

# CUSTODIAL TRAINING GUIDE



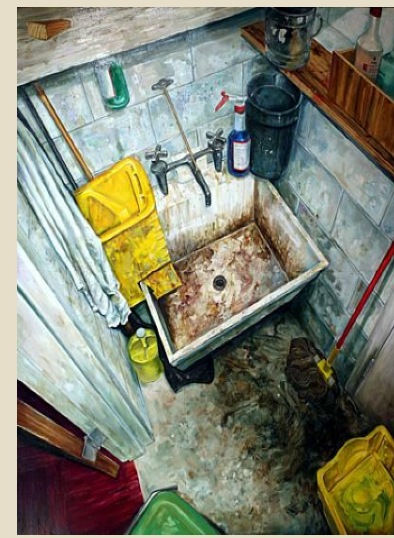
## CUSTODIAL CLOSETS



**THE GOOD**



**THE BAD**



**THE UGLY**

# Objectives and Materials



- Custodial closets should be cleaned on a regular basis to make it easier to locate and reach equipment and chemicals.
- Cleaning of the closets should be done as often as needed.

- Materials needed include:

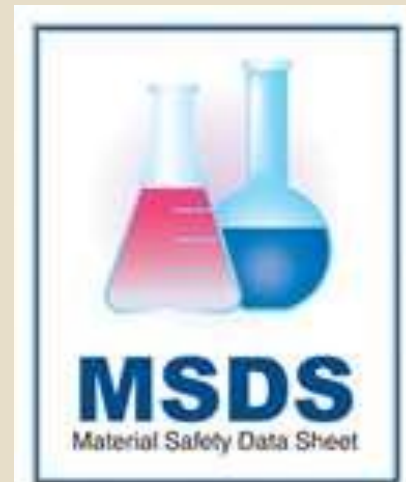
- gloves
- a rag or paper wipe
- foaming cleaner
- a broom
- a mop and bucket
- garbage bags



# Safety



- Keep these things in mind when cleaning and arranging the custodial closets.
- Keep information about cleaning chemicals.
- Do not overstock shelves.
- Do not put flammable chemicals near heat sources.
- Do not put heavy items on top shelves.
- Use caution when working on a ladder.
- Practice safe lifting techniques.



# Cleaning Procedure



- Begin by removing all items that are on the floor and placing them out of the way.
  - Vacuums, brooms, buckets, etc.
- Sweep and mop the floor thoroughly.
- Place wet floor signs around the area.
  - Mopping may not be necessary every time.
- Clean sinks and drains as needed.



# Cleaning Procedure continued...



- Sort products.
- Wear gloves.
- Products should be placed neatly on the shelves.
  - Place like products together.
    - ✦ cleaners with cleaners,
    - ✦ disinfectants with disinfectants.
- Throw away any unmarked bottles.
- Sort and arrange all equipment.



# Cleaning Procedure continued...



- Discard old or broken materials.
- Wrap up loose cords to prevent injury.
- Put items neatly back into the closet.
- Perform a final check of the closet.



# Summary



- Remove all items or from the floor.
- Sweep the floor thoroughly and mop as needed.
- Clean sinks and drains.
- Sort products.
- Sort and arrange equipment.
- Wrap up lose cords.
- Place items neatly back into closet.
- Perform a final check of the closet.

