

Custodial

Curriculum Guide

Program Description

MCTI's Custodial Program is designed to train individuals to be capable, well-qualified building and commercial custodians. Through the use of up-to-date equipment, students apply the skills learned at on-campus job stations. Through hands-on training, students gain experience in daily cleaning and floor maintenance, stripping of floors, restroom sanitation, daily carpet cleaning and shampooing, and using and maintaining equipment. Students are also trained to follow work schedules and keep inventory.

Custodial Program Admission Requirements: None

U.S. Department of Labor Occupational Profile:

Students who most closely match the occupational profile for a Custodian are selected for enrollment.

- **Aptitude/Abilities:** Observation skills, interpersonal communications, job/task planning, follow/remember instructions, work without supervision
- **Work Keys:** Reading/Locating Information/Applied Math – 3 (less may be considered)
- **CASAS Scaled Score:** Reading & Math 216-225 (less may be considered)
- **Environment:** Exposure to wet/humid weather and hazardous, caustic chemicals
- **Physical Demands:** Heavy
- **Temperament:** Likes repetitive, physical work; enjoys working with hands

Certificate of Completion Programs (SOC Code):

- Custodial Support Worker (37-2011)
- Custodian (37-2011)

The Custodial Program is a two-term program and students are expected to complete both terms and exit as either a custodial support worker or a custodian.

The Custodial Support Worker certificate is for students who work best under the direction of a crew leader or supervisor. The Custodian certificate is for students who are capable of working independently.

Students must successfully complete the first term with an accumulated grade point average of 2.0 or better and good employability skills to advance to the second term.

Those students who successfully completed the first term with an accumulated grade point average of 2.0 and good employability skills, and are unable to continue to the second term, may receive the Custodial Support Worker certificate.

Required Courses for Certification

Students must demonstrate academic progress (satisfactory grade point average) and good employability skills to advance from term to term.

Core Courses/Custodial Support Worker

(First Term)

Course Number	Course Name	Credits
CU 101	Performing General Cleaning Procedures	3
CU 103	Custodial Duties Lab I	4
CU 105	Using Cleaning Chemicals	2
CU 107	Maintaining Floors	2
EC 117	Trade Math	1

Custodian or Custodial Support Worker

(Second Term)

Course Number	Course Name	Credits
CU 201	Applying Cleaning Procedures to Specialized Duty	2
CU 203	Custodial Duties Lab II	4
CU 207	Performing Periodic Floor Care	2
CU 208	Cleaning Carpet and Upholstery	2
CU 211	Using Specialized Equipment	2
CU 213	Equipment Maintenance	1

Electives

(Instructor Approval)

Course Number	Course Name	Credits
EC-100	Consumer Math	1
CU-109	Basic Building Maintenance 1	1
CU 120	Auto Detailing	1
CU 215	Custodial Support Worker Lab	12
CU 220	Custodial Team Lead	1
CU 222	Pool and Spa Operator	1

Instructors, program managers, and/or the referring counselor may recommend employability skills and elective classes based on the student's needs, abilities, interest and behaviors. Job Seeking Skills is required for all students anticipating to graduate from MCTI.

Course Descriptions

CU 101: Performing General Cleaning Procedures

This course with lab builds skills and knowledge necessary to work safely and cooperatively with fellow students (the crew) under the direction of the instructor (supervisor). Emphasis is placed on completing the job safely, within a certain time frame, and with quality while building general cleaning skills. **Topics covered:** Material Safety Data Sheets (MSDS), taking directions from a supervisor or lead worker, working with peers; cleaning floors, windows, stairs, elevators, drinking fountains, walls; collecting/emptying trash.

CU 103: Custodial Duties Lab I

During this lab students become proficient at performing basic custodial duties. Emphasis is placed on completing the job safely, within a certain time frame, and with quality. **Topics covered:** following supervisor directions and work orders, planning/preparing for the job, working cooperatively with crew members, meeting deadlines, job quality and safety; cleaning restrooms, stairwells, hallways, carpet, classrooms, locker rooms.

CU 105: Using Cleaning Chemicals

This class with lab focuses on building skills and knowledge so that the student can work safely with chemicals. Students learn how chemicals are packaged, labeled, mixed and applied, and how to select the right chemical product for the job. Class and lab. **Topics covered:** correct use of detergents, solvents and disinfectants; Material Safety Data Sheets (MSDS).

CU 107: Maintaining Floors

This class and lab focuses on correctly and safely maintaining floors and floor pads based on floor and pad type. Emphasis is placed on preparing and planning for the job and selecting the appropriate equipment and cleaning products for the job. The instructor also emphasizes following supervisor direction and work orders. **Topics covered:** Material Safety Data Sheets (MSDS), cleaning methods (broom, dust mop, wet mop, spray buffing), restoration methods and products, scrubbing procedures with/without power equipment, preparation and planning, following a supervisor's directions, work orders, schedules.

CU 109: Basic Building Maintenance I

In this class and lab students perform basic maintenance tasks commonly assigned to custodial staff. Emphasis is placed on safety, problem solving, and mechanical aptitude.

Topics covered: safety, problem solving, working with tools, caulking, electrical, ceiling tile, drywall repair, regulating door pressure, metal and wood door repair.

CU 120: Auto Detailing

This class with lab focuses on different techniques to clean vehicles both interior and exterior.

Topics covered: Material Safety Data Sheets (MSDS), degreasing, washing, buffing, polishing, vacuuming; cleaning carpet, windows, vinyl, metal, and scotch guarding.

CU 201: Applying Cleaning Procedures to Specialized Duty

This class and lab focuses on the student's ability to recognize cleaning problems and to act on them. Emphasis is placed on choosing the best solution and then to plan, prepare, and implement these solutions as a individual or as part of a team. Emphasis is placed on safety, self-motivation and attention to detail. **Topics covered:** Material Safety Data Sheets (MSDS); pad/machine/chemical/tool selection; prioritizing work areas, planning, clean-up procedures, labels and safety.

CU 203: Custodial Duties Lab II

During this lab, advanced custodial students become more proficient at performing the tasks of a custodian. Emphasis is placed on completing the job safely, within a certain time frame, and with quality; and on planning and preparing for the job.

Topics covered: safety, timeliness, quality of work, teamwork, following directions, problem solving; cleaning entryways, gyms, carpets, windows, hallways, kitchens, concrete, brick, resilient floors.

CU 207: Performing Periodic Floor Care

Students build their skills in cleaning floors and working with cleaning chemicals. In this class and lab students work individually or cooperatively within a team while stripping, refinishing, and/or generally maintaining floors. Emphasis on safety, quality of work, working within a timeframe, self-motivation, planning/preparation and cleanup. **Topics covered:** Material Safety Data Sheets (MSDS), square footage, floor finish, floor strippers, pH scale, floor pad selection, equipment selection, scrubbing and recoating.

CU 208: Cleaning Carpet and Upholstery

This course with lab covers how to clean carpet and upholstery using the correct cleaning techniques, extraction equipment, and chemical solutions for carpet type. **Topics covered:** Material Safety Data Sheets (MSDS), cosmetic cleaning, carpet shampooing, spot and stain removal, bonnet cleaning, steam cleaning, traffic patterns.

CU 209: Basic Building Maintenance II

In this course with lab, students with basic knowledge of building maintenance advance their knowledge and performance of maintenance tasks. **Topics covered:** safety, problem solving, mechanical aptitude, working with tools, repair and maintenance of common restroom areas.

CU 211: Using Specialized Equipment

This course is designed for students who need to learn how to run and maintain specialized custodial equipment in a variety of settings. Emphasis is placed on selecting appropriate equipment. Students are expected to use proper procedures before and after using equipment and to work safely.

Topics covered: safety and workplace skills, equipment selection, propane certification, floor machines, pressure washers, automatic scrubbers, propane equipment, burnishers, Kaivac system, wet and dry vacuums.

CU 213: Equipment Maintenance

This course is designed for the student who needs to learn how to maintain custodial equipment used on the job. Emphasis will be placed on following proper safety precautions, following directions in a manual, problem solving, and working with maintenance tools. **Topics covered:** safety precautions, batteries, pad holders, vacuums (bags, belts, and filters), solution and recovery tank clean-up, cord and hose maintenance, lubrication, filtration.

CU 215: Custodial Support Worker Lab

This course is designed for the student who needs more hands-on experience to become proficient in performing basic custodial duties. Emphasis is placed on completing the job safely, within a certain time frame, and with quality, under the direction of a supervisor or crew leader. **Topics covered:** following supervisor directions and work orders, planning/preparing for the job, working cooperatively with crew members, meeting deadlines, job quality and safety; cleaning restrooms, stairwells, hallways, carpet, classrooms, locker rooms.

CU 220: Custodial Team Lead

This course is for students who have shown above average soft skills/teamwork skills, and have demonstrated above average knowledge and ability in performing custodial duties. Focus is on leading/directing fellow students with assigned tasks. **Topics covered:** self-motivation, teamwork, motivating others, planning, preparation, organization, inventory control, conflict management, maintaining daily logs.

CU 222: Pool and Spa Operator

A self-paced, independent study course for students interested in becoming certified in pool and spa operation. The course covers the operation and maintenance of pools and saunas, techniques of chemical treatment filtration and mechanical systems. **Topics covered:** safety, equipment, manuals, daily monitoring schedules, routine chemical checks, pH scale.