

Custodial Curriculum Guide 2021-2022

Program Description

MCTI's Custodial Program is designed to train individuals to be capable, well-qualified building and commercial custodians. Using 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.

Program Admissions Requirements - Students who most closely match the **U.S. Department of Labor occupational profile** for the first exit point of a Custodial Support Worker are accepted for enrollment.

Aptitude/Abilities - Observation skills, interpersonal communications, job/task planning, follow/remember instructions, work without supervision

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

Entry-Level Pay - Starting pay may range from the current minimum wage to a higher amount depending on the location of the job.

Certificate of Completion Programs (SOC code):

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

The Custodial Program is a two-term program. Students may complete with a Custodial Support Worker certificate or with both Custodial Support Worker and Custodian certificate.

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 can work independently.

Required Courses for Certification

To advance from term to term, students must demonstrate academic progress (satisfactory grade point average of 2.0) and good employability skills.

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	2

Custodian (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 Needed)

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

Advanced Courses (Instructor Approval Needed)

Course Number	Course Name	Credits
CU 680	Independent Study	2-12
CU 690	Work Internship	6-12

Instructors, program managers, and/or the referring counselor may recommend employability skills and elective classes based on the student's needs, interest, and abilities. Additional terms or courses are initiated by the instructor and approved by the

Manager of Career and Technical Education programs. Job Seeking Skills is required for all students expecting 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.

EC 117 Custodial Trade Math - This course is designed for the student with little or no experience performing basic math. This course with lab will focus on building skills and knowledge, to apply with day to day assignments. **Topics Covered:** Addition, subtraction, multiplication and division will be the main topics.

CU 109 Basic Building Maintenance 1 - 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 an 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 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.