

Company Name: ABC Company

Productive Lab - Checklist of Task and Competencies

	Course Topic	Allotted Time Hours: Minutes	Tasks	Trainee Determined to be Competent (Trainer & Date)
1	Carpet care maintenance	8 hrs	Will include equipment knowledge, application technique, carpet care protocol. The instructor will give instruction, watch, provide real time feedback and check work at the end of the project. Competency - ability to perform various stain removal and maintenance without supervision.	
2	Hard surface (floors) maintenance	4 hrs	Will include equipment knowledge, application technique, hard surface protocol (tile, granite, grout). The instructor will give instruction, watch, provide real time feedback and check work at the end of the project. Competency - ability to perform various stain removal and maintenance without supervision.	
3	Upholstery maintenance	4 hrs	Couch, chair, ottoman, drapes - equipment knowledge, adjust suction and heat settings, fiber knowledge. The instructor will give instruction, watch, provide real time feedback and check work at the end of the project. Competency - ability to perform various stain removal and maintenance without supervision.	
4	Paint and Stain application	8 hrs	Identify current wall product on clients wall such as is it water based or oil based products, then figure out correct solution for that wall product, equipment knowledge of sprayers, understand wood absorbency to know when stain has saturated uniformly and to the right color according to specifications. The instructor will give instruction, watch, provide real time feedback and check work at the end of the project. Competency - ability to perform various paint and stain application without supervision.	
5	Paint and Stain removal	4 hrs	Understand correct chemical composition for removal solutions, understand correct application techniques for removal and disposal, and understand correct finishing techniques, understand pressure washer correct protocols. The instructor will give instruction, watch, provide real time feedback and check work at the end of the project. Competency - supervisor determines employee is able to perform all technical components of the job and complete task with an acceptable product.	
6	Paint and Stain mixing procedures	2 hrs	Understand how to match color, tone, and hue of client's existing or desired wall. (Example, there are 8 different tones of a color). Understand correct chemical and color mixing colors and then using test samples for quality control and to recalibrate mixture if needed. The instructor will give instruction, watch, provide real time feedback and check work at the end of the project. Competency - ability for employee to demonstrate that they know how to match colors, hues, and tones of client's wall.	

7	Driveway sealant application	4 hrs	Clean driveway to an acceptable level, remove contaminants, apply a uniform protective coating of driveway sealant, understand on proper usage of equipment such as optimum pressure, how to clean it, etc. The instructor will give instruction, watch, provide real time feedback and check work at the end of the project. Competency - ability for employee to demonstrate an clean driveway to Snow Tech's standards and show the ability to leave a uniform coating and product.	
8	Driveway sealant mixing procedures	2 hrs	Understand levels of grit and coarseness (i.e. How much sand and latex to apply, unique to each driveway) Understand proper usage of equipment. The instructor will give instruction, watch, provide real time feedback and check work at the end of the project. Competency - ability for employee to demonstrate they understand both visually and by tactile means to see if correct consistency is used for slope and type of driveway without supervision.	
9	Electrical systems	2 hrs	Understand amperage, circuit size, adapters, and electrical equipment. The instructor will give instruction, watch, provide real time feedback and check work at the end of the project. Competency - ability for employee to demonstrate they understand how to match electrical needs of equipment with various electrical outlets that they might encounter in the field and knowledge of the proper use of the equipment.	
10	Welding and fabrication	4 hrs	Training and understanding on proper equipment for various metal products, depth of weld penetration, safety techniques, and welding competencies (ensure the weld will hold) for various applications. The instructor will give instruction, watch, provide real time feedback and check work at the end of the project. Competency - have a master welder to visually inspect employees work to ensure that the welds meet industry standards.	
11	Construction Equipment usage	4 hrs	Training and understanding on proper equipment for various forms of construction equipment including saws, pneumatic nailers, drills, and knowledge of blue print reading. The instructor will give instruction, watch, provide real time feedback and check work at the end of the project. Competency - demonstrate adequate understanding for proper safety and operational techniques.	