

SCHOOL\_\_\_\_\_

**STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION**

INSTRUCTOR\_\_\_\_\_ PHONE NUMBER\_\_\_\_\_

STUDENT NAME:

ADDRESS:

TOWN:            STATE: ME    ZIP:

PARENT NAME:

SOCIAL SECURITY NO:

CIP CODE: 46.0401 BUILDING MAINTENANCE

GENERAL GOALS FOR THE STUDENT LEARNER: AN INSTRUCTIONAL PROGRAM THAT PREPARES INDIVIDUALS TO KEEP A BUILDING FUNCTIONING: SERVICE A VARIETY OF STRUCTURES INCLUDING COMMERCIAL AND INDUSTRIAL BUILDINGS AND MOBILE HOMES. INCLUDES INSTRUCTION IN THE BASIC MAINTENANCE AND REPAIR SKILLS RELATED TO THE AIR CONDITIONING, HEATING, PLUMBING, ELECTRICAL, AND OTHER MECHANICAL SYSTEMS.

OBJECTIVES TO BE COMPLETED BY THE STUDENT LEARNER:

1. UNDERSTANDING THE VALUE OF MAINTAINING A BUILDING FOR THE LANDLORD.
2. TRIMS GRASS AND BUSHES AROUND THE GROUNDS.
3. POLICES THE COMPANY GROUNDS TO REMOVE LITER AND WOOD WASTE PIECES.
4. PAINTS ASSIGNED PROJECTS AND BUILDINGS.
5. ASSIST ON MAINTENANCE REPAIR PROJECTS AND OBSERVES THE PROCESS FROM START TO COMPLETION.
6. PERFORM ALL OTHER ASSIGNED DUTIES GIVEN TO BY THE SUPERVISOR.

SKILLS THE STUDENT SHOULD ACQUIRE DURING HIS/HER TRAINING PROGRAM:

1. KNOWLEDGE OF BASIC HAND TOOLS
2. PREPARATION OF WALLS FOR APPLICATION OF PAINT.
3. KNOWLEDGE OF THE VARIOUS PAINTS FOR SELECTIONS FOR INTERIOR AND EXTERIOR JOBS.
4. ABILITY TO FOLLOW DIRECTIONS WHILE WORKING INDEPENDENTLY.
5. UNDERSTANDING OF BASIC MAINTENANCE AND ITS VALUE TO A BUILDING.
6. CLEANING OF TOOLS UPON COMPLETION OF JOB.
7. UNDERSTANDING OF THE BASIC APPLICATIONS DEALING WITH THE STRUCTURES THAT ARE BEING WORKED ON.
8. OBSERVATION OF POSSIBLE REPAIR PROJECTS IN ADVANCE TO SAVE CONSTRUCTION COST FOR LANDLORD OR SUPERVISOR.
9. PROPER CLEAN UP AND PLACEMENT OF ALL HAZARDOUS MATERIALS. .
10. REPLACEMENT OF ALL TOOLS AND EQUIPMENT UTILIZED FOR FUTURE USE.
11. COMPLIANCE WITH ALL POLICIES, RULES, AND REGULATIONS OF ALL BUILDINGS.
12. CLEANING OF WORK AREA ON A DAILY BASIS.
13. COOPERATION WITH ALL CO-WORKERS.
14. THE ABILITY TO PLAN AND ORGANIZE WORK AND TASKS.
15. BE LOYAL TO YOUR EMPLOYER.
16. SHOVEL WALK WAYS AND HELP WITH SNOW REMOVAL

SAFETY FEATURES THE STUDENT SHOULD KNOW ABOUT HIS/HER PLACE OF EMPLOYMENT:

1. FIRST AID KIT
2. FIRE EXTINGUISHERS
3. FIRE DOOR EXITS
4. HOW TO DIAL 911
5. ALL EMERGENCY PHONE NUMBERS
6. SAFETY GLASSES
7. EAR PLUGS
8. HARD HAT IN HARD HAT AREA
9. EYE WASH STATION LOCATION AND PROPER USE OF
10. SPRINKLER SYSTEMS
11. ALL SAFETY STANDARDS THAT THE EMPLOYER EXPECTS OF EMPLOYEES
12. EMERGENCY FIRST AID PROCEDURES.