# **GFNY Janitor Training Policy**

**Environmental Services – ESFM Tesla GFNY**

## **📌 Purpose**

Ensure janitorial staff perform daily cleaning and support tasks **safely, efficiently, and in compliance with Tesla GFNY standards**.

## **🎓 Core Training Modules**

* **OSHA Janitorial Safety** – slip/fall prevention, sharps and hazard awareness, safe lifting.
* **PPE Compliance** – gloves and safety shoes are required at all times.
* **Chemical Safety & SDS Review** – safe handling, labeling, and storage of cleaning agents.
* **Emergency Awareness Basics** – alarms, evacuation routes, and incident reporting.

## **🛠️ Role-Specific Training**

* **Cleaning Standards** – restrooms, cafés, offices, lobbies, and production spaces.
* **End-of-Shift Cart Reset & Laundry Return** – carts fully stocked, rags/mops returned.
* **Trash & Recycling Separation** – correct liners, bins, and sorting practices.
* **CMMS Use (Jira/Work Orders)** – complete daily work orders and note deficiencies.

## **📍 Zone-Specific Training**

**Restrooms**

* Check/replace dispensers (toilet paper, towels, soap, feminine products).
* Odor control protocols (fresheners, deep-clean rotation).

**Cafés / Kitchenettes**

* Wipe/sanitize appliances (microwaves, fridges, coffee machines – exterior only).
* Trash/recycling replacement and surrounding area sweep.
* Restock napkins, paper towels, and soap.

**Offices / Conference Rooms**

* Clean and reset whiteboards.
* Wipe furniture, sanitize chairs, straighten layouts.

**Lobbies / Entrances / Security**

* Clean glass and badge readers.
* Wipe counters, sanitize high-touch surfaces.
* Reset furniture to neat, professional presentation.

**Warehouses / Production Areas**

* Line-side trash and recycling collection.
* Keep dock areas free of debris.

**Exteriors / Grounds**

* Trash pickup at parking lots, bus shelters, and sidewalks.
* Goose droppings and litter removal.
* Walk-off mats cleaned, replaced when saturated.

## **⏱️ Training Frequency**

* **Onboarding:** All new janitors must complete full training before unsupervised assignments.
* **Semi-Annual Refresh:** Mandatory retraining on safety, PPE, and chemical handling every 6 months.
* **Weekly Toolbox Talks:** Ongoing refreshers on hazards, best practices, and operational updates.

⚠️ **Important Note:**  
 Janitorial staff represent the **frontline of Tesla GFNY cleanliness and safety**. Failure to follow training, PPE rules, or QR/CMMS compliance is considered a performance violation and may result in corrective action.