

# FSPMA

Florida School Plant Management Association

## Professional School Custodian Certification Program



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This custodial training program was established in 1959 by the State of Florida Department of Education as an in-service training program for public school custodians to upgrade and update the quality and quantity of custodial services throughout the state. Then in 1994, the Department of Education asked the Florida School Plant Management Association to take over this responsibility.

In addition to the certificate programs, FSPMA has a **Certified Custodial Instructor** program that certifies college and school board staff to teach the certificate programs.

### The programs offered are:

The **Certified Custodian**, which involves 64 hours and five courses and tests. The courses are:

- Course 1:** The Professional Custodian: The People and the Job (8 hours)
- Course 2:** Safety in School Operations (8 hours)
- Course 3:** Sanitation and School Housekeeping (16 hours)
- Course 4:** Floor and Carpet Care for Schools (16 hours)
- Course 5:** Certified Custodian Certification (Overview classes 1-4) (16 hours)

The second certificate is the **Master Custodian**, which involves an additional 40 hours and three courses and tests. The courses are:

- Course 6:** Minor Maintenance and Climate Control Support: Structure and Energy Conservation for the School Custodian (16 hours)
- Course 7:** Grounds Care for Schools (8 hours)
- Course 8:** Master Custodian Certification (Overview classes 6 and 7) (16 hours)

Another certificate is offered for **Leadership** through Course 9: Leadership Skills: Transition to Supervisor

In addition, the certificate for **Certified Custodial Instructor** is obtained by completing the Master Custodian course, the Instructor Certification course and three days of teaching while being supervised by a certified custodial instructor.



## FSPMA mission

**Our organization was established in 1960 with three main objectives:**

- Determine the nature, extent, and quality of non-instructional services required for the educational program, and to promote the development of these services by establishing the acceptable policies, standards and practices.
- Develop a working relationship with school administrators, managers, non-instructional and instructional personnel to foster the programs through adequate facilities and environment.
- Promote the professional advancement of school plant maintenance, operation, safety, energy management and environment.

### Custodial training committee

The committee meets at least four times a year to review the Custodial Training Manual and to set guidelines and policies for the Custodial Training Program. The committee plans training workshops and assists in developing the CEU courses for the conference. It also serves as a forum for exchanging ideas relating to custodial services in schools. Cleaning procedures are discussed as well as personnel issues such as employee recognition and improving morale.

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## The FSPMA Custodial Certification Program



### Course 1: The Professional School Custodian: The People and the Job (8 hours)

This course covers how a custodian should work with teachers, administrators, students, the public and each other. This course focuses on good communication skills, chain of command, what is included in a good job description, record keeping and staffing. It also covers the best techniques for interviewing, hiring, orientation and training, evaluations and promotions.

### Course 2: Safety in School Operations (8 hours)

This course offers training in chemical, electrical, fire and physical safety. It covers lifting techniques, falling, cuts and wounds, access for the disabled and hand tools. Emergency planning, first aid, accident reporting, notice of injury forms and material safety data sheets also are covered in this course.

### Course 3: Sanitation and School Housekeeping (16 hours)

This course features training on the latest technology and products for sanitation and school housekeeping. It also covers equipment, cleaning agents, tools and supplies, and housekeeping tasks such as ceilings, windows, walls, furniture, general-use areas, classrooms, offices and hallways.

The course features sanitizing methods for controlling microbes, cleaning and sanitizing restrooms, cleaning restroom fixtures, and cleaning and sanitizing food areas. Special cleaning problems such as body fluid control, bloodborne pathogens, waste disposal and pest control, stain removal, disinfectants and bacteriology are included in this course.

### Course 4: Floor and Carpet Care for Schools (16 hours)

This course offers an in-depth explanation of the different types of flooring, as well as the benefits of each type and different methods for cleaning them. This includes wood, resilient flooring, masonry, carpeting and epoxy floors. This course covers all types of equipment and the differences between cleaning methods, as well as chemicals used to clean these surfaces. It also includes stain removal, methods for extending the life of flooring through proper walk-off mats, and the best schedules for vacuuming.

### Course 5: Certified Custodian Certification (Overview 1-4) (16 hours)

This course is an overview of Courses 1-4. After completing Courses 1-5, the custodian will receive a Certified School Custodian certificate.

### Course 6: Minor Maintenance and Climate Control Support: Structure & Energy Conservation for the School Custodian (16 hours)

This course covers electricity, carpentry, plumbing, masonry, finishes and HVAC that a custodian may be asked to maintain. It also covers how to do these tasks safely and when to call an expert.

### Course 7: Grounds Care for Schools (8 hours)

This course covers types of grasses, watering, mowing, raking, fertilizing, thatching, weed and pest control, recreation areas, shrubs and trees, walkways and fencing. This course focuses on the types of equipment and tools used in lawn care and how to safely use them. In addition, the course will focus on the safety of students and staff in relation to poisonous plants on school grounds.

### Course 8: Master Custodial Certification (Overview of 6-7) (16 hours)

This course is an overview of Courses 6 and 7. After completing Courses 1-8, the custodian will receive a Master School Custodian certificate.

### Module 9 Leadership Skills: Transition to Supervisor (16 hours)

This course is designed to give guidance to custodians who have been promoted to a supervisory position, whose goal it is to become a supervisor, or who are already in a supervisory role. This course covers topics such as: management styles, staffing formulas, time and budget management, communication, conflict resolution, customer service and stress management. What makes this course different than other leadership classes is that it specifically address the issues that school and college custodial supervisors have.

### Custodial Instructor Certification Course (16 hours)

This course is offered to custodians who have completed the master custodian certification and wish to be certified to teach the program at their school district or college. A additional three days of supervised teaching are required to obtain an instructor certification.

## Certification and Recertification Requirements

### ■ Certification/recertification to keep skills current

All custodial training certificates will expire after five years unless the owner recertifies using the guidelines below. The intent is to institute best practices in the industry to ensure safe and efficient operations, as well as ensure the continuing education of all FSPMA certificate holders.

### ■ Requirements for Certified Custodian

**Certification:** Complete the Certified Custodian course with a minimum grade of 85%.

**Recertification:** Complete and document 10 CEUs within five years of certification. CEUs can be from presentations at the FSPMA annual conference or approved in-service training. Submit a record of training to the Custodial Training Committee Chairman for approval and assignment of CEUs at the next committee meeting. CEUs usually equal one CEU per hour of class.

### ■ Requirements for Master Custodian

**Certification:** Complete the Master Custodian course with a minimum grade of 85%.

**Recertification:** Complete and document 10 CEUs within five years of certification. CEUs can be from presentations at the FSPMA annual conference or approved in-service training. Submit a record of training to the Custodial Training Committee Chairman for approval and assignment of CEUs at the next committee meeting. CEUs usually equal one CEU per hour of class.

### ■ Requirements for Certified Custodial Instructor

**Certification:** Prerequisite – Complete the Master Custodian course or equivalent training approved by the FSPMA Board. Complete the Certified Custodial Instructor five-day course.

**Recertification:** Complete and document 40 CEUs within five years. A minimum of 20 CEUs must be earned at FSPMA-sponsored events. Submit a record of training to the Custodial Training Committee Chairman for approval and assignment of CEUs. CEUs usually equal one CEU per hour of class.