

Staff member: _____

Start Date: _____

New Maintenance/Custodial Staff Orientation

New employees will receive orientation to the HISD during the first 30 days of employment. New employees must alert the supervisor of any un-addressed topics at the end of the 30 days.

Topic	Responsible Party	Date Done or NA
Grounds/Building Care		
Best Practices in Cleaning Methodologies	Supervisor	
Carpet Care and Equipment Use Pertaining to Carpet Care	Supervisor	
Floor Finishing Technologies	Supervisor	
Instruction on Light Maintenance Techniques for Custodial Staff Members (Basic Electrical, Carpentry, Door Hardware)	Supervisor	
Instruction on Wood Floor Care and Other Hard Surface Floor Care	Supervisor	
Small Equipment Repair (Vacuums, etc.)	Supervisor	
Classroom Procedures		
CPI Training (within six months of hire)	CPI Team Member	
District Policies and Procedures		
Building Access – locking and unlocking the building, key fobs	Secretary	
Confidentiality Policy (shared and discussed)	Principal and SafeSchools	
Dress Code	Handbook and Principal	
Email Access and Policies	Tech Department	
Emergency Response Procedures	Supervisor	
Identification Badge/Photo Id	Tech Department	
Mailboxes – check daily, how to send mail	Office Secretary	
Mandatory Reporting Procedures	Principal and SafeSchools	
Phone Use – how to access voicemail, leave messages	Tech Department	
Recycling and Shredding	Office Secretary	
Requisition Process	Business Office	
School Dude for Custodial or Tech Support	Tech Department	
Staff Absence Procedures (Skyward and AESOP)	Business Office	
Staff Evaluation Process and Timelines	Principal	
Staff Handbook	Principal and SafeSchools	
Start and End Work Times, Lunch Times	Principal	
Travel Out of ISD Process for Trainings	Business Office	
Website – public and private pages	Principal	
Personnel Matters		
Resolving Staff Conflict	Principal and Safe Schools	