

Outdoor Hand & Power Tools**Hours: 60**

This course will help students develop knowledge concerning a series of basic types of shovels, pruning shears, cultivators, limbers, loppers, rakes, mowers, string trimmers, blowers and other types of gasoline-powered tools. Emphasis will be placed on the proper use, care, storage and maintenance of these tools required in the grounds maintenance industry. Proper lifting as well as personal and co-worker safety is practiced.

Plant Care & Production**Hours: 75**

This course will provide basic knowledge of how plants are used and maintained in the landscape as well as in a greenhouse setting. Students will practice pruning and propagation techniques and gain an understanding of the importance of plant shapes, growth habits, placement and textures in a basic landscape design. Students will also play an integral part of the production and planting team in a working commercial greenhouse.

Advanced Building Maintenance & Safety**Hours: 75**

This course will provide instruction in performing the more advanced aspects of building maintenance. Students will learn the aspects of painting interior and exterior surface areas including trim; ladder use and safety; drywall repair; proper use and storage of industry related chemicals; measuring skills; and use of basic hand and power tools. Students will obtain proper work speed and stamina for competitive employment.

Orientation to Competitive Employment**Hours: 75**

This course will assist students in developing organization, productivity and independence on the job. Dependability, work tolerance, following instructions, adapting to work patterns, making independent decisions and positive work habits are reinforced and evaluated.

Total Building Maintenance Practicum**Hours: 165**

This course requires the student to complete a practicum/internship work experience at a business within this industry. A CCAC advisor and the on-site manager(s) will monitor the student's progress. Appropriate job matching of the student's work skill ability will be used to create a smooth transition from the training program to a local employment opportunity for employment success.

CCAC Nondiscrimination Policy

The college does not discriminate based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, sexual orientation, disability, marital status, familial status, veteran status, age or use of a guide or support animal because of blindness, deafness or physical disability of any individual. Questions may be addressed to diversity@ccac.edu.

Notifications of nondiscrimination and contact information can be found at www.ccac.edu, search keywords "notifications of nondiscrimination."

Individuals with disabilities who are requesting accommodations should contact the Supportive Services for Students with Disabilities office at 412.469.6215. This publication is available in alternate formats; contact 412.469.6215.

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Indoor/Outdoor Building Maintenance Training-TFP1-CDI-TSM-JMM-JUN12

Indoor/Outdoor Building Maintenance Training Program with Learning Supports



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CCAC

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Indoor/Outdoor Building Maintenance Training Program

The newest of CCAC's programs, the *Indoor/Outdoor Building Maintenance Training* program was launched in 2007. This training is offered at both CCAC–North Campus and CCAC–South Campus.

Students will develop the skills needed to obtain, secure and maintain employment in the indoor/outdoor building maintenance industry. The program provides an understanding of the basic tasks required to maintain a building and grounds and perform custodial maintenance for a school, hospital, nursing home, community office building or other facility.

The *Indoor/Outdoor Building Maintenance Training* curriculum provides an understanding and hands-on experience of daily operations and quality of work required in this profession. The instruction includes theory and hands-on training in the areas of safety, chemical safety, measurement, hand tool and power tool usage and identification, effective and appropriate work relationships, quality of work, communication and the skills necessary to acquire and maintain successful employment. This course will include each student completing a practicum work experience at a business within this industry.

Appropriate work habits are stressed throughout the program instruction. Field trips are built into the curriculum as a way of exposing students to the wide variety of commercial work sites.

In addition to skills and classroom training, employment skills, including resume development, job search linkage, application preparation, interviewing skills and proper work attire and grooming are taught. Job placement assistance is available to students who successfully complete training.

Criteria for acceptance into the *Indoor/Outdoor Building Maintenance Training* program include the ability to:

- use both hands and fingers to operate controls on equipment
- lift 50 pounds
- walk, sit, balance, climb, stoop, kneel, reach, crouch and crawl for extended periods of time
- work in inclement weather of extreme hot, cold or wet conditions
- work with environmental concerns such as grasses, dust, pollen, vibration of equipment, insects and loud noises
- learn, through hands-on training, the proper and safe operation and maintenance of specialized hand and power tools required in the field of indoor/outdoor maintenance
- follow oral (and/or written) instructions to complete a work assignment
- follow appropriate work behaviors
- commit to following CCAC policies and procedures

Students must also have the goal to obtain and maintain employment.

CCAC learning supports students receive all of the benefits of traditional students plus:

- transportation to and from downtown Pittsburgh
- when indicated, one-on-one student tutoring and program adaptation
- progress evaluation reviews with student and funding agency at least twice per semester
- individualized job matching and placement
- participation in CCAC commencement ceremony for graduates

Courses Offered

Introduction to Outdoor Maintenance

Hours: 90

This course will help students obtain an understanding of landscaping and grounds maintenance procedures used in the workplace. Occupational safety, potential hazards and various materials used in the industry will be covered. Special emphasis is placed on endurance, work attitude and safety.

Basic Indoor Building Maintenance & Safety

Hours: 150

This course will provide instruction in performing and understanding proper work place behaviors, work skill organization, work safety and adherence to workplace policy. Skills taught in this course include performance of simple cleaning skills, sweeping, mopping, vacuuming, bathroom sanitation, wall and window washing and total room cleaning. Students will display appropriate work behaviors using the learned and defined skills.

Employment Skills

Hours: 45

This course will help students progress through a series of employment lessons for obtaining and maintaining a job in the indoor/outdoor building maintenance industry. Communication, student assets and strengths are identified and worker rights and responsibilities will be discussed. In addition, students will collect data necessary for resume development and design, elements of a job application and interview skills. Practicum and employment sites will be identified.

Continued on the back