

New Employee Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Head Engineer: \_\_\_\_\_

Location: \_\_\_\_\_

Notes/Observations During First Week:

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Plan to train the items listed below in the first week. Observe their area at least once a week.

Topic	Date	Trainer Initials	Comments
Introduction to Staff			
Review of Uniform Expectations			
Reporting for Work			
Call-in Procedures			
Break Times			
Tour of Area			
Cleaning Chemical Use			
Daily Checklist			

Please complete within two weeks of the employee's start date.

Once complete, send a scan or copy to [custodial@spps.org](mailto:custodial@spps.org) and your Custodial Supervisor.

Customer Service			
Entryway Cleaning			
Bathroom Cleaning			
Cleaning Resource Guides			
Reporting Maintenance Issues			
Technology Use			
Quicklist Review			
Advanced Topics (list topics below as needed)			

Signature of Head Engineer: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Employee Trained: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete within two weeks of the employee's start date.  
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