



Task Title: Understanding a Custodian's Responsibilities

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description:

Learner will read a Summer Cleaning Checklist to understand a caretaker or custodian's job responsibilities.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2

Materials Required:

- Access to a computer or other digital device (if preferred)
- Pen and paper (if preferred)

Task Title: CustodianResponsibilities_E_A2.2

Learner Information

Many organizations hire custodians, also known as caretakers, cleaners, or general maintenance workers to clean and take care of their buildings.

Scan the sample Summer Cleaning Checklist.

Summer Cleaning Checklist

Post a copy of this form on the door of each room to be cleaned and sign after each item is complete.

Room # _____ ☐ All garbage picked up and removed _____ ☐ Map/Setup of room

1. Furniture: ☐ Cleaned _____ ☐ Removed _____

2. Carpets: ☐ Vacuum, roll up and move out _____

3. Lights: ☐ Change all burnt bulbs, cleaned fixtures _____

4. Dusting: ☐ High (lights, clocks, ledges, walls, vents, grills) _____
☐ Blinds/window coverings _____

5. Wipe/Clean/Scrub:

☐ Walls/Doors/ Door Frames _____ ☐ Glass/Windows _____

☐ Counter tops/sinks _____ ☐ Chalk boards and rails _____

6. Floors: ☐ Sweep/scrape gum etc. _____

☐ Scrub _____ ☐ Strip _____

☐ Seal _____ ☐ Floor Finish _____

7. Washrooms/Change rooms:

☐ Vents/Grills _____ ☐ Fixtures _____

☐ Glass/Mirrors _____ ☐ Partitions _____

☐ Doors/Frames _____ ☐ Walls/Floors _____

8. Furniture: ☐ Put all furniture back and re-vacuum carpet if necessary _____

9. Lockers: ☐ Garbage Removed _____ ☐ Inside cleaned _____
☐ Front facing cleaned _____ ☐ Graffiti removed _____

Please note any repairs below:

Work Sheet

Task 1: What season does the cleaning on this checklist happen?

Answer:

Task 2: What are the two things the custodian is expected to do with the form?

Answer:

Task 3: List two things that a custodian must do to clean floors.

Answer:

Task 4: List two things that a custodian must do to clean lockers.

Answer:

Task 5: What does the custodian do if something needs to be repaired?

Answer:

Answers

Task 1: What season does the cleaning on this checklist happen?

Answer: Summer

Task 2: What are the two things the custodian is expected to do with the form?

Answer:

- Post a copy of the form on the door of each room to be cleaned
- Sign after each item is complete

Task 3: List two things that a custodian must do to clean floors.

Answer: Any two of the following:

- Sweep/scrape gum
- Scrub
- Strip
- Seal
- Finish floor

Task 4: List two things that a custodian must do to clean lockers.

Answer: Any two of the following:

- Remove garbage
- Clean inside locker
- Clean outside locker / front facing
- Remove graffiti

Task 5: What does the custodian do if something needs to be repaired?

Answer: Makes a note on the bottom of the checklist form

Task Title: CustodianResponsibilities_E_A2.2

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	Performs limited searches using one or two search criteria			
A2.2	Extracts information from tables and forms			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):
