SYLLABUS

DATE OF LAST REVIEW: 7/10/14
CIP CODE: 46.0401
SEMESTER: Departmental Syllabus
COURSE TITLE: Custodial Training
COURSE NUMBER: BPMT0104
CREDIT HOURS: 1
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Department Syllabus
OFFICE HOURS: Department Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: Departmental Syllabus

KCKCC-issued email accounts are the official means for electronically communicating with our students.

PREREQUISITES: OSHA 10 Recommended.

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

COURSE DESCRIPTION: This is the basic course in Custodial Training. The course topics include: Environmental Sustainability. Every aspect of the custodial trade. Materials, tools, and special techniques needed to successfully complete custodial tasks, including room cleaning, equipment, scheduling, floor finishing, wet and dry mopping, lavatory, buffing, stripping waxing, tile cleaning. This course will provide the student with opportunities for practical hands-on applications. Students may earn a special certificate in floor care technician.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels,
conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

**COURSE OUTLINE:**
I. Operational Tasks: General Cleaning
   A. Introduction
   B. Wet Mopping
      1. Spot mopping (General)
   C. Dry Cleaning Floors
      1. Buffing
      2. Reconditioning
      3. Patch Waxing
      4. Hand Stripping
   D. Floor Machine
   E. Floor Maintenance Material
      1. Cleaners
      2. Sealers
      3. Finishes
   F. Care and Maintenance Equipment and Materials
      1. Equipment
      2. Materials
   G. Environmental Sustainability
      1. Environmentally safe waste disposal.
      2. Life cycle analysis.
      3. Recycled material.
      4. Low VOC emissions.
      5. New “green” materials.
      6. New “green” methods and practices.
      7. “Low impact” designs.

**EXPECTED LEARNER OUTCOMES:**
A. The student will be able to identify and perform floor finish methods.
B. The student will be able to identify and perform floor preparation methods.
C. The student will be able to identify and describe environmental sustainability.

**COURSE COMPETENCIES:**
*The student will be able to identify and perform floor finish methods.*

1. The student will be able to identify and demonstrate safe and correct floor finishing on all types of flooring.
2. The student will be able to identify and demonstrate safe and proper procedures for buffing, reconditioning, waxed floors, patch waxing, and hand stripping.
3. The student will be able to identify and demonstrate proper wax application.
4. The student will be able to identify and demonstrate proper machine stripping.

_The student will be able to identify and perform floor preparation methods_
5. The student will be able to dry clean the floor in preparation for wet cleaning.
6. The student will be able to wet mop floor in preparation for finish application.

_The student will be able to identify and describe environmental sustainability_
5. The student will be able to identify and describe recycled materials by label and industry practice.
6. The student will be able to identify and define “low emission” and give two examples.
7. The student will be able to identify and describe new “green” materials now being introduced or currently used in this industry.
8. The student will be able to identify and describe new “green” practices and methods being instituted or currently employed within this industry.
9. The student will be able to identify and explain the term “low Impact” as it relates to the environment.

ASSESSMENT OF LEARNER OUTCOMES:
Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation

SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center, in Rm. 3354 or call at: 288-7670.