

SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION  
COURSE OUTLINE

**SECTION I**

**SUBJECT AREA AND COURSE NUMBER**

HMID 500

**COURSE TITLE**

CUSTODIAL TRAINING

**TYPE COURSE**

NON-FEE

**CATALOG COURSE DESCRIPTION**

To acquaint the student with the duties, functions and responsibilities related to custodial occupations. (FT)

**LECTURE/LABORATORY HOUR**

3 hours per week  
(for 6 weeks)

**ADVISORIES**

NONE

**RECOMMENDED SKILL LEVEL**

NONE

**INSTITUTIONAL STUDENT LEARNING OUTCOMES**

1. Social Responsibility  
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication  
SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking  
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development  
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

COURSE OBJECTIVES

At the end of the course the student will:

1. Describe custodial responsibilities that will prevent accidents to persons or property where he/she is providing service.
2. Describe the proper procedure for reporting accidents and other occurrences in his/her work area.
3. List the various types of flooring and describe the type of maintenance each requires
4. Develop custodial skills in the following areas.
  - 4.1. Equipment use and maintenance.
  - 4.2. Detail work.
  - 4.3. Mopping vacuuming and dusting.
  - 4.4. Floor maintenance.
  - 4.5. Carpet care.
  - 4.6. Restroom maintenance.
  - 4.7. Emptying waste receptacles.
  - 4.8. Elevators.
  - 4.9. Windows and mirrors.
5. Recognize various types of soil and identify the products, equipment and procedures used for removing a particular type of soil.
6. Identify various types of custodial equipment and cleaning supplies and describe their proper use.
7. Demonstrate the ability to use cleaning equipment and cleaning products in a safe manner.
8. List various techniques used for job search and interviewing.

**SECTION II**

COURSE CONTENT AND SCOPE

1. Custodial Responsibilities
  - 1.1. Prevention of accidents and/or damage to person(s) or property

COURSE CONTENT AND SCOPE (CONTINUED)

- 1.2. Scheduling of maintenance activities
2. Procedure For
  - 2.1. Reporting accidents to person(s) or property
  - 2.2. Reporting other occurrences
3. Types of Flooring and Maintenance
  - 3.1. Resilient floors
    - 3.1.1. Wood
    - 3.1.2. Vinyl and vinyl asbestos
    - 3.1.3. Cleaning procedure and equipment needed
  - 3.2. Composition floors
    - 3.2.1. Concrete, terrazzo and marble
    - 3.2.2. Maintenance
    - 3.2.3. Equipment and supplies needed
4. Soil Identification and Procedure for Removal
  - 4.1. Types of soil
  - 4.2. Procedures for soil removal
  - 4.3. Equipment and supplies needed
5. Skill Development in the Following Areas
  - 5.1. Equipment selection
  - 5.2. Detail work
    - 5.2.1. Baseboard cleaning
    - 5.2.2. Wall washing
    - 5.2.3. Furniture maintenance
      - 5.2.3.1. Upholstered pieces
      - 5.2.3.2. Tables
      - 5.2.3.3. Lamps and light
      - 5.2.3.4. Metal hardware
      - 5.2.3.5. Other
    - 5.2.4. Window coverings – draperies and venetian blinds
  - 5.3. Mopping, vacuuming, dusting
    - 5.3.1. Damp mopping
    - 5.3.2. Dust mopping
    - 5.3.3. General dusting
  - 5.4. Floor Maintenance
    - 5.4.1. Resilient floors
    - 5.4.2. Composition floors
  - 5.5. Carpet care
    - 5.5.1. Vacuuming
    - 5.5.2. Shampooing
  - 5.6. Restroom maintenance
    - 5.6.1. Sanitizing agents and practices
    - 5.6.2. Equipment and supplies
  - 5.7. Emptying of waste receptacles
  - 5.8. Windows and mirrors
6. Equipment and Cleaning Supplies
  - 6.1. Types of equipment

COURSE CONTENT AND SCOPE (CONTINUED)

- 6.2. Types of cleaning products
- 6.3. Procedures for use
- 7. Safety
  - 7.1. Operation of equipment
  - 7.2. Mixing and use of various cleaning products
  - 7.3. Fire safety
  - 7.4. Prevention of accidents and damage
- 8. Job Search and Interviewing Techniques
  - 8.1. Job search techniques
  - 8.2. Application forms
  - 8.3. Interviewing
    - 8.3.1. Information interviewing
    - 8.3.2. Job interviewing
      - 8.3.2.1. Closing interview
      - 8.3.2.2. Wage negotiation
  - 8.4. Rights and responsibilities of employer and employee

APPROPRIATE READINGS

NONE

WRITING ASSIGNMENTS

NONE

OUTSIDE ASSIGNMENTS

NONE

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

NONE

EVALUATION

The student and the teacher will evaluate the success of the course using student evaluations of the course content and the teacher in addition to one or more of the following:

1. The student will demonstrate the ability to operate cleaning equipment.
2. The student will take a pre-test and a post-test.
3. Student attendance and class participation.

METHOD OF INSTRUCTION

Lectures, demonstrations, films, laboratory experience, and field trips.

TEXTS AND SUPPLIES

Preference of instructor.

Bibliography supplied by the Consumer and Home Economics Department upon request.

PREPARED BY Phyllis Cooper/Marge Howe DATE Fall 1981

REVISED BY Phyllis Cooper/Marge Howe DATE January, 1984

REVISED BY Instructional Services, SLOs added DATE March 10, 2017

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100  
California Community Colleges, Title 5, Section 55002  
Continuing Education Catalog