

### CUSTODIAN/SUPERVISOR CHECKLIST

- ☐ May oversee specific programs or functions
- ☐ Establish and implement procedures
- ☐ Hire, train, and fire personnel
- ☐ Assign personnel and work schedules
- ☐ Check for proper completion of work
- ☐ Records maintenance
- ☐ Inventory Control
- ☐ Monitor expenditures
- ☐ Prepare bids or estimates for special requests
- ☐ Coordinate Custodial activities with maintenance/security staff
- ☐ Sweeping
- ☐ Perform physical inspections of work sites
- ☐ Assign personnel and make schedules
- ☐ Physical inspection of areas
- ☐ Trash removal
- ☐ Sanitizing
- ☐ Insure efficiency by changing methods and routines as necessary
- ☐ Handle personnel problems
- ☐ Establish training programs
- ☐ Familiar with heating, cooling, fire suppression, etc
- ☐ Perform specialized cleaning as it pertains to their work unit or area – possibly requiring different tools or steps in order to accomplish.
- ☐ Work with no direct supervision
- ☐ Prepare work orders
- ☐ Floor waxing
- ☐ Assure maintenance of Equipment
- ☐ Inventory control
- ☐ Prepare bids or estimates for special projects
- ☐ Mopping
- ☐ Perform evaluations
- ☐ Coordinate custodial work with maintenance and security
- ☒ May operate a larger variety of equipment such as tucker poles, extraction equipment, high rangers, genie lifts, vehicles, and office equipment such as computers, faxes, printers, and calculators
- ☐ Prepare work orders
- ☐ Scrubbing
- ☐ Assure maintenance of Equipment
- ☐ Inventory control
- ☐ Prepare bids or estimates for special projects
- ☐ Perform physical inspections of work sites
- ☐ Assign personnel and make schedules
- ☐ Coordinate custodial work with maintenance and security

# Legal Office Supervisor Ct State Study Guide

**D Keegan**



## **Legal Office Supervisor Ct State Study Guide:**

## Decoding **Legal Office Supervisor Ct State Study Guide**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Legal Office Supervisor Ct State Study Guide**," a mesmerizing literary creation penned with a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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