

MAINTENANCE SUPERVISOR: SCHEDULING PRACTICES (60 Hours)

Course No.: 79-75-80

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. Understand value of good work schedule
- _____ 2. Components: maintenance labor allotments

B. SCHEDULING FREQUENCY OF CLEANING TASKS (3 hrs)

- _____ 1. Identify daily tasks
- _____ 2. Identify weekly tasks
- _____ 3. Identify monthly tasks
- _____ 4. Identify semi-annual and annual tasks
- _____ 5. Priorities when adjusting tasks to hours

C. CLEANING STANDARDS (3 hrs)

- _____ 1. Cleaning standards for all listed areas
- _____ 2. Acceptable cleaning time/task standards

D. TIME AND MOTION STUDIES/FULL SURFACE INVENTORY/WORK TIME SURVEY (12 hrs)

- _____ 1. Full Survey inventory for listed school types
- _____ 2. Adjust tasks to reflect available staffing
- _____ 3. Interpret/explain listed documents
- _____ 4. Demo assignment of duties to tasks

E. CUSTODIAL WORK SCHEDULES (12 hrs)

- _____ 1. Organize/write work schedules
- _____ 2. Design work routine for listed school types
- _____ 3. Prepare contingent work schedule

F. WORK-TIME SURVEYS AND MAINTENANCE WORK SCHEDULES (12 hrs)

- _____ 1. Hours allocated vs actual hours available

G. SCHEDULING RECESS, ANNUAL, AND YEAR-ROUND CLEANING (3 hrs)

- _____ 1. Identify total labor hours available for tasks

- _____ 2. Tasks to be performed during cleaning periods
- _____ 3. Use time standards to determine task times

H. IMPLEMENTATION OF CUSTODIAL WORK (3 hrs)

- _____ 1. Understand factors in distributing work load
- _____ 2. Emergency situations and work schedules

I. REVIEW AND EVALUATION (6 hrs)

- _____ 1. Prepare work time survey/schedule as given