staff</i> <i>(dinner will be served for swing shift training)</i>	8/8/2008 12:45-2:00 PM (day shift) 6:00-7:15 PM (swing shift)	District Office Board Room
<b>STRIP &amp; WAX:</b> Procedures & Safety	Aug-08	Campus Specific
<b>INDOOR ENVIRONMENTAL QUALITY</b>	Sep-08	Campus Specific
<b>CARPETS:</b> Cleaning & Maintenance	Oct-08	Campus Specific
<b>HAZARDOUS COMMUNICATIONS</b>	Nov-08	Campus Specific
<b>FLOORS:</b> High-Speed Machine Maintenance	Dec-08	Campus Specific
<b>BLOODBORNE PATHOGENS</b>	01/09/09	Campus Specific
<b>GRAFFITI:</b> Proper Remover Usage	Feb-09	Campus Specific
<b>WORK TECHNIQUES:</b> Proper Lifting, Ladder Safety,	Mar-09	Campus Specific
<b>BIOHAZARDS:</b> Clean-up & Disposal Methods	Apr-09	Campus Specific
<b>CHEMICALS:</b> Safe Usage & Cleaning Techniques	May-09	Campus Specific
<b>DUSTING:</b> Techniques and Vacuum Applications	Jun-09	Campus Specific

**Note:**

Facilities Managers, Engineers, Groundskeepers and Administrative Support Staff are invited to attend any or all of these training modules.