

SPED C085N: MAINTENANCE BASICS

Item	Value
Curriculum Committee Approval Date	11/17/2023
Top Code	309900 - Other Commercial Services
Units	0 Total Units
Hours	40 Total Hours (Lecture Hours 16; Lab Hours 24)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Open Entry/Open Exit	No
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

Introductory course designed to develop basic assessment, knowledge, and techniques of residential and commercial custodial caretaking. Integrated field experience includes an exploratory survey of typical hands-on and mechanized job tools and duties. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Successfully recall basic caretaking practices traditionally useful for application in commercial and residential settings.
2. Successfully maintain the interior working spaces of a commercial or residential site by safely following simple cleaning directions, using correct tools, and employing proper techniques.

Course Objectives

- 1. Follow simple directions.
- 2. Identify and differentiate basic caretaking responsibilities.
- 3. Demonstrate basic maintenance skills responsibly in a commercial setting.
- 4. Safely utilize appropriate tools and supplies with minimal supervision.
- 5. Plan and complete a specific custodial skill within the class time limits.
- 6. Clean and store all maintenance supplies following participation in a routine janitorial task.
- 7. Make use of caretaking skills as personal independent living skills.

Lecture Content

Safety Personal Class Tools Clothing Custodial Task Identification One-Time Tasks Routine Maintenance Tool Identification Name Purpose Correct/Incorrect Use Care: Cleaning and Storage Individual Caretaking Responsibilities Floors Sweep Mop Vacuum Bins Gather Empty Clean Windows Dust Clean glass Window Sills Dusting Tools: hard to reach Dusting solvents Survey and Report Broken Ornamental/Structural Fixtures (Lights, Windows, Doors, Elevators) Broken Accessibility

Features (Ramps, Curbs, Handrails, Signage) Broken Vending Machines, Empty Paper Towel/Toilet Paper Dispensers Leaks, Spills, Vandalism Community Stewardship

Lab Content

Safety Identify hazards to self, others, building Secure rooms/buildings Class Tools Clothing Lifting Procedures Custodial Task Identification One-Time Tasks or Routine Maintenance: Daily, Weekly, Monthly, Quarterly, Annually Tool Identification Name Purpose Correct/Incorrect Use Care: Cleaning and Storage Demonstration of proper use, care, and storage Individual Caretaking Responsibilities Floors Sweep Mop Vacuum Clean and store tools Bins Gather Empty Clean and re-bag Windows Dust Clean glass Window Sills Dusting Tools: hard to reach Dusting solvents Masks, Gloves Survey and Report Broken Ornamental/Structural Fixtures (Lights, Windows, Doors, Elevators) Broken Accessibility Features (Ramps, Curbs, Handrails, Signage) Broken Vending Machines, Empty Paper Towel/Toilet Paper Dispensers Leaks, Spills, Vandalism Community Stewardship

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Enhanced NC Lab (NC2)
- Online Enhanced NC Lect (NC5)
- Online Enhanced NC Lab (NC6)
- Live Online Enhanced NC Lect (NC9)
- Live Online Enhanced NC Lab (NCA)

Instructional Techniques

1. Lecture and discussion of important concepts 2. Discussion of related current issues 3. Class assignments including hands-on problem solving and independent responsibilities. 4. Guest Speakers 4. Peer supported evaluation

Reading Assignments

There are no reading assignments.

Writing Assignments

There are no writing assignments.

Out-of-class Assignments

Student will complete one out-of-class assignment.

Demonstration of Critical Thinking

Direct observation of standard practices.

Required Writing, Problem Solving, Skills Demonstration

The completion of a student maintenance project.

Eligible Disciplines

Special education: Minimum qualifications for these faculty members are specified in title 5, section 53414. Master's degree required. Title 5, section 53414

Other Resources

1. Coastline Library 2. Handouts and worksheets provided and distributed by Instructor