

BUILDING AND GROUNDS WORKER (FUNDAMENTALS) (60 Hours)

Course No.: 79-75-50

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signature verifies completion of course competencies)

A. **ORIENTATION** (6 hrs)

- _____ 1. Scope and purpose of course
- _____ 2. Professionalism of maintenance worker
- _____ 3. Duties of B and G worker
- _____ 4. Health and Safety duties/procedures
- _____ 5. Terms relating to custodial work
- _____ 6. Proper flag etiquette

B. **SAFETY REGULATIONS** (3 hrs)

- _____ 1. Safety rules for chemical use
- _____ 2. OSHA regulations
- _____ 3. Safety guidelines as listed on an MSDS form
- _____ 4. The pH scale & its relevance to chemicals

C. **SAFETY PROCEDURES** (7 hrs)

- _____ 1. Laws regarding personal safety
- _____ 2. Various hazardous conditions
- _____ 3. Using a ladder safely
- _____ 4. Perform proper lifting techniques
- _____ 5. Proper use: Fire extinguishers
- _____ 6. BGW responsibilities in case of fire
- _____ 7. Proper procedure of waste disposal
- _____ 8. Procedures to insure electrical safety
- _____ 9. Safety test

D. **GROUNDS, YARD, AND LAWN CARE** (6 hrs)

- _____ 1. Operate a power vacuum yard sweeper
- _____ 2. Weed removal from paved/unpaved areas
- _____ 3. Proper pruning methods for trees/plants
- _____ 4. Operate rotary power lawnmower
- _____ 5. Operate a power lawn edger
- _____ 6. Operate power weed cutter/trimmer
- _____ 7. Operate a power yard blower
- _____ 8. Proper maintenance/use of tools/equipment

E. **REGULAR HARD FLOOR MAINTENANCE** (8 hrs)

- _____ 1. Resilient/non-resilient floor compositions
- _____ 2. Use of dust mop and floor brush
- _____ 3. Categories of floor cleaning chemicals
- _____ 4. Use and dilution of floor cleaning chemicals
- _____ 5. Perform wet mop, damp mop, and spot mop
- _____ 6. Spray buffing and burnishing of floors
- _____ 7. Proper care and use of tools
- _____ 8. Other duties involved in the sweeping process

F. **FLOOR CARE (PROJECT CLEANING)** (6 hrs)

- _____ 1. Proper chemical dilution ratios of chemicals
- _____ 2. Proper use of floor stripping chemicals
- _____ 3. Identify floor compositions/types
- _____ 4. Scrub & strip floors
- _____ 5. Apply floor finishes
- _____ 6. Perform spray buffing & high speed burnishing
- _____ 7. Wood floor screening and sealing

G. **CARPET MAINTENANCE** (3 hrs)

- _____ 1. Identify carpet types
- _____ 2. Vacuum carpets
- _____ 3. Proper chemical dilution ratios for carpet care
- _____ 4. Remove spots and stains
- _____ 5. Proper care and use of tools

H. **CARPET CARE (PROJECT CLEANING)** (3 hrs)

- _____ 1. Proper use of carpet cleaning chemicals
- _____ 2. Dilution of carpet cleaning chemicals
- _____ 3. Demonstrate various carpet cleaning methods
- _____ 4. Demonstrate traffic lane cleaning
- _____ 5. Proper care and use of cleaning equipment

I. **DUSTING, WALL CARE, & GLASS CLEANING** (6 hrs)

- _____ 1. Explain importance of dusting

- _____ 2. Identify cloths, mops, special tools used
- _____ 3. Differentiate between dry and damp dusting
- _____ 4. How often dusting must be done
- _____ 5. Perform low dusting
- _____ 6. Perform high dusting
- _____ 7. Demonstrate hand method of wall washing
- _____ 8. Spot wash walls and woodwork
- _____ 9. Wash Venetian blinds and furniture
- _____ 10. Clean interior and exterior glass

J. SANITARY FACILITIES (6 hrs)

- _____ 1. Proper use of carpet cleaning chemicals
- _____ 2. Importance of infection control
- _____ 3. Restroom routine, order of performance
- _____ 4. Demo listed cleaning/disinfecting techniques
- _____ 5. Demo techniques for deep cleaning areas

K. EMPLOYABILITY SKILLS (6 hrs)

- _____ 1. Identify sources for job openings in field
- _____ 2. Accurate, legible, and complete application
- _____ 3. Writing of a cover letter and résumé
- _____ 4. Prep procedures for effective interview
- _____ 5. Role-play an interview
- _____ 6. Identify potential employers
- _____ 7. Qualities needed to maintain employment
- _____ 8. Customer service as way to build business
- _____ 9. Entrepreneurial opportunities in field