

WKU Building Services

Method of the Week July 2014 - June 2015 Training Schedule

Week #	Date(s)	Topic of Training	Week #	Date (s)	Topic of Training
1	6/30-7/6	Cornerns Edges /Stripping	28	1/5-1/11	Top Scrubbing
2	7/7-7/13	Floor Stripping	29	1/12-1/18	Trash Can Cleaning
3	7/14-7/20	Floor Finishing / Wax and/or Sealer Applications	30	1/19-1/25	Office Cleaning: Include Telephone Cleaning
4	7/21-7/27	Top Scrubbing Floors	31	1/26-2/1	Cleaning Drinking Fountains Properly
5	7/18-8/3	Wall Washing: Complete	32	2/2-2/8	Dust Mopping Correctly
6	8/4-8/10	Window Washing: All areas including window sill and ledges.	33	2/9-2/15	Mopping Correctly
7	8/11-8/17	Carpet Bonneting	34	2/16-2/22	Window Blinds and Vents: Damp Dusting / Vacuum - Clean
8	8/18-8/24	Carpet Spotting	35	2/23-3/1	Upholstery Vacuum/Clean
9	8/25-8/31	Equipment/Custodial Cart Cleaning	36	3/2-3/8	Buffing Floors
10	9/1-9/7	Custodial Closet Stocking and Cleaning	37	3/9-3/15	Customer Service
11	9/8-9/14	7 Step Cleaning Process (Modify according to current chemical uses, and proper distribution methods (bottle not bucket)	38	3/16-3/22	Employee Hygiene
12	9/15-9/21	Interior Entrance Cleaning	39	3/23-3/29	Stainless Steel and Metal Surfaces
13	9/22-9/28	Exterior Entrance Cleaning	40	3/30-4/5	Vacuuming
14	9/29-10/5	Police Cleaning	41	4/6-4/12	Carpet Extraction
15	10/6-10/12	Absentee Cleaning: Going the Extra Mile	42	4/13-4/19	Using the Automatic Floor Machine
16	10/13-10/19	Chalkboard/Whiteboard Cleaning - Eraser Cleaning	43	4/20-4/26	Locker Rooms/Computer Rooms
17	10/20-10/26	Cleaning Door Frames, Latches and Jambs	44	4/27-5/3	Trash Removal / Recycle Removal
18	10/27-11/2	Stairway and Landing Cleaning	45	5/4-5/10	Lobby Areas
19	11/3-11/9	Elevator Cleaning	46	5/11-5/17	Shower Cleaning
20	11/10-11/16	Restroom Cleaning	47	5/18-5/24	Baseboard Cleaning
21	11/17-11/23	Employee Care: Hand Washing for Safety	48	5/25-5/31	Rover Duties
22	11/24-11/30	Mopping of Corridors and Open Areas	49	6/1-6/7	Burnishing Floors
23	12/1-12/7	High Dusting/Low Dusting	50	6/8-6/14	Using your PPE's Correctly: Gloves, Goggles and More!
24	12/8-12/14	Dispenser Servicing: Soap, and Paper Products	51	6/15-6/21	Equipment Preventative Maintenance Checklist
25	12/15-12/21	Upholstery Spotting	52	6/22-6/28	Conference Room / Lab Cleaning

No Method of Week Provided:

Weeks 11/22/14 -1/04/15 (Christmas Break)