

Employee Training Evaluation

TRAINING ACTIVITY	Explain & Demonstrate Activity	Employee Competence (Supervisor to initial)	TRAINING ACTIVITY	Explain & Demonstrate Activity	Employee Competence (Supervisor to initial)
-------------------	--------------------------------	---	-------------------	--------------------------------	---

SWEEPING – DUST MOP

AIM OF TASK			OVERLAP		
OPEN FLOOR AREA			SCRUB TO EDGES		
REGISTERS			SCRUBBING AND STOPPING		
SWEEP TO ONE AREA			DOUBLE SCRUBBING		
UNDER GONDOLAS METHOD A			SCRUBBING MACHINE MAINTENANCE		
UNDER GONDOLAS METHOD B			CHECK BATTERIES DAILY		
FINAL SWEEP			CHARGE THE BATTERIES		
MOPPING			CLEAN VAC FILTER		
AIM OF TASK			WASH OUT TANK		
MOP BUCKET AND MOP			CHANGE THE PADS		
FILING AND MIXING			MACHINE CLEANLINESS		
WRINGING OUT THE MOP			SCRAPPING AND SCOURING		
GONDOLA EDGES			AIM OF TASK		
GONDOLA END			BLOB		
UNDER GONDOLAS			AROUND FEET		
GENERAL EDGES			EDGES		
BEHIND SCRUBBING MACHINE			BLADE COVER		
REMOVE SCUFF MARKS			TOILET CLEANING		
TOILETS ETC.			AIM OF TASK		
MAINTENANCE			TOILET, PANS, LIDS		
GAS BUFFING MACHINE			BASINS & TAPS		
AIM OF TASK			LEDGES, DRYER		
EAR MUFFS			WIPE DOORS, VENTS		
STARTING MACHINE			SWEEPING & MOPPING		
STOPPING MACHINE			ZIG ZAG BUFF		
GENERAL OPERATION			AIM OF TASK		
OVER LAP			STARTING MACHINE		
SINGLE BUFFING			OPERATING MACHINE		
GAS BUFF MAINTENANCE			SPRAY BUFFING		
CHECK THE OIL DAILY			ZIG ZAG BUFF MAINTENANCE		
CLEAN THE FILTER DAILY			CHECK BRUSH OR PAD		
CHANGE THE PAD			CHECK ELECTRIC LEAD		

Employee Training Evaluation

TRAINING ACTIVITY	Explain & Demonstrate Activity	Employee Competence (Supervisor to initial)	TRAINING ACTIVITY	Explain & Demonstrate Activity	Employee Competence (Supervisor to initial)
MACHINE CLEANLINESS			VACUUM CLEANER		
SCRUBBING MACHINE			AIM OF TASK		
AIM OF TASK			STARTING MACHINE		
FILING THE MACHINE			OPEN AREAS		
MIXING THE DETERGENT			AROUND FITTINGS		
EMPTYING THE MACHINE			VACUUM CLEANER MAINTENANCE		
STARTING AND SCRUBBING			EMPYING BAG		
WATER CONTROL			CHECKING LEAD		

Date:	Employee Name (Print)	Signature	Supervisor's Name	Signature	Area