

[TRAIN/EVAL] Training Sign off Sheet:

Use a new sheet on each training 1 through 6

How to use:

Use a new sheet of this form on Trainings 1 through 6. Each training (1 through 6), the Lead Trainer and/or Mentor must fill out both the Trainee Card, which is a different document than this Sign off Sheet and one new copy of this Sign off Sheet form. This form is collected by the Lead Trainer and/or Mentor at the end of each training service and is returned to the GCS office by the Lead Trainer/Mentor

Seattle Natural Cleaning dba Green Cleaning Seattle - Eco-Maid & Otium-Maid Services™
Date/Time:
Green Cleaner's (trainee) Name (please print):
Trainer's/Mentor's Name (please print):
What Number Training (IE 1 through 6): #
Client(s) Name (please print):
Condition of home to start (circle one) Well-Maintained / Maintained / So-So / Dirty / Very Dirty
Type of Service (circle one) Standard / Deep / Mo-in/Mo-out / Etc

Lead Trainer/Mentor:

Note at least one comment/feedback under each category (1-6) below:

1. Personal/Professional:

Trainer/Mentor Comments:

2. Safety/Safety Policy:

Trainer/Mentor Comments:

3. Products/Supplies:

Trainer/Mentor Comments:

4. Kitchen OR Bathrooms:

Trainer/Mentor Comments:

5. Quality/General Areas:

Trainer/Mentor Comments:

6. Timing/Pacing:

Trainer/Mentor Comments:

1 of 2 Trainee initial here: _____

7. When to Call the Office:

Trainer/Mentor Comments (lock in rate/time, report hrs, do you know how to collect payment,, etc):

Discipline Policy

This is the standard GCS policy: Any violations to the GCS Accident Prevention Policy and/or GCS Handbook policies and/or Manual policies are subject to discipline through the following system. All GCS employees are also subject to random on-site and off-site evaluations while on duty:

- 1. Evaluation and written warning:** If it is found, through an on site evaluation or is otherwise observed or reported, that an employee has violated any aspect of the GCS company policy including the safety policy/APP, Green Cleaning procedures/product use, the company Manual, the company Handbook, the confidentiality and non-compete laws, or any other company policy, GCS will issue this (and/or another) written warning and/or put the employee on probation
- 2. Another evaluation to insure problems are resolved:** GCS will conduct another evaluation of the employee; if is found that the employee is still violating company policy, the employee will receive a pay cut back to training wage and/or probation and/or a suspension will be issued
- 3. Follow-up on evaluation:** After up to six (6) weeks of #2, if employee corrects problems and policy violations, GCS will reissue the full hourly pay and may increase hours; OR if problems and policy violations are not resolved, GCS has the right to terminate employment on grounds of misconduct

Green Cleaner (Trainee) Name (Print) I, _____ acknowledge to have received the above noted training on the indicated date from the below noted GCS Trainer/Mentor.

Green Cleaner (Trainee) Signature: _____ *** Date:** _____

Note: Signing this form does not necessarily conclude personal agreement, but rather acknowledgment of the above noted points

Trainer/Mentor Name (Print) I, _____, have showed the above noted Trainee this evaluation form, and explained all areas that the cleaner did not fully understand, and answered all questions to the best of my ability; I have further instructed the Trainee to contact the Green Cleaning Seattle office for additional help and support as needed. I have also reminded the Green Cleaner of the policy on indoor-only, rubber-sole shoes, which must be worn at all times during client services, and on the above noted GCS safety policy measures.

Trainer/Mentor Signature: _____ **Date:** _____