

## Employee Training Record

Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Topics	Initial Instruction			Follow-Up		
	Date	Instructor	Trainee Initials	Date	Instructor	Trainee Initials
<b>Cleaning</b>						
<b>Common Areas</b>						
Entrances						
Glass Cleaning						
Hallways						
Elevators						
Door Frames, Latches, Jambs						
Stairwells & Landings						
Vending Areas						
Laundry Areas						
<b>Restrooms</b>						
Toilets						
Sinks/Fixtures						
Mirrors						
Dispensers						
Showers						
Floors						
<b>Dusting</b>						
Walls						
High Dusting						
Blinds						
<b>Trash</b>						
Trash Removal						
Trash Cans						
Trash Rooms						
<b>Basic Floor Care</b>						
Dust Mopping						
Wet/Damp Mopping						
Baseboard Cleaning						
<b>Basic Carpet Care</b>						
Vacuuming						
Carpet Spotting						

## Employee Training Record continued

Topics	Initial Instruction			Follow-Up		
	Date	Instructor	Trainee Initials	Date	Instructor	Trainee Initials
<b>Explanation of Large Equipment</b>						
Wet Vac						
Extractor						
Matador/Low Speed						
High Speed/Burnisher						
<b>Explanation of Chemicals</b>						
Disinfectants						
General Purpose Cleaners						
Glass Cleaners						
Degreasers						
Neutral Cleaners						
Easy Scrub						
Ajax						
HOUSEHOLD & UNAPPROVED CLEANERS						
Other						

I acknowledge receipt of the above policies, explanations,  
and cleaning methods and agree to follow and abide by them.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_