

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor:	ABM Onsite Services Clark County Custodial Apprenticeship Committee		
Skilled Occupational Objective: Facilities Custodial Service Technician 1			
Term/OJT Hours:	3000	Total RSI Hours:	310
Training Provider: ABM Onsite Services			

- By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice and assures that:
 1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
 2. The RSI is coordinated with the on-the-job work experience.
 3. The RSI is provided in safe and healthful work practices in compliance with WISHA and applicable federal and state regulations.

	Dean Fewkes
Signature of Program Sponsor	Print Name

- By the signature placed below, the **training provider** assures that:
 1. The RSI will be conducted by instructors who meet the qualifications of "competent instructor" as described in WAC 296-05-003.
 - a. Has demonstrated a satisfactory employment performance in his/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional-technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
 2. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

Signature of Training Provider	Print Name
	Clark Community College
Title	Organization

(If additional training providers, please provide information and signatures on next page.)

SBCTC Program Administrator has reviewed RSI plan and recommendations of the Trade Committee.

Signature of SBCTC Program Administrator	Print Name	Date

SBCTC recommends approval SBCTC recommends return to sponsor

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8-13-15 JR

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Additional training provider (if necessary)

	Dean Fewkes
Signature of Training Provider	Print Name
Regional Manager	ABM Onsite Services
Title	Organization

Additional training provider (if necessary)

Signature of Training Provider	Print Name
Title	Organization

Additional training provider (if necessary)

Signature of Training Provider	Print Name
Title	Organization

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Program Sponsor:

ABM OnSite Services Clark County Custodial Apprenticeship Committee

Skilled Occupational Objective: **Facilities Custodial Service Technician 1**

NOTE: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and review committee.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration
- Defined 12-month school year
- 2,000 hours of on-the-job training

Element/course: Intro to Apprenticeship	Planned Hours: 11
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study Provided by: SEIU Local 49, ABM Onsite Services	
Description of element/course: An overview of the structure of the JATC and a review of the procedures for program registration, recording work and RSI hours, college course registrations, educational requirements (job specific) and work experience. Includes: <ul style="list-style-type: none">• Company overview, policy, handbook, time cards, and orientation video (Employment Relations & Communications)• Apprenticeship program (Employment Relations & Communications)• School environment (Employment Relations & Communications)• Intro to Union (Employment Relations & Communications)• New hire training and quiz (Employment Relations & Communications)• Accurate Reporting of OJT & RSI Hours (Employment Relations & Communications)	

Element/course: Industrial First Aid and Safety	Planned Hours: 16
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study Provided by: ABM Onsite Services	
Description of element/course: Red Cross first aid including CPR. Meets the standards set by OSHA for persons governed by the Dept. of Labor and Industries and fulfills requirements for vocational certification. Includes: <ul style="list-style-type: none">• First Aid/CPR (Safety)• Personal protective equipment. (Safety)• Barricade training. (Safety)• Hazcom training. (Safety)• Asbestos Safety & Reporting (Safety, Employment Relations & Communications)• Accident Reporting (Safety, Employment Relations & Communications)• Manlift Safety (Safety)• Monthly Safety Trainings-12 topics (Safety, Employment Relations & Communications)	

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Element/course: Intro to Computer Information Systems	Planned Hours: 33
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study	

Provided by: Clark Community College Description of element/course: Overview of computer information systems, introduces computer hardware, software, procedures, systems and human resources exploring their integration and application in society. Includes: <ul style="list-style-type: none"> BTEC 105: Introduction to Computing (Employment Relations and Communications, Cleaning Equipment & Supplies, Facilities Operating Responsibilities)

Element/course: Intro to Construction Technology	Planned Hours: 15
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study Provided by: ABM OnSite Services	
Description of element/course: General overview of building systems and design Includes: <ul style="list-style-type: none"> Building systems (Facilities Operating Responsibilities) Emergency procedures (Safety, Employment Relations & Communications) Supply/Warehouse orders (Cleaning Equipment & Supplies, Employment Relations & Communications) Roofs/Reporting (Safety, Employment Relations & Communications, Surface & Maintenance Cleaning) Lunch tables (Safety, Employment Relations & Communications, Facilities Operating Responsibilities) Fire Extinguishers (Safety) Minor repairs (Facilities Operating Responsibilities) Grease traps (Facilities Operating Responsibilities) Emergency Lighting (Facilities Operating Responsibilities) Resource Conservation (Employment Relations & Communication, Facilities Operating Responsibilities) Fall Protection Training (Safety) Integrated Pest Management (Facilities Operating Responsibilities) Stage Curtain Operation (Facilities Operating Responsibilities) Lamp Changes (Facilities Operating Responsibilities) Furniture Moving (Organization of Facilities Care) Keys and Locks (Facilities Operating Responsibilities) 	

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Element/course: Industrial Math	Planned Hours: 12
Mode of Instruction (please check all that apply): <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> On-line <input checked="" type="checkbox"/> Self-study Provided by: Skillsoft	
Description of element/course: Various math concepts to solve problems common to the building care and maintenance industry. Fundamental operations with whole numbers, fraction and decimals. Solve problems including percent, ration and proportion, measurement and geometric figures. Introduction to singed numbers and basic statistics. Includes: <ul style="list-style-type: none"> Whole numbers, fractions and equations (Cleaning Equipment & Supplies) Decimals and percentage (Cleaning Equipment & Supplies) Ratios, averages and graphs (Cleaning Equipment & Supplies) 	

Element/course: Intro to Electricity and Electronics	Planned Hours: 16
Mode of Instruction (please check all that apply): <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> On-line <input checked="" type="checkbox"/> Self-study Provided by: Skillsoft	

Description of element/course: **Intro to basic electronics. Alternating and direct current circuit analysis and function. Semi-conductor function and applications, basic digital logic as it applies to automation devices and equipment.**

Includes:

- Electrical safety (Safety, Facilities Operating Responsibilities)
- Electrostatic discharge safety (Safety)
- DC circuit Theory (Safety)
- NFPA 70E electrical safety in the workplace (Safety)

Element/course: Conflict Resolution and Working with People	Planned Hours: 36
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Mode of Instruction (please check all that apply):

Classroom Lab On-line Self-study

Provided by: Skillsoft

Description of element/course: **Structured class designed to emphasize personal development skills necessary to adjust to life's circumstances. Students will explore communication techniques and problem solving skills to better assist them in handling conflict in the classroom and work environment.**

Includes:

- Interpersonal communication: Communicating with confidence (Employment Relations & Communication, Area Cleaning)
- Interpersonal communication: Targeting your message (Employment Relations & Communication, Area Cleaning)
- Interpersonal communication: Listening essentials (Employment Relations & Communication, Area Cleaning)
- Interpersonal communication: Being approachable (Employment Relations & Communication, Area Cleaning)
- Workplace conflict: Recognizing and responding to conflict (Employment Relations & Communication, Area Cleaning)
- Workplace conflict: Strategies for resolving conflicts (Employment Relations & Communication, Area Cleaning)
- Confrontation: What's the best approach (Employment Relations & Communication, Area Cleaning)
- Working with difficult people: identify difficult people (Employment Relations & Communication, Area Cleaning)
- Blame backfires (Employment Relations & Communication, Area Cleaning)

Element/course: Basic Housekeeping	Planned Hours: 42
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Mode of Instruction (please check all that apply):

Classroom Lab On-line Self-study

Provided by: ABM Onsite Services

Description of element/course: **Provides instruction in general cleaning, scheduling cleaning preparation, restroom care, using and maintaining power equipment, preparing and cleaning special surfaces, furniture cleaning, building inspections. Laws, safety requirements, chemical use, disinfectants, indoor air quality, minor building repair, record keeping.**

Includes:

- Care and use of equipment (Cleaning Equipment & Supplies, Area Cleaning, Surface Maintenance & Cleaning)
- Chemicals and blend centers (Safety, Surface & Maintenance Cleaning)
- School maps, runs and frequencies (Organization of Facilities Care)
- Vacuuming methods (Area Cleaning, Surface & Maintenance Cleaning)
- Mopping techniques (Area Cleaning, Surface & Maintenance Cleaning)
- Restroom cleaning (Area Cleaning)
- Cross contamination (Surface & Maintenance Cleaning)

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- Summer shut down work (Surface & Maintenance Cleaning)
- Cleaning procedures and processes (Surface & Maintenance Cleaning)
- Emergency response (Safety, Employment Relations & Communications)
- School specific needs/Community schools/Customer service (Employment Relations & Communications)
- School specific safety/Winter conditions/Roofs/Ladders/Written reports (Employment Relations & Communications, Safety)
- Vendor Provided Floor Training (Surface & Maintenance Cleaning)
- Vendor Provided Carpet Training (Surface & Maintenance Cleaning)
- Vendor Provided Equipment Technology Training (Cleaning Equipment & Supplies)
- Vendor Provided Chemical Science Training (Cleaning Equipment & Supplies)

Element/course: Leadership	Planned Hours: 35
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study Provided by: Clark Community College, ABM Onsite Services	
Description of element/course: Problem solving workplace challenges while implementing individual and group success strategies.	
Includes:	
<ul style="list-style-type: none"> • MGMT 122 (Employment Relations & Communications) • Lead Custodian Responsibilities (Employment Relations & Communications) 	RECEIVED BY L&I AC: <u>8-13-15 JK</u>

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Element/course: Time Management	Planned Hours: 32
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> On-line <input checked="" type="checkbox"/> Self-study Provided by: Clark Community College, ABM Onsite Services	
Description of element/course: Explore time management techniques to assist with using time more efficiently and effectively. Daily logs will be kept to assist them with developing appropriate skills to become more effective in the work environment:	
Includes:	
<ul style="list-style-type: none"> • Time management: Use of time (Organization of Facilities Care, Area Cleaning, Surface & Maintenance Cleaning) • Time management: Planning and prioritizing (Organization of Facilities Care, Area Cleaning, Surface & Maintenance Cleaning) • Time management: Avoid time stealers (Organization of Facilities Care) • Setting and managing priorities (Organization of Facilities Care, Area Cleaning, Surface & Maintenance Cleaning) • Prioritizing personal and professional responsibilities (Organization of Facilities Care) • Planning for interruptions (Employment Relations & Communications) • Planning a routine for maximum efficiency and excellence (Area Cleaning, Surface & Maintenance Cleaning) 	

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Element/course: Basic English/ELL	Planned Hours: 55
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study Provided by: Clark Community College	
Description of element/course: Writing skills emphasizing unity, coherence, adequate development of the paragraph, grammar and the control of serious sentence faults.	
Includes:	
<ul style="list-style-type: none"> • ENGL 097 (Employment Relations & Communication) 	

Element/course: Hazardous Materials, Communications, Report Writing	Planned Hours: 8
Mode of Instruction (please check all that apply): <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> On-line <input checked="" type="checkbox"/> Self-study Provided by: Skillsoft	
Description of element/course: Provides instruction in handling hazardous materials. Includes required standards, type of chemical hazards, material safety data sheets, and identification of workplace hazards. Class incorporates report writing techniques, emphasizing the need for specific detailed written reports and distribution of these reports through appropriate channels. Includes: <ul style="list-style-type: none"> • Hazard communication (Safety) • Hazardous materials in the workplace (Safety) 	

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Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



REQUEST FOR APPROVAL OF PROPOSED STANDARDS

L&I apprenticeship
coordinator

TO: Washington State Apprenticeship & Training Council

FROM ABM Onsite Services Clark County Custodial Apprenticeship Committee

NAME OF PROGRAM STANDARDS

Check appropriate box:

Committee

Plant

OJT

OCCUPATION(S):	HOURS:	SOC #:
FACILITIES CUSTODIAL SERVICES TECHNICIAN I	3000	37-2011.00

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Department of Labor & Industries

JUN 11 2015

APPRENTICESHIP
TUMWATER

Authorized Signatures:

Chair:

Deann Shum

Approved by:

Washington State Apprenticeship & Training Council

Secretary

Uma Reed

Secretary of Council

Date:

6/11/15

Date:



STANDARDS OF APPRENTICESHIP
Adopted by

ABM Onsite Services Clark County Custodial Apprenticeship Committee

ABM On-Site Services

Occupational Objective(s):

SOC#

Term

FACILITIES CUSTODIAL SERVICES TECHNICIAN I.

37-2011.00

3000 HOURS

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APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

Initial Approval

Committee Amended

Standards Amended (review)

Standards Amended (administrative)

By: _____
Chair of Council

By: _____
Secretary of Council

ABM Onsite Services Clark County Custodial Apprenticeship Committee

INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Optional):

These standards have been developed with assistance from the Washington State department of Labor and Industries Apprenticeship Section and our experience as a sub committee.

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When approved by and registered with the Washington State Apprenticeship and Training Counsel, these standards will assure the development of highly qualified employees for the school districts, educational employers, and school district contracted service employee's signatory to the SEIU (Service Employees International Union).

The utilization of this structured job specific training which combines actual job experience with continuing supplemental/related education will assure that minimum standards of excellence are achieved.

When fully implemented these apprenticeship standards will assure the development of highly qualified employees.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4) (g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these standards shall be Clark County.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [see WAC 296-05-316(17)].

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Age:	Minimum of 18 years.	E-MAIL RECEIVED BY CENTRAL OFFICE: <u>6-2-15 TB</u>	E-MAIL RECEIVED BY CENTRAL OFFICE: <u>6-11-15 TB</u>
Education:	None		
Physical:	Must be able to meet the requirements of the trade: <ul style="list-style-type: none"> • Lift 10lbs or less on a frequent basis and 11-25lbs occasionally • Reach at or below shoulder level on a frequent basis and occasionally above the shoulder. • Hand manipulation: simple grasping, power grasping and pushing/pulling • Continuous walking and standing with intermittent sitting, bending, squatting, kneeling and twisting. 		

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Testing: None

Other: Applicant must have a valid driver's license and dependable transportation.

Applicant must be able to pass a criminal background check

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

RECEIVED BY L&I AG: Selection Procedures:

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1. Applications will be made available on a year round basis, to all interested individuals at ABM Onsite Services, 12609 NE 95th St. Bldg. B, Vancouver, WA 98682
2. Applicant shall submit a completed Apprenticeship Application to ABM Onsite Services.
3. All supporting documentation shall be submitted by the specified deadline.
4. Applicants who do not meet the minimum qualifications will be notified in writing. Notification will include reason for rejection, the requirements for admission to the eligibility pool, and the appeal rights available to the applicant.
5. All qualifying applicants shall be scheduled to appear for an interview before the ABM Onsite Services Clark County Custodial Apprenticeship Committee.
6. All qualified applicants shall be scored and ranked using an objective interview system; all applicants shall be asked the same interview questions.
7. Ranked applicants shall be placed in the eligibility pool, and shall be retained on list of eligibles subject to selection for a period of two years.
8. Applicants will be offered employment based on order of their rank in the pool of eligibles.

B. Equal Employment Opportunity Plan:

1. ABM is an equal opportunity employer and will include the statement "EEO/AA/M/F/D/V" (Equal Employment Opportunity/Affirmative Action/Minority/Female/Disability/Veterans) on all advertisements recruiting employees, on employment applications and on the ABM company website.
2. Employment opportunities will be posted internally to www.ABM.com and externally to Monster, Craig's List and Worksource.
3. ABM is committed to outreach and positive recruitment to increase the participation of minorities and women in its apprenticeship program. ABM works with community action groups such as the Vancouver Housing Authority, Steps to Success and the Immigrant & Refugee Community Organization to actively recruit and refer women and minorities. Minority and female employees are encouraged to refer friends and other persons to ABM for employment.
4. Advance standing or credit for previously acquired experience, training and education will be determined on a case by case basis.
5. The ABM Onsite Services Apprenticeship Committee will use reporting systems as a monitoring procedure to ensure that they are granting equal employment opportunities to apprentices. All job openings and promotional opportunities will be reviewed annually to assess fair consideration of apprentices applying for open positions.
6. Notification of our EEO/AA policies will be provided to recruitment sources, employment agencies and labor unions. They are encouraged to assist in achieving our affirmative action objectives by actively recruiting and referring women, minorities and people with disabilities.

Discrimination Complaints

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

The term of apprenticeship for Facilities Custodial Services Technician I shall be 3,000 hours of reasonable continuous employment.

V. INITIAL PROBATIONARY PERIOD:

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All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

Facilities Custodial Services Technician I shall have a probationary period equaling 522 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

A ratio of one apprentice to one journey-level worker within each school district shall be maintained.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

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The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
1	0000-1000 hours	70%
2	1001-2000 hours	80%
3	2001-3000 hours	90%

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5) (f)]

A. Facilities Custodial Services Technician I APPROXIMATE HOURS

- 1. Safety.....250
 - a. Industrial First Aid
 - b. Hazardous Materials and Communication
 - c. Chemical Identification and Safety
 - d. Emergency Procedures and Response
 - e. Equipment Safety and Usage
 - f. OSHA/WISHA/EPA Standards/Regulation
 - g. General Safety
 - h. Industrial Accidents/Reporting
(To include all necessary documents and reporting forms related to safety)

- 2. Facilities Operating Responsibilities.....250
 - a. Building Security and Key Control
 - b. Utilities and Energy Conservation
 - c. Internal Building Layout, Plans, Diagrams
 - d. Specialty Equipment
 - e. Lunch Tables
 - f. Minor Repairs

- 3. Organization of Facilities Care.....125
 - a. Building Interior
 - b. Building Exterior

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- c. Ground, Parking Lots and Walkways
 - d. Cleaning Standards/What is Clean?
 - e. Cleaning Schedules
 - f. Cleaning Frequency
 - g. Time on Task/Time Management
4. Cleaning Equipment and Supplies250
- a. Safety
 - b. Chemical and Material Selection, Handling and Storage
 - c. Equipment Selection/Specifications
 - d. Supply Selection/Stocking
 - e. Spare Parts and Materials
 - f. Preventative Maintenance
 - g. Ordering, Shipping, Receiving and Inventory
5. Area Cleaning.....500
- a. Entrance Ways, Hallways, or Corridors
 - b. Rooms, General
 - c. Specialty Areas
 - d. Restrooms
 - e. Cafeteria and Food Preparation Areas
 - f. Industrial Areas
 - g. Showers and Locker Rooms
 - h. Offices
 - i. Trash and Recycle
 - i. Athletic Areas
 - j. Performing Arts Spaces
6. Surface and Maintenance Cleaning1125
- a. Floors and Floor Surfaces
 - (1) Resilient
 - (2) Hard Floors
 - (3) Floor Cleaning
 - (4) Carpets
 - (5) Athletic Services
 - b. Walls
 - (1) Internal
 - (2) External
 - c. Roofs
 - (1) Inspection
 - (2) Cleaning
 - d. Windows
 - e. Doors
 - f. Furnishings

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WKS TB

ABM Onsite Services Clark County Custodial Apprenticeship Committee

h. School Closure Detail Cleaning

- | | |
|---|---------------------------------------|
| 7. Employment Relations and Communications | 500 |
| a. People Skills | RECEIVED BY L&I AC:
<u>1-15-16</u> |
| b. Conflict Resolution | |
| c. Supervision/Evaluation | |
| d. Communication and Reporting | E-MAIL RECEIVED BY
CENTRAL OFFICE: |
| e. Manpower Scheduling | <u>1-2-15-16</u> |
| f. Customer Service and Building Groups | |

Total Hours: 3000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in related/supplemental instruction shall not be considered as hours of work and the apprentice is not required to be paid for time spent in related/supplemental instruction.

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- Supervised field trips
- Approved training seminars (Provided by ABM Onsite Services as outlined in the RSI Plan)

ABM Onsite Services Clark County Custodial Apprenticeship Committee

- A combination of home study and approved correspondence courses (**Provided by Skillsoft as outlined in the RSI Plan**)
- State Community/Technical College (**Provided by Clark Community College as outlined in the RSI Plan**)
- Private Technical/Vocational college
- Training trust
- Other (specify):

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6/15 JB

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CENTRAL OFFICE:

6-2-15 JB

(144) Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

- twelve-month period from date of registration.*
- defined twelve-month school year: (insert month) through (insert month).
- two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

ABM Onsite Services Clark County Custodial Apprenticeship Committee

A. General Procedures

The following procedures apply only to the apprentices registered with ABM Onsite Services Clark County Apprenticeship Committee Standards.

1. After careful evaluation, the committee will make determinations regarding credit for previous education or experience and will register apprentices accordingly.
2. Apprentices are required to fill out an Apprentice Program OJT Tracking Form and submit it to the Apprenticeship Training Coordinator on the 15th and last day of each month.
3. Apprentices are required to maintain record of their RSI hours on the Bonus Requirements Tracking Sheet and must submit these to the Apprenticeship Training Coordinator on the last day of each month.
4. If an apprentice violates either of the above 2 rules twice they will be called to the committee to be given a warning. If an apprentice violates either of the above 2 rules more than 3 times, they may be suspended from apprenticeship for 5 working days by the Apprenticeship Committee.
5. The Apprenticeship Committee will review apprentice progress at each committee meeting.
6. The Apprenticeship Training Coordinator will review apprentice progress every 1000 hours and will do a monthly review of OJT and RSI records so as to present the results to the Apprenticeship Committee for determination of advancement or disciplinary action.
7. Falsification of records by an apprentice may result in disciplinary action by the ABM Onsite Services Clark County Custodial Apprenticeship Committee.
8. Failure to maintain employment as an apprentice with the ABM will result in cancellation of the apprenticeship agreement.
9. As ABM pays for all college courses, it is expected that any grade received in a college class lower than a "C" shall be reviewed by the apprenticeship committee to determine if the course must be re-taken.

B. <u>Local Apprenticeship Committee Policies</u>	RECEIVED BY L&I AC: <u>6/15 TB</u>	RECEIVED BY L&I AC: <u>6/11/15 TB</u>
None.	E-MAIL RECEIVED BY CENTRAL OFFICE:	E-MAIL RECEIVED BY CENTRAL OFFICE:
C. <u>Complaint and Appeal Procedures:</u>	<u>6/2/15 TB</u>	<u>6/11/15 TB</u>

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

ABM Onsite Services Clark County Custodial Apprenticeship Committee

- Prior to: 20 calendar days of intention of disciplinary action by a sponsor
- Sponsors must notify the apprentice in writing of action to be taken
 - Must specify the reason(s) for discipline, suspension, or cancellation
 - Decision will become effective immediately
 - Written reason(s) for such action must be sent to the apprentice

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6-13 TB

- Within: 30 calendar days request for reconsideration from the sponsor
- Apprentice to request sponsor to reconsider their action

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- Within: 30 calendar days of apprentice's request for reconsideration
- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

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- Within: 30 calendar days of final action
- Apprentice must submit the complaint in writing to the Department
 - Must describe the controversy and provide any backup information
 - Apprentice must also provide this information to the local sponsor

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CENTRAL OFFICE:

6-11-15 TB

- Within: 30 business days for supervisor to complete investigation
- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

- Within: 30 calendar days of supervisor's decision, request for WSATC hearing
- Request must be in writing
 - Must specify reasons supporting the request
 - Request and supporting documents must be given to all parties
 - WSATC must conduct the hearing in conjunction with the regular quarterly meeting

- Within: 30 calendar days after hearing
- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

ABM Onsite Services Clark County Custodial Apprenticeship Committee

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

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1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

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Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

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2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary
- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
- Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
- Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
- Journey Level Wage Rate – annually, or whenever changed
- Request for Revision of Standards - as necessary
- Request for Revision of Committee - as necessary
- Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10

ABM Onsite Services Clark County Custodial Apprenticeship Committee

4th quarter: October through December, by January 10

- On-the-Job Work Hours Reports (bi-annual)

1st half: January through June, by July 30

2nd half: July through December, by January 31

3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:

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- Program name
- Sponsor's introductory statement (if applicable)
- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)
- Reinstatement
- Cancellation and/or
- Corrections

ABM Onsite Services Clark County Custodial Apprenticeship Committee

2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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6-1-15 TB

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6-2-15 TB

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent

ABM Onsite Services Clark County Custodial Apprenticeship Committee

agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.

- 3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

Quorum: 50% plus 1" of the approved committee members

Program type administered by the committee: **Individual Joint**

The employer representatives shall be:

Dean Fewkes, Chair
ABM Onsite Services
12609 NE 95th St Bldg. B
Vancouver WA 98682

Dan Britt
ABM Onsite Services
12609 NE 95th St Bldg. B
Vancouver WA 98682

Lauren Soltero, Training Coordinator
ABM Onsite Services
12609 NE 95th St Bldg. B
Vancouver WA 98682

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WJTB

The employee representatives shall be:

Dave Wilson
ABM Onsite Services

Christina Silliman
ABM Onsite Services

ABM Onsite Services Clark County Custodial Apprenticeship Committee

12609 NE 95th St Bldg. B
Vancouver WA 98682

Maxine Batchelder
ABM Onsite Services
12609 NE 95th St Bldg. B
Vancouver WA 98682

12609 NE 95th St Bldg. B
Vancouver WA 98682

Anna Roberts, Secretary
SEIU Local 49
3536 SE 26th Ave
Portland, OR 97202-2901

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

None

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Lauren Soltero, Training Coordinator
ABM Onsite Services
12609 NE 95th St Bldg. B
Vancouver WA 98682

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CENTRAL OFFICE:

6/21/14 TB

Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Journey Level Wage Rate

From which apprentices' wages rates are computed

TO: Washington State Apprenticeship & Training Council

From ABM Onsite Services Clark County Custodial Apprenticeship Committee

(NAME OF STANDARDS)

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Building Service Employee – Janitor	Clark	\$18.04	9/1/14

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6-15-13

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CENTRAL OFFICE:
6-21-13



REQUEST FOR NEW APPRENTICESHIP COMMITTEE

L&I apprenticeship coordinator

TO: Washington State Apprenticeship & Training Council

FROM: ABM Onsite Services Clark County Custodial Apprenticeship Committee

NAME OF COMMITTEE

Check Type of New Committee

- Individual Joint
 Group Joint
 Group Waiver
 Individual Non-Joint
 Group Non-joint
 Individual Waiver

OCCUPATION(S):	HOURS	DOT #
Facilities Custodial Service Technician I	3000	

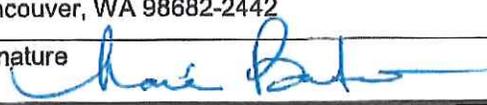
EMPLOYER REPRESENTATIVES/ORGANIZATION: ABM Onsite Services	
We, the undersigned verify our willingness to serve on the above named apprenticeship committee and that these committee members meet the requirements of WAC 296-05-313. The Chair or Secretary is identified as noted below.	
Name of Employer Representative Dean Fewkes/Chair	Name of Employer Representative Dan Britt
Title Regional Manager	Title Sr. District Manager
Address 12609 NE 95 th St Bldg B	Address 12609 NE 95 th St Bldg B
City, State, Zip+4 Vancouver, WA 98682-2442	City, State, Zip+4 Vancouver, WA 98682-2442
Signature 	Signature
Name of Employer Representative Lauren Soltero/Coordinator	Name of Employee Representative Anna Roberts, Secretary
Title Operations Administrator	Title SEIU Representative
Address 12609 NE 95 th St Bldg B	Address 3536 Southeast 26th Ave
City, State, Zip+4 Vancouver, WA 98682-2442	City, State, Zip+4 Portland, Oregon 97202-2901
Signature 	Signature
Name of Employee Representative Dave Wilson	Name of Employee Representative Christina Silliman
Title School Custodian	Title School Custodian
Address 12609 NE 95 th St Bldg B	Address 12609 NE 95 th St Bldg B
City, State, Zip+4 Vancouver, WA 98682-2442	City, State, Zip+4 Vancouver, WA 98682-2442
Signature 	Signature

RECEIVED BY L&I AC:

E-MAIL RECEIVED BY CENTRAL OFFICE:

EMPLOYEE REPRESENTATIVES/ORGANIZATION: ABM On-Site Services

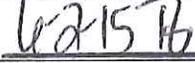
We, the undersigned verify our willingness to serve on the above named apprenticeship committee and that these committee members meet the requirements of WAC 296-05-313. The Chair or Secretary is identified as noted below.

Name of Employee Representative Maxine Batchelder	Name of Employee Representative
Occupation: School Custodian	Occupation:
Address 12609 NE 95 th St Bldg B	Address
City, State, Zip+4 Vancouver, WA 98682-2442	City, State, Zip+4
Signature 	Signature
Name of Employee Representative	Name of Employee Representative
Occupation:	Occupation:
Address	Address
City, State, Zip+4	City, State, Zip+4
Signature	Signature
Name of Employee Representative	Name of Employee Representative
Occupation:	Occupation:
Address	Address
City, State, Zip+4	City, State, Zip+4
Signature	Signature
Name of Employee Representative	Name of Employee Representative
Occupation:	Occupation:
Address	Address
City, State, Zip+4	City, State, Zip+4
Signature	Signature

RECEIVED BY L&IAC:



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CENTRAL OFFICE:



RCW 49.04.040 - Apprenticeship committees - Composition - Duties.

Upon July 22, 2001, all newly approved apprenticeship programs must be represented by either a unilateral or joint apprenticeship committee. Apprenticeship committees must conform to this chapter, the rules adopted by the apprenticeship council, and 29 C.F.R. Part 29 and must be approved by the apprenticeship council. Apprenticeship committees may be approved whenever the apprentice training needs justify such establishment. Such apprenticeship committees shall be composed of an equal number of employer and employee representatives who may be chosen:

- (1) From names submitted by the respective local or state employer and employee organizations served by the apprenticeship committee; or
- (2) In a manner which selects representatives of management and nonmanagement served by the apprenticeship committee. The council may act as the apprentice representative when the council determines there is no feasible method to choose nonmanagement representatives.

Apprenticeship committees shall devise standards for apprenticeship programs and operate such programs in accordance with the standards established by this chapter and by council-adopted rules. The council and supervisor may provide aid and technical assistance to apprenticeship program sponsors and applicants, or potential applicants. [2001 c 204 § 3; 1941 c 231 § 3; Rem. Supp. 1941 § 7614-5.]

Do not write in space below

Approved by:
Washington State Apprenticeship & Training Council
Secretary of Council

Date:



REQUEST FOR NEW APPRENTICESHIP COMMITTEE

L&I apprenticeship coordinator

TO: Washington State Apprenticeship & Training Council

FROM: ABM Onsite Services Clark County Custodial Apprenticeship Committee

NAME OF COMMITTEE

Check Type of New Committee

- Individual Joint
 Group Joint
 Group Waiver
 Individual Non-Joint
 Group Non-joint
 Individual Waiver

OCCUPATION(S):	HOURS	DOT #
Facilities Custodial Service Technician I	3000	

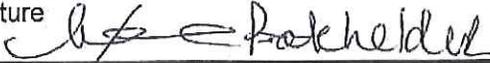
EMPLOYER REPRESENTATIVES/ORGANIZATION: ABM Onsite Services

We, the undersigned verify our willingness to serve on the above named apprenticeship committee and that these committee members meet the requirements of WAC 296-05-313. The Chair or Secretary is identified as noted below.

Name of Employer Representative Dean Fewkes/Chair	Name of Employer Representative Dan Britt	RECEIVED BY L&I AC: <i>6-1-15 TB</i>
Title Regional Manager	Title Sr. District Manager	
Address 12609 NE 95 th St Bldg B	Address 12609 NE 95 th St Bldg B	
City, State, Zip+4 Vancouver, WA 98682-2442	City, State, Zip+4 Vancouver, WA 98682-2442	E-MAIL RECEIVED BY CENTRAL OFFICE: <i>6-2-15 TB</i>
Signature <i>Dean Fewkes</i>	Signature <i>Dan Britt</i>	
Name of Employer Representative Lauren Soltero/Coordinator	Name of Employer Representative James Zepeda	
Title Operations Administrator	Title District Supervisor	
Address 12609 NE 95 th St Bldg B	Address 12609 NE 95 th St Bldg B	
City, State, Zip+4 Vancouver, WA 98682-2442	City, State, Zip+4 Vancouver, WA 98682-2442	
Signature <i>Lauren Soltero</i>	Signature <i>James Zepeda</i>	
Name of Employee Representative Dave Wilson	Name of Employee Representative Christina Silliman	RECEIVED Department of Labor & Industries JUN 11 2015 APPRENTICESHIP TUMWATER
Title School Custodian	Title School Custodian	
Address 12609 NE 95 th St Bldg B	Address 12609 NE 95 th St Bldg B	
City, State, Zip+4 Vancouver, WA 98682-2442	City, State, Zip+4 Vancouver, WA 98682-2442	
Signature <i>Dave Wilson</i>	Signature <i>Christina Silliman</i>	

EMPLOYEE REPRESENTATIVES/ORGANIZATION: ABM Onsite Services

We, the undersigned verify our willingness to serve on the above named apprenticeship committee and that these committee members meet the requirements of WAC 296-05-313.
The Chair or Secretary is identified as noted below.

Name of Employee Representative Maxine Batchelder	Name of Employee Representative Anna Roberts, Secretary
Occupation: School Custodian	Occupation: SEIU Representative
Address 12609 NE 95 th St Bldg B	Address 3536 Southeast 26th Ave
City, State, Zip+4 Vancouver, WA 98682-2442	City, State, Zip+4 Portland, OR 97202-2901
Signature 	Signature 
Name of Employee Representative	Name of Employee Representative
Occupation:	Occupation: RECEIVED BY IRLAC: <u>10-15 TB</u>
Address	Address
City, State, Zip+4	City, State, Zip+4 E-MAIL RECEIVED BY CENTRAL OFFICE: <u>10-2-15 TB</u>
Signature	Signature
Name of Employee Representative	Name of Employee Representative
Occupation:	Occupation:
Address	Address RECEIVED Department of Labor & Industries
City, State, Zip+4	City, State, Zip+4 JUN 11 2015
Signature	Signature APPRENTICESHIP TUMWATER

RCW 49.04.040 - Apprenticeship committees - Composition - Duties.

Upon July 22, 2001, all newly approved apprenticeship programs must be represented by either a unilateral or joint apprenticeship committee. Apprenticeship committees must conform to this chapter, the rules adopted by the apprenticeship council, and 29 C.F.R. Part 29 and must be approved by the apprenticeship council. Apprenticeship committees may be approved whenever the apprentice training needs justify such establishment. Such apprenticeship committees shall be composed of an equal number of employer and employee representatives who may be chosen:

- (1) From names submitted by the respective local or state employer and employee organizations served by the apprenticeship committee; or
- (2) In a manner which selects representatives of management and nonmanagement served by the apprenticeship committee. The council may act as the apprentice representative when the council determines there is no feasible method to choose nonmanagement representatives.

Apprenticeship committees shall devise standards for apprenticeship programs and operate such programs in accordance with the standards established by this chapter and by council-adopted rules. The council and supervisor may provide aid and technical assistance to apprenticeship program sponsors and applicants, or potential applicants. [2001 c 204 § 3; 1941 c 231 § 3; Rem. Supp. 1941 § 7614-5.]

Do not write in space below

Approved by: Washington State Apprenticeship & Training Council Secretary of Council	Date:
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REQUEST FOR NEW APPRENTICESHIP COMMITTEE

Proposed Committee Representatives

Experience & Education History

PROPOSED NAME OF COMMITTEE:	ABM Onsite Services Clark County Custodial Apprenticeship Committee
------------------------------------	---

Name of Proposed Apprenticeship Committee Representative: James E. Zepeda	
<input type="checkbox"/> Employee (non-management) representative <input checked="" type="checkbox"/> Employer (management) representative	<input checked="" type="checkbox"/> Regular member <input type="checkbox"/> Alternate
Title: District Supervisor-Evergreen School District	
Address: 12609 NE 95 th Street Suite B101	
City, State, Zip+4: Vancouver WA 98682-3022	

RECEIVED BY L&I AC:
6-1-15 TB

E-MAIL RECEIVED BY
CENTRAL OFFICE:
6-2-15 TB

WORK EXPERIENCE			
POSITION	EMPLOYER / ORGANIZATION	FROM	TO
Supervisor	ABM	11/2011	present
Assistant Store Manager	Bed,Bath,and Beyond	10/2006	02/2011
Store Manager	TJMAXX	01/2006	10/2006
Store Manager	WAL-MART	06/1986	10/2005

EDUCATION HISTORY					
Name and Location of Training and/or School	Month/Year attended		Program of Study	Type of Certificate or Degree Awarded, if any	Year Awarded
	From	To			
Hollis High School	09/1977	05/1981		High School Diploma	1981

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

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APPRENTICESHIP
TUMWATER

Sponsors may attach additional pages if necessary.



REQUEST FOR NEW APPRENTICESHIP COMMITTEE

Proposed Committee Representatives

Experience & Education History

PROPOSED NAME OF COMMITTEE:	ABM Onsite Services Clark County Custodial Apprenticeship Committee
------------------------------------	---

Name of Proposed Apprenticeship Committee Representative: Anna Roberts	
<input checked="" type="checkbox"/> Employee (non-management) representative <input type="checkbox"/> Employer (management) representative	<input checked="" type="checkbox"/> Regular member <input type="checkbox"/> Alternate
Title: Union Organizer	RECEIVED BY L&I AC: <u>6/15 TB</u>
Address:	E-MAIL RECEIVED BY CENTRAL OFFICE:
City, State, Zip+4:	<u>6/15 TB</u>

WORK EXPERIENCE			
POSITION	EMPLOYER / ORGANIZATION	FROM	TO
Union Organizer	SEIU Local 49	9/2005	Present
Human Rights Accompanier	Network in Solidarity with the People of Guatemala	5/2004	6/2005
Conference Organizer	IG Metal (German Metalworkers Union)	1/2003	12/2003
German Parliamentary Intern	German Parliament (Bundestag)	9/2002	12/2002

EDUCATION HISTORY					
Name and Location of Training and/or School	Month/Year attended		Program of Study	Type of Certificate or Degree Awarded, if any	Year Awarded
	From	To			
University of Pennsylvania	9/1999	5/2004	German and Sociology	B.A.	2004
Hellgate High School	9/1995	6/1999	General	High School Diploma	1999

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD



REQUEST FOR NEW APPRENTICESHIP COMMITTEE

Proposed Committee Representatives

Experience & Education History

PROPOSED NAME OF COMMITTEE:	ABM Onsite Services Clark County Custodial Apprenticeship Committee
------------------------------------	---

Name of Proposed Apprenticeship Committee Representative: Dan Britt	
<input type="checkbox"/> Employee (non-management) representative <input checked="" type="checkbox"/> Employer (management) representative	<input checked="" type="checkbox"/> Regular member <input type="checkbox"/> Alternate
Title: Sr. District Manager	RECEIVED BY L&I AG: <u>6/15 TB</u>
Address: 12609 NE 95 th St, Suite B101	E-MAIL RECEIVED BY CENTRAL OFFICE: <u>6/15 TB</u>
City, State, Zip+4: Vancouver, WA 98682	

WORK EXPERIENCE			
POSITION	EMPLOYER / ORGANIZATION	FROM	TO
Sr. District Manager	ABM Onsite Services	11/2012	Present
Branch Manager	ABM Onsite Services	7/2008	10/2012
Asst. Branch Manager	ABM Onsite Services	7/2006	6/2008
Project Manager	ABM Onsite Services	7/1998	6/2006

EDUCATION HISTORY					
Name and Location of Training and/or School	Month/Year attended		Program of Study	Type of Certificate or Degree Awarded, if any	Year Awarded
	From	To			
Everett Community College	1977	1978	Engineering		

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Sponsors may attach additional pages if necessary.



REQUEST FOR NEW APPRENTICESHIP COMMITTEE

Proposed Committee Representatives

Experience & Education History

PROPOSED NAME OF COMMITTEE:	ABM Onsite Services Clark County Custodial Apprenticeship Committee
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Name of Proposed Apprenticeship Committee Representative: David Wilson	
<input checked="" type="checkbox"/> Employee (non-management) representative <input type="checkbox"/> Employer (management) representative	<input checked="" type="checkbox"/> Regular member <input type="checkbox"/> Alternate
Title: Custodian	
Address: -----	
City, State, Zip+4:	

WORK EXPERIENCE			
POSITION	EMPLOYER / ORGANIZATION	FROM	TO
Day Lead-Mountain View High School	ABM Onsite Services	5/1989	Present
Day Lead-Newberg School Dist	Newberg School District	3/1984	1/1989

EDUCATION HISTORY					
Name and Location of Training and/or School	Month/Year attended		Program of Study	Type of Certificate or Degree Awarded, if any	Year Awarded
Newberg High School	From	To			

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OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

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REQUEST FOR NEW APPRENTICESHIP COMMITTEE

Proposed Committee Representatives

Experience & Education History

PROPOSED NAME OF COMMITTEE:	ABM Onsite Services Clark County Custodial Apprenticeship Committee
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Name of Proposed Apprenticeship Committee Representative: LAUREN SOLTERO	
<input type="checkbox"/> Employee (non-management) representative <input checked="" type="checkbox"/> Employer (management) representative	<input checked="" type="checkbox"/> Regular member <input type="checkbox"/> Alternate
Title: OPERATIONS ADMINISTRATOR	RECEIVED BY L&I AG: <u>6-15 TB</u>
Address: 12609 NE 95 TH STREET, SUITE B101	E-MAIL RECEIVED BY CENTRAL OFFICE:
City, State, Zip+4: VANCOUVER, WA 98682	<u>6-2-15 TB</u>

WORK EXPERIENCE			
POSITION	EMPLOYER / ORGANIZATION	FROM	TO
OPERATIONS ADMINISTRATOR	ABM ONSITE SERVICES	11/2014	CURRENT
ADMIN ASSISTANT/ACCOUNTS PAYABLE	ABM ONSITE SERVICES	2/2012	11/2014
OFFICE MANAGER	VALLEY VIEW CANINE	2/2007	12/2011
STORE MANAGER	BASKIN ROBBINS	1/2000	10/2006

EDUCATION HISTORY					
Name and Location of Training and/or School	Month/Year attended		Program of Study	Type of Certificate or Degree Awarded, if any	Year Awarded
	From	To			
PORTLAND STATE UNIVERSITY	1/2014	CURRENT	POST-BAC ACCOUNTING		
PORTLAND STATE UNIVERSITY	4/2006	12/2009	BUSINESS ADMINISTRATION	BS-BUSINESS ADMINISTRATION MANAGEMENT & LEADERSHIP	2009
CLARK COLLEGE	1/2002	6/2009	BUSINESS	AA-BUSINESS ADMINISTRATION	2009



REQUEST FOR NEW APPRENTICESHIP COMMITTEE

Proposed Committee Representatives

Experience & Education History

PROPOSED NAME OF COMMITTEE:	ABM Onsite Services Clark County Custodial Apprenticeship Committee
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Name of Proposed Apprenticeship Committee Representative: Christina Silliman	
<input checked="" type="checkbox"/> Employee (non-management) representative <input type="checkbox"/> Employer (management) representative	<input checked="" type="checkbox"/> Regular member <input type="checkbox"/> Alternate
Title: Custodian	
Address: 12609 NE 95 th St, Suite B101	
City, State, Zip+4: Vancouver, WA 98682	

WORK EXPERIENCE			
POSITION	EMPLOYER / ORGANIZATION	FROM	TO
Day Lead Custodian	ABM Onsite Services	3/2015	Present
Night Lead Custodian	ABM Onsite Services	8/2013	3/2015
Custodian	ABM Onsite Services	8/2012	8/2013
Sales Clerk	Sears	2/2011	8/2012

EDUCATION HISTORY					
Name and Location of Training and/or School	Month/Year attended		Program of Study	Type of Certificate or Degree Awarded, if any	Year Awarded
	From	To			
WPSCEJATC Apprenticeship Program	9/2012	1/2015	Facilities Custodial Technician I	Journeyman	2015
Battle Ground High School	9/1984	6/1988	Basic	Diploma	1988
				RECEIVED BY U&I AC. <u>10/15 TB</u>	

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD	E-MAIL RECEIVED BY CENTRAL OFFICE:
	<u>10/15 TB</u>

Sponsors may attach additional pages if necessary.



REQUEST FOR NEW APPRENTICESHIP COMMITTEE

Proposed Committee Representatives

Experience & Education History

PROPOSED NAME OF COMMITTEE:	ABM Onsite Services Clark County Custodial Apprenticeship Committee
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Name of Proposed Apprenticeship Committee Representative: Dean Fewkes	
<input type="checkbox"/> Employee (non-management) representative <input checked="" type="checkbox"/> Employer (management) representative	<input checked="" type="checkbox"/> Regular member <input type="checkbox"/> Alternate
Title: Regional Manager	
Address: 12609 NE 95 th St, Suite B101	
City, State, Zip+4: Vancouver, WA 98682	

WORK EXPERIENCE			
POSITION	EMPLOYER / ORGANIZATION	FROM	TO
Regional Manager	ABM Onsite Services	2012	2015
Branch Manager	ABM Onsite Services	1995	2012
Operations Manager	ABM Onsite Services	1985	1995
Custodial Supervisor	ABM Onsite Services	1983	1985

EDUCATION HISTORY						
Name and Location of Training and/or School	Month/Year attended	From	To	Program of Study	Type of Certificate or Degree Awarded, if any	Year Awarded
Dale Carnegie (ABM) Advance Management Training Levels I and II	1994		1996	Advanced Management Levels I and II	Certificate of Completion	1996
Corporate Human Resources- San Francisco, California	1999		2001	Human Resources	Certificate of Completion	2001
					RECEIVED BY L&I AC: <u>WKS TB</u>	

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD	E-MAIL RECEIVED BY CENTRAL OFFICE: <u>WKS TB</u>



REQUEST FOR NEW APPRENTICESHIP COMMITTEE

Proposed Committee Representatives

Experience & Education History

PROPOSED NAME OF COMMITTEE:	ABM Onsite Services Clark County Custodial Apprenticeship Committee
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Name of Proposed Apprenticeship Committee Representative: Maxine Batchelder	
<input checked="" type="checkbox"/> Employee (non-management) representative <input type="checkbox"/> Employer (management) representative	<input checked="" type="checkbox"/> Regular member <input type="checkbox"/> Alternate
Title: Custodian	
Address:	
City, State, Zip+4:	

WORK EXPERIENCE			
POSITION	EMPLOYER / ORGANIZATION	FROM	TO
Day Lead Custodian	ABM Onsite Services	9/10/2012	Present

EDUCATION HISTORY					
Name and Location of Training and/or School	Month/Year attended		Program of Study	Type of Certificate or Degree Awarded, if any	Year Awarded
	From	To			

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MB TB

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

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MB TB

Sponsors may attach additional pages if necessary.



Dear Washington State Apprenticeship Training Council:

I am writing as the union representative for the custodians working in the Evergreen and Ridgefield school districts, who are employed by ABM OnSite Services. The purpose of this letter is to express my full support of the training proposal being submitted for the ABM OnSite Services Clark County Custodial Apprenticeship Program.

I have been the union representative for this group of workers for over 9 years now, and have been the chief negotiator for their past three Collective Bargaining Agreements. During the first several years of my time working with this group, a primary concern of the custodians, voiced again and again at union meetings and in one on one conversations, was the lack of training that the custodians received. Working as a custodian in a public school setting requires a myriad of skill sets and carries a much larger burden of responsibility than old-fashioned stereotypes would have us believe. To name just a few:

- Custodians are responsible for ongoing monitoring to make sure that fire extinguishers are operational, playground equipment is safe, asbestos is contained, and roofs are not being destroyed by plant life or water collection. Failure to properly monitor can cause loss of life and be enormously costly to the school district.
- Custodians must successfully manage a myriad of events involving both minors and members of the general public, from daily lunches and student assemblies to sports activities and public rentals of school buildings. They are the first to arrive in the morning and unlock the schools, and the last to leave and secure the schools at nights. The ability to interact effectively with the public (and enforce district rules regarding building use requirements) is essential to their job.
- With the ever-tightening school budgets, custodians must master fast and effective cleaning techniques and be able to work as a team to maintain a clean and germ-free environment for students, staff and the general public.

Few if any custodians realize how complicated this work is, and the level of responsibility they assume, when starting the job. No one can just walk in the door and effectively carry out all of the responsibilities it entails.

Custodians elected to the Apprenticeship Committee have been heavily involved in the creation of a program that we believe supplies them with the necessary tools and skills to carry out their job duties, which are essential to the proper functioning of our schools. With this letter, on behalf of the custodians, I respectfully request your approval of the ABM OnSite Services Clark County Custodial Apprenticeship Program.

Sincerely,

Anna Roberts
SEIU Local 49

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SERVICE EMPLOYEES
INTERNATIONAL UNION
LOCAL 49

3536 SE 26th Avenue
Portland, OR 97202-2901

503.236.4949

Fax 503.238.6692

Toll Free 800.955.3352

Toll Free Fax 888.595.7979

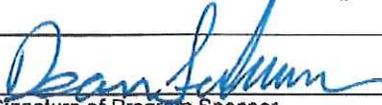
www.seiu49.org



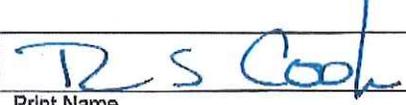
Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor: ABM Onsite Services Clark County Custodial Apprenticeship Committee	
Skilled Occupational Objective: Facilities Custodial Service Technician 1	
Term/OJT Hours: 3000	Total RSI Hours: 310
Training Provider: ABM Onsite Services and Clark Community College	

- By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice and assures that:
 1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
 2. The RSI is coordinated with the on-the-job work experience.
 3. The RSI is provided in safe and healthful work practices in compliance with WISHA and applicable federal and state regulations.

 Signature of Program Sponsor	Dean Fewkes Print Name
---	---------------------------

- By the signature placed below, the **training provider** assures that:
 1. The RSI will be conducted by instructors who meet the qualifications of "competent instructor" as described in WAC 296-05-003.
 - a. Has demonstrated a satisfactory employment performance in his/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional-technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
 2. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

Tim Cook Signature of Training Provider	 Print Name
Vice President of Instruction Title	Clark Community College Organization

(If additional training providers, please provide information and signatures on next page.)

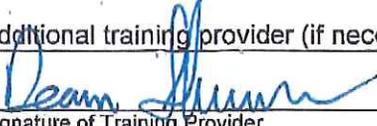
SBCTC Program Administrator has reviewed RSI plan and recommendations of the Trade Committee.

Signature of SBCTC Program Administrator	Print Name	Date

SBCTC recommends approval
 SBCTC recommends return to sponsor
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 6-2-15 TB Page 1 of 6

Additional training provider (if necessary)

	Dean Fewkes
Signature of Training Provider	Print Name
Regional Manager	ABM Onsite Services
Title	Organization

Additional training provider (if necessary)

Signature of Training Provider	Print Name
Title	Organization

Additional training provider (if necessary)

Signature of Training Provider	Print Name
Title	Organization

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Program Sponsor:	ABM Onsite Services Clark County Custodial Apprenticeship Committee
Skilled Occupational Objective: Facilities Custodial Service Technician 1	

NOTE: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and review committee.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration
- Defined 12-month school year
- 2,000 hours of on-the-job training

Element/course:	Intro to Apprenticeship	Planned Hours:	10
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study Provided by: SEIU Local 49			
Description of element/course: An overview of the structure of the JATC and a review of the procedures for program registration, recording work and RSI hours, college course registrations, educational requirements (job specific) and work experience. Includes: company overview, policy, handbook, time cards, and orientation video. Apprenticeship program. School environment. Intro to Union. New hire training and quiz			

Element/course:	Industrial First Aid	Planned Hours:	10
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study Provided by: ABM Onsite Services			
Description of element/course: Red Cross first aid including CPR. Meets the standards set by OSHA for persons governed by the Dept. of Labor and Industries and fulfills requirements for vocational certification. Includes: First Aid/CPR. Personal protective equipment. Barricade training. Hazcom training.			

Element/course:	Intro to Computer Information Systems	Planned Hours:	33
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study Provided by: Clark Community College			
Description of element/course: Overview of computer information systems, introduces computer hardware, software, procedures, systems and human resources exploring their integration and application in society. Introduction to Computing. Clark College BTEC 105			

Element/course:	Intro to Construction Technology	Planned Hours:	7
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study Provided by: ABM Onsite Services			
Description of element/course: General overview of building systems and design Includes: Building systems Emergency procedures			

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Supply/Warehouse orders
 Roofs/Reporting
 Lunch tables
 Fire Extinguishers
 Minor repairs
 Grease traps
 Emergency Lighting

Element/course: Industrial Math	Planned Hours: 12
Mode of Instruction (please check all that apply): <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input checked="" type="checkbox"/> Self-study Provided by: Skillsoft	
Description of element/course: Various math concepts to solve problems common to the building care and maintenance industry. Fundamental operations with whole numbers, fraction and decimals. Solve problems including percent, ration and proportion, measurement and geometric figures. Introduction to singed numbers and basic statistics. Includes: Whole numbers, fractions and equations. Decimals and percentage. Ratios, averages and graphs.	

Element/course: Intro to Electricity and Electronics	Planned Hours: 16
Mode of Instruction (please check all that apply): <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input checked="" type="checkbox"/> Self-study Provided by: Skillsoft	
Description of element/course: Intro to basic electronics. Alternating and direct current circuit analysis and function. Semi-conductor function and applications, basic digital logic as it applies to automation devices and equipment. Includes: Electrical safety. Electrostatic discharge safety. DC circuit Theory. NFPA 70E electrical safety in the workplace.	

Element/course: Conflict Resolution and Working with People	Planned Hours: 52
Mode of Instruction (please check all that apply): <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input checked="" type="checkbox"/> Self-study Provided by: Skillsoft	
Description of element/course: Structured class designed to emphasize personal development skills necessary to adjust to life's circumstances. Students will explore communication techniques and problem solving skills to better assist them in handling conflict in the classroom and work environment. Includes: Interpersonal communication: communicating with confidence. Interpersonal communication: Targeting your message. Interpersonal communication: Listening essentials Interpersonal communication: Being approachable Workplace conflict: Recognizing and responding to conflict Workplace conflict: Strategies for resolving conflicts Confrontation: What's the best approach Working with difficult people: identify difficult people Working with difficult people: Negative people Working with difficult people: Procrastinators Working with difficult people: Manipulators Working with difficult people: Self-serving Blame backfires	

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Element/course: Basic Housekeeping	Planned Hours: 34
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study Provided by: ABM Onsite Services	
Description of element/course: Provides instruction in general cleaning, scheduling cleaning preparation, restroom care, using and maintaining power equipment, preparing and cleaning special surfaces, furniture cleaning, building inspections. Laws, safety requirements, chemical use, disinfectants, indoor air quality, minor building repair, record keeping. Includes: Care and use of equipment Chemicals and blend centers School maps, runs and frequencies Vacuuming methods Mopping techniques Restroom cleaning Cross contamination Summer shut down work Cleaning procedures and processes Emergency response School specific needs/Community schools/Customer service School specific safety/Winter conditions/Roofs/Ladders/Written reports	

Element/course: Leadership	Planned Hours: 41
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study Provided by: Clark Community College	
Description of element/course: Problem solving workplace challenges while implementing individual and group success strategies. Includes: Clark College: MGMT 122 Leadership principles Leadership essentials: Motivating employees Leadership essentials: Leading change	

Element/course: Time Management	Planned Hours: 32
Mode of Instruction (please check all that apply): <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input checked="" type="checkbox"/> Self-study Provided by: Skillsoft	
Description of element/course: Explore time management techniques to assist with using time more efficiently and effectively. Daily logs will be kept to assist them with developing appropriate skills to become more effective in the work environment: Includes: Time management: Use of time Time management: Planning and prioritizing Time management: Avoid time stealers Setting and managing priorities Prioritizing personal and professional responsibilities Planning for interruptions Planning a routine for maximum efficiency and excellence.	

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Element/course: Basic English/ELL	Planned Hours: 55
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study Provided by: Clark Community College	
Description of element/course: Writing skills emphasizing unity, coherence, adequate development of the paragraph, grammar and the control of serious sentence faults. Includes Clark College ENGL 097	

Element/course: Hazardous Materials, Communications, Report Writing	Planned Hours: 8
Mode of Instruction (please check all that apply): <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input checked="" type="checkbox"/> Self-study Provided by: Skillsoft	
Description of element/course: Provides instruction in handling hazardous materials. Includes required standards, type of chemical hazards, material safety data sheets, and identification of workplace hazards. Class incorporates report writing techniques, emphasizing the need for specific detailed written reports and distribution of these reports through appropriate channels. Includes: Hazard communication, Hazardous materials in the workplace	

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11-2-15 TB

APPRENTICESHIP RELATED TRAINING PLAN REVIEW

LIKE
RSI

Skilled Occupational Objective: Facilities Custodial Technician II

Program Sponsor: WA Public School Classified Employees Apprenticeship Committee

1. Date: _____ L&I Coordinator meets with Sponsor, and Training Provider to complete Standards, develop Training Plan.

Signature L&I Coordinator

Signature Program Sponsor

Print Name

Print Name

Signature Training Provider

Print Name

Organization

2. Date: _____ Reviewed by WSATC Program Manager (submit 45 days prior to WSATC Quarterly Meeting).

Signature WSATC Program Manager

Print Name

3. Date: _____ Reviewed by Trade Committee and agrees Training Plan meets or exceeds existing programs.

Signature Trade Committee Chair

Print Name

4. Date: _____ Related Training Plan referred to SBCTC.

5. Date: _____ Related Training Plan reviewed and approved as meeting program approval standards.

State Board for Community and Technical Colleges

Signature

Print Name

6. Date: _____ Sent by SBCTC to WSATC for approval.

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TUMWATER

APPRENTICESHIP RELATED TRAINING PLAN REVIEW

Skilled Occupational Objective: Facilities Custodial Technician II

Program Sponsor: WA Public School Classified Employees Apprenticeship Committee

Term of Apprenticeship 3000 Total hours of Related Supplemental Instruction 215 minimum

Element: Intro to Apprenticeship	Planned Hours	10
Training Provider Initials: <input style="width: 50px;" type="text"/>	Program Sponsor Official Initials: <input style="width: 50px;" type="text"/>	
Description of Program: An overview of the structure of the JATC and a review of the procedures for program registration, recording work and RSI hours, college course registrations, educational requirements (job specific) and work experience.		

Element: Industrial First Aid	Planned Hours	10
Training Provider Initials: <input style="width: 50px;" type="text"/>	Program Sponsor Official Initials: <input style="width: 50px;" type="text"/>	
Description of Program: Red Cross first aid including CPR. This class meets the standards set by OSHA for persons governed by the Dept of Labor and Industries and fulfills requirements for vocational certification.		

Element: Blueprint Reading	Planned Hours	30
Training Provider Initials: <input style="width: 50px;" type="text"/>	Program Sponsor Official Initials: <input style="width: 50px;" type="text"/>	
Description of Program: Provides instruction in blueprint reading. Emphasis on maintenance facilities, including, but not limited to: mechanical, electrical, structural, and architectural drawings of various facilities. TECH 107 or equivalent		

Element: Mechanical Blueprint Reading	Planned Hours	30
Training Provider Initials: <input style="width: 50px;" type="text"/>	Program Sponsor Official Initials: <input style="width: 50px;" type="text"/>	
Description of Program: Fundamentals of reading mechanical blueprints. Content includes detail and assembly drawings, dimensions and tolerances, titles, blocks, material lists, notes and revisions, matching specifications and blueprints in specialized areas.		

Element: Basic National Electrical Code	Planned Hours	30
Training Provider Initials: <input style="width: 50px;" type="text"/>	Program Sponsor Official Initials: <input style="width: 50px;" type="text"/>	
Description of Program: Fundamentals of the electric code. Use of the code book and its application to dwellings, industry, and commerce.		

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TUMWATER

Element: <u>Maintaining HVAC</u>	Planned Hours	<u>30</u>
Training Provider Initials: <input type="text"/>	Program Sponsor Official Initials: <input type="text"/>	
Description of Program: Maintenance of temperature control within modern, closed environment buildings. Fundamentals of heating and air conditioning systems, how to adjust air flow, troubleshoot minor problems, and perform preventive maintenance on various systems.		

Element: <u>Management/Supervisory</u>	Planned Hours	<u>50</u>
Training Provider Initials: <input type="text"/>	Program Sponsor Official Initials: <input type="text"/>	
Description of Program: This course considers how the needs of business or other formal organizations interact with individual needs, leadership styles, formal organizational policies and procedures, and general cultural patterns to determine how human beings act in work situations.		

OPTIONAL – District Specific

Element: <u>Technical Math</u>	Planned Hours	<u>50</u>
Training Provider Initials: <input type="text"/>	Program Sponsor Official Initials: <input type="text"/>	
Description of Program: Technical applications of arithmetic, algebraic operations, applied geometry, linear equations, graphs, and trigonometry. Hand calculator with trigonometric capabilities required.		
BM 107 or equivalent		

Element: <u>DC/AC Circuits</u>	Planned Hours	<u>50</u>
Training Provider Initials: <input type="text"/>	Program Sponsor Official Initials: <input type="text"/>	
Description of Program: Nature of electricity and Ohm's law. Series and parallel circuits; DC measurement instruments; network solutions using the superposition inductance, capacitance, and reactance; AC circuits; and impedance.		

Element: <u>Intro to Basic Plumbing</u>	Planned Hours	<u>50</u>
Training Provider Initials: <input type="text"/>	Program Sponsor Official Initials: <input type="text"/>	
Description of Program: Review fundamental schematic diagrams of plumbing systems and related plumbing codes. Instruction for maintenance, repair, and installation of plumbing systems. Course will include comparative differences between potable water systems and waste water systems, and the respective materials used therein: i.e., copper tubing for potable water; plastic pipe for waste water systems.		

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