

Employee Training Record

Name: _____

Date of Hire: _____

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

Employee Training Record continued

Topics	Initial Instruction			Follow-Up		
	Date	Instructor	Trainee Initials	Date	Instructor	Trainee Initials
Explanation of Large Equipment						
Wet Vac						
Extractor						
Matador/Low Speed						
High Speed/Burnisher						
Explanation of Chemicals						
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: _____