

SCHOOL_____

STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION

INSTRUCTOR_____ PHONE NUMBER_____

STUDENT NAME:

ADDRESS;

TOWN: STATE: ME. ZIP:04967

PARENT NAME:

SOCIAL SECURITY NO:

CIP CODE: 46.0401 BUILDING MAINTENANCE (Cleaning)

GENERAL GOALS FOR THE STUDENT LEARNER: AN INSTRUCTIONAL PROGRAM THAT PREPARES INDIVIDUALS TO KEEP MANUFACTURING/PRODUCTION BUILDINGS CLEAN AND SANITARY. CUSTODIAL SERVICE TRAINING THAT CAN CARRY OVER INTO ALL LARGE SCALE CLEANING AND SANITATION AREAS. INCLUDES INSTRUCTION IN THE PROPER USE OF CLEANING TECHNIQUES, MATERIAL AND CLEANING EQUIPMENT. THE LEARNER WILL ACQUIRE TIME MANAGEMENT AND ORGANIZATIONAL SKILLS ALONG WITH SAFETY TRAINING.

OBJECTIVES TO BE COMPLETED BY THE STUDENT LEARNER:

1. UNDERSTANDING THE VALUE OF CLEANLINESS AND PROPER SANITATION.
2. KNOW HOW TO ACQUIRE AND REPLACE SUPPLIES.
3. KNOW THE PROPER USE OF CLEANING SUPPLIES.
4. KNOW HOW TO TAKE AND FOLLOW INSTRUCTIONS.
5. UNDERSTAND THE IMPORTANCE OF TIME MANAGEMENT.
6. LEARN THE PROPER METHODS FOR CLEANING AND PAINTING OF INTERIOR WALLS.
7. ADJUSTING TO CHANGES IN THE ROUTINE.

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

1. COMMUNICATION WITH SUPERVISOR AND CO-WORKERS.
2. DIFFERENT CLEANING TECHNIQUES.
3. PROPER HANDLING OF CLEANING MATERIALS.
4. PREPARATION OF WALLS FOR PAINTING.
5. ABILITY TO FOLLOW DIRECTIONS AND WORK INDEPENDENTLY.
6. CLEANING AND PROPER STORAGE OF TOOLS AND SUPPLIES.
7. REPLACEMENT OF SUPPLIES AND EQUIPMENT AS NECESSARY.
8. COMPLIANCE WITH ALL POLICES, RULES AND REGULATIONS WHILE ON THE JOB.
9. THE ABILITY TO PLAN AND ORGANIZE WORK AND TASKS.
10. ESTABLISHING A ROUTINE THAT IS THE MOST EFFICIENT AND EFFECTIVE FOR THE JOB.

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

1. 1 .FIRST AID KIT
2. FIRE EXTINGUISHERS
3. FIRE DOOR EXITS
4. HOW TO DIAL 911
5. EMERGENCY PHONE NUMBERS
6. FIRE BLANKET
7. SPRINKLER SYSTEM
8. MISC. SAFETY AREAS
9. PROTECTIVE CLOTHING
10. EAR PROTECTION
11. EYE PROTECTION
12. HAND PROTECTION
13. EYE WASH STATION AND PROPER USE OF
14. HARD HAT IN HARD HAT AREA
15. EMERGENCY FIRST AID PROCEDURES
16. ALL SAFETY STANDARDS THAT THE EMPLOYER EXPECTS OF EMPLOYEES