

Cleaning Staff Training Needs Assessment

STEP 1: Identify all the critical tasks that your cleaning staff currently does. These can be fairly general at the moment. For example: Clean all bathrooms, clean hallways, clean classrooms, etc. Whatever is relevant for you. **STEP 2:** Rate how well you think you're doing in thos areas so far based on this scale:

1 - Needs Major Improvement 2 - Needs Some Improvement 3 - This is Okay 4 - This is Good 5 - This is Excellent

Critical Tasks	Rating	Issue

Print multiple copies of this sheet if you need more space for more tasks!

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STEP 3: On the previous page(s), for every task you rated as a 3 or BELOW, fill in what you think the main issue is that contributed to your rating. Are mirrors streaked? Floors sticky? **STEP 4:** For every relevant task, fill out the form below. Write the task and issue in the boxes indicated. Then break the tasks out into all the steps required to satisfactorily complete it.

Task: <input type="text"/>		Issue: <input type="text"/>
#	<i>Step Description</i>	<i>Training Issue</i>

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