

RUSH ENTERPRISES

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ETHICS SCHOOL OF BUILDING MAINTENANCE-4 Week Course

“ETHICS”- Environmental/Technical/Housekeepers/Interactive/Course

To Produce Diligent, Ethically Minded, and Knowledgeable Housekeeping Personnel In the Appalachian Region.

Course Size- 10-20 Students

Duration- 5 Days Per/Week, From 9AM to 3:30PM, With ½ Hr. Lunch

J.Marks Inc. dba Rush Enterprises has been operating in the Tri-State Region of Kentucky, Ohio, and West Virginia for a period of 27 years, Jesse Marks is President and CEO. During the time period from 1978-1994 we operated primarily as a complete janitorial service as to building maintenance, floor cleaning, carpet cleaning, and window cleaning. From 1994 to the present we have focused the main part of our attention on the selling of cleaning chemicals, plastic bags, toiletries, maintenance equipment, and a host of other products that we stock in our 4,000 square feet of warehouse space in Grayson, Ky. Jesse Marks is presently serving as Secretary/Treasurer of the Kentucky Chapter of The International Executive Housekeepers Association. He is also recognized by the International Sanitary Supply Association, and is certified by the National Restaurant Association as to Food Service Sanitation. We have over 200 customers in 24 states, along with international customers in Canada, and Spain. We assist each of these as to maintenance concerns.

*Additional Students Require More Overhead Costs As To What's Listed Above, We Want To Give Each Student The Necessary Time And Attention.

Curriculum

*Dress For Success

*Working Well With Different Personality Types- Co-Workers, Supervisors, Customers

*General Chemical Understanding & PH Scale

*Detergents	*De-Greasers	*Types of Disinfectants
*Aggressive Floor Strippers	*Bleaches	*Ammonia
*Polymer Finishes	*Solvents	*Soaps
*Food Sanitation Chemicals	*Deodorants	*Drain Products
*Carpet Cleaning Agents	*Ice Melt	*Special Surface Chemicals

*Material Safety Data Sheets- How To Understand

*An Understanding of Wash Cloths and Rags and Sanitation of

- *Maintenance Hand Tool Overview
 - *Demonstrations and Hands On Training
 - *Brooms, Dust-Mops, Mops, Squeegees, Extension Dusters, etc., etc.

- *Methods Of Window Cleaning
 - *Demonstrations and Hands On Training
 - *Storefront, Residential
 - *Safe Use of Poles and Ladders

- *Wall Washing Methods
 - *Demonstrations and Hands On Training

- *Machinery Overview and Care
 - *Floor Equipment *Carpet Equipment *Grounds Equipment
 - *Demonstrations and Hands On Training
 - *Safety

- *Floor Cleaning
 - *Classroom Theory
 - *Demonstrations and Hands On Training
 - *Vinyl Tile, Terrazo, Wood, Concrete, Quarry Tile

- *Carpet Cleaning
 - *Classroom Theory
 - *Demonstrations and Hands On Training
 - *Hot Water Extraction Method *Bonnet Cleaning Method
 - *Vacuum Cleaner Overview *Simple Vacuum Cleaner Repair

- *Restroom Maintenance
 - *Traffic Pattern
 - *Supplies and Equipment
 - *3 Time Saving Principles
 - *19 Procedures

- *Handy Maintenance Tips That The Majority Of People Don't Know

- *Plastic Bags And An Understanding There-Of

- *Paper Products
 - *Different Types of Hand-Towels and Dispensers
 - *Different Types of Toilet Tissue and Dispensers

- *Soap Dispensers and Refilling

- *Keeping A Daily Log Book, The Importance Of Doing So

- *Methods
 - *Importance of Having Reputation as Someone Organized
- *Office Cleaning
 - *Importance of a Good Rapport With Person Occupying Office
 - *Office Cleaning Ethics
- *Safety
 - *Types of Gloves and When to Use
 - *Chemical Applications in Public and Health Care Facilities
 - *Procedures in Food Service Areas
 - *Basic Health Care Facility Procedures
 - *In The Restroom
- *Team Housekeeping
 - *Team Method *Zone Area Assignment Method
 - *Demonstrations and Hands On Training of Both
- *How A Large Cleaning Service Is Organized
- *Warehousing of Products
 - *Keeping An Inventory *Keeping A Simple Ledger
- *Handling A Difficult Work Environment
- *Finding And Hiring Superior Service Personnel
 - *Considered From The Employer's Standpoint
 - *Presenting Yourself
 - *Making Yourself Indispensable
- *The Psychology of Selling

Requirements:

- *Bring some type of notebook and something to write with.

AFTER SUCCESSFULLY COMPLETING THE ABOVE CURRICULUM ALL STUDENTS SHALL RECEIVE A CERTIFICATE OF TRAINING FROM THE ETHICS SCHOOL OF BUILDING MAINTENANCE.

This course goes into a lot of detail and is designed to fully qualify the Cleaning Technician.