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## Maintenance/Custodial Safety Training Signoff

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Each time training/retraining takes place the campus captures this information for future reference. Some areas require ongoing training due to legal requirements; others are done for professional development or performance reasons. Regardless of the reason, training (both group and individual) that includes a safety component will be recorded and tracked.

### Training Activity Details

Type of Training: \_\_\_\_\_

\_\_\_\_\_

Conducted by: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Future training requested or identified that would benefit the employee:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name