

Bridging the Employment Gap Series

Janitorial

Chart Aligning the Curriculum to the OALCF

Introduction

This **Janitorial** Curriculum was originally produced in 2008 as part of the **Bridging the Employment Gap** series of occupation-related manuals, and is aligned to the Essential Skills, as defined by Human Resources and Skills Development Canada (HRSDC). With the implementation in Ontario of the Ontario Adult Literacy Curriculum Framework (OALCF), Simcoe/Muskoka Literacy Network has now aligned all the curriculum manuals to the competencies, task groups, and complexity levels of the OALCF. While not all of the activities in this curriculum are tasks, in the truest definition, they have all been aligned for the benefit and convenience of practitioners and students who are using the curriculum.

The alignments were made using several assumptions and agreements:

- a) The curricula are used by a student-tutor pair or by a group of students with a practitioner (paid or volunteer).
- b) Competencies and task groups were selected based on the actual instructions to the practitioner **as written** for that activity. Suggested or optional steps and additional activities have not been aligned. If you include these optional steps or do the additional or suggested activities, additional competencies and/or changes to complexity levels may result.

In some cases, an instruction may be rather unclear. For example, an instruction may say to “use” one of the teaching aids or something from another resource; unless the instruction specifically states that the teaching aid would be given to or used with the student, we have assumed that it pertains to the practitioner only .

- c) If the instructions say to use an activity from another section of the curriculum or from another curriculum, then it will be aligned in that curriculum, and you will need to consult the alignment chart for that section or curriculum.
- d) Some of the activities are skill-building activities leading to a task or competency. Therefore, in some cases, a competency or task group has been selected based on the task or competency being developed.
- e) In some activities, there is a fairly substantial amount of presentation and/or demonstration by the practitioner, and the student needs to use this information in associated activities afterwards. In this case, competency A3 will be included in the chart for that activity.
- f) These curricula may be used with a tutor-student pair or in a group setting of several students and a practitioner. Throughout the curricula there are many activities where the practitioner asks simple questions of the students. Even though there may be more than one student present, the interchange needed to answer the questions is direct between the practitioner and the student answering. In this case, competency B1.1 has been selected.

If the activity instructions specify “Discuss” and it is clear that a more complex exchange of information and opinion is required, then B1.2 has been selected.

Please contact us if you have any comments or suggestions about this alignment chart.

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Janitorial - Safety

Competency	Find and Use information							Communicate Ideas & Information								Understand & Use Numbers												Use Digital Technology			Manage Learning			Engage With Others					
	Read Continuous Text			Interpret Documents			Extract information from films, broadcasts and presentations	Interact with others			Write continuous text			Complete and create documents			Express oneself creativity	Manage Money			Manage Time			Use Measures			Manage Data				D .1	D .2	D .3	E .1	E .2	E .3	F		
Task Group #	A1. 1	A1. 2	A1. 3	A2. 1	A2. 2	A2. 3	A 3	B1. 1	B1. 2	B1. 3	B2. 1	B2. 1	B2. 3	B3. 1	B3. 2	B3. 3	B4	C1. 1	C1. 2	C1. 3	C2. 1	C2. 1	C2. 3	C3. 1	C3. 2	C3. 3	C4. 1	C4. 2	C4. 3										
Activity	1. Rights and Responsibilities								●																														
	2. Everyone has a part to play						●	●																															
	3. The Employer plays a part	●						●									●																					●	
	4. Hazards							●																															
	5. Learn how to protect yourself				●			●																															
	6. Personal Protective Equipment (PPE)				●			●																															
	7. Safe Operating Procedures (SOP)	●			●			●						●																									
	8. Emergency Procedures						●	●	●																														●
	9. Protecting yourself				●		●	●	●																														●
	10. Reporting Injuries		●														●	●																					●
	11. Special risks							●																															
	Demo – Task 1							●																														●	
	Demo – Task 2	●										●																										●	
What I Have Learned & Skills Practiced					●								●																								●		

Janitorial – Hazardous Product Labels

Competency	Find and Use information							Communicate Ideas & Information								Understand & Use Numbers												Use Digital Technology			Manage Learning			Engage With Others				
	Read Continuous Text			Interpret Documents			Extract information from films, broadcasts and presentations	Interact with others			Write continuous text			Complete and create documents			Express oneself creativity	Manage Money			Manage Time			Use Measures			Manage Data			D .1	D .2	D .3	E .1	E .2	E .3	T		
Task Group #	A1. 1	A1. 2	A1. 3	A2. 1	A2. 2	A2. 3	A 3	B1. 1	B1. 2	B1. 3	B2. 1	B2. 1	B2. 3	B3. 1	B3. 2	B3. 3	B4	C1. 1	C1. 2	C1. 3	C2. 1	C2. 1	C2. 3	C3. 1	C3. 2	C3. 3	C4. 1	C4. 2	C4. 3									
Activity	1. Hazards							●																														
	2. Hazards in the workplace				●																																	
	3. Labels				●			●																														
	4. Hazard Symbols				●			●						●																								
	5. Examining WHMIS labels				●			●																														
	6. Why do we need protection?				●			●																														
	7. Poison				●			●																														
	8. Poison (poisonous): Prevention				●			●																														
	9. Poison (poisonous): Be safe	●			●			●							●																							
	10. Corrosive	●			●			●																														
	11. Spilling corrosive Materials	●			●			●																														
	12. Corrosive: be safe	●			●			●																														

Janitorial – Hazardous Product Labels

Competency	Find and Use information							Communicate Ideas & Information								Understand & Use Numbers									Use Digital Technology			Manage Learning			Engage With Others									
	Read Continuous Text			Interpret Documents			Extract information from films, broadcasts and presentations	Interact with others				Write continuous text			Complete and create documents				Express oneself creativity	Manage Money			Manage Time			Use Measures			Manage Data					D.1	D.2	D.3	E.1	E.2	E.3	F
Task Group #	A1.1	A1.2	A1.3	A2.1	A2.2	A2.3	A3	B1.1	B1.2	B1.3	B2.1	B2.1	B2.3	B3.1	B3.2	B3.3	B4	C1.1	C1.2	C1.3	C2.1	C2.1	C2.3	C3.1	C3.2	C3.3	C4.1	C4.2	C4.3	D.1	D.2	D.3	E.1	E.2	E.3	F				
Activity	13. Flammable	●			●			●																																
	14. Flammable risks: be safe	●			●			●						●																										
	15. Explosive/ compressed gas				●			●																																
	16. Other WHMIS symbols	●			●			●																																
	17. No Mixing	●						●																																
	18. Unknown symbol	●			●				●						●																									
	Demo – Task 1				●			●																																
	Demo – Task 2				●																																			
	Demo – Task 3	●													●							●															●			
What I Have Learned & Skills Practiced					●									●																							●			

Janitorial – Understanding Signs

Competency	Find and Use information						Communicate Ideas & Information									Understand & Use Numbers									Use Digital Technology			Manage Learning			Engage With Others													
	Read Continuous Text			Interpret Documents			Extract information from films, broadcasts and presentations	Interact with others			Write continuous text			Complete and create documents			Express oneself creativity	Manage Money			Manage Time			Use Measures			Manage Data				D .1	D .2	D .3	E .1	E .2	E .3	F							
Task Group #	A1. 1	A1. 2	A1. 3	A2. 1	A2. 2	A2. 3	A 3	B1. 1	B1. 2	B1. 3	B2. 1	B2. 1	B2. 3	B3. 1	B3. 2	B3. 3	B4	C1. 1	C1. 2	C1. 3	C2. 1	C2. 1	C2. 3	C3. 1	C3. 2	C3. 3	C4. 1	C4. 2	C4. 3															
Activity	1. Red signs			●				●																																				
	2. Yellow, blue, black and green signs			●				●						●																														
	3. Design a sign		●					●						●																														
	4. Match the sign	●			●									●																														
	5. Location, Location, Location							●																																				
	6. Clue in													●																														
	7. Flash Cards				●				●																																			
	8. New words		●						●																												●							
	9. Take a tour		●							●					●																													
	10. In the workplace	●			●				●						●																													
	Demo – Task 1	●													●																													
	Demo – Task 2	●													●																													
	Demo – Task 3	●													●																													

Janitorial – Understanding Signs

Competency	Find and Use information							Communicate Ideas & Information							Understand & Use Numbers									Use Digital Technology			Manage Learning			Engage With Others							
	Read Continuous Text			Interpret Documents			Extract information from films, broadcasts and presentations	Interact with others			Write continuous text			Complete and create documents			Express oneself creativity	Manage Money			Manage Time			Use Measures			Manage Data				D .1	D .2	D .3	E .1	E .2	E .3	T
Task Group #	A1. 1	A1. 2	A1. 3	A2 .1	A2. 2	A2. 3	A 3	B1. 1	B1. 2	B1. 3	B2. 1	B2. 1	B2. 3	B3. 1	B3. 2	B3. 3	B4	C1. 1	C1. 2	C1. 3	C2. 1	C2. 1	C2. 3	C3. 1	C3. 2	C3. 3	C4. 1	C4. 2	C4. 3								
Demo – Task 4				●				●																													
Demo – Task 5	●													●						●																	
What I Have Learned & Skills Practiced					●									●																							

Janitorial – Garbage Bags and Recycling

Competency	Find and Use information							Communicate Ideas & Information								Understand & Use Numbers									Use Digital Technology			Manage Learning			Engage With Others								
	Read Continuous Text			Interpret Documents			Extract information from films, broadcasts and presentations	Interact with others			Write continuous text			Complete and create documents		Express oneself creativity	Manage Money			Manage Time			Use Measures			Manage Data			D .1	D .2	D .3	E .1	E .2	E .3	T				
Task Group #	A1. 1	A1. 2	A1. 3	A2. 1	A2. 2	A2. 3	A 3	B1. 1	B1. 2	B1. 3	B2. 1	B2. 1	B2. 3	B3. 1	B3. 2	B3. 3	B4	C1. 1	C1. 2	C1. 3	C2. 1	C2. 1	C2. 3	C3. 1	C3. 2	C3. 3	C4. 1	C4. 2	C4. 3										
Activity	1. Garbage experience							●																															
	2. Do no litter				●			●						●																									
	3. Empty/full				●			●						●										●															
	4. Usually	●			●			●						●							●																		
	5. How much garbage?				●			●						●											●														
	6. Smallest to Largest							●																			●												
	7. The right size bag							●						●													●												
	8. Bags come in Many sizes				●																			●															
	9. Take a tour and meet the custodian								●																														
	10. Changing the bags																																						
	11. Recycling discussion				●			●																															
	12. Reduce, reuse and recycle							●																															
	13. Recycling vocabulary				●			●																															

Janitorial – Garbage Bags and Recycling

Competency		Find and Use information						Communicate Ideas & Information									Understand & Use Numbers									Use Digital Technology			Manage Learning			Engage With Others						
Task Group #	Read Continuous Text			Interpret Documents			Extract information from films, broadcasts and presentations	Interact with others				Write continuous text			Complete and create documents			Express oneself creativity	Manage Money			Manage Time			Use Measures			Manage Data			D .1	D .2	D .3	E .1	E .2	E .3	T	
	A1. 1	A1. 2	A1. 3	A2. 1	A2. 2	A2. 3	A 3	B1. 1	B1. 2	B1. 3	B2. 1	B2. 1	B2. 3	B3. 1	B3. 2	B3. 3	B4	C1. 1	C1. 2	C1. 3	C2. 1	C2. 1	C2. 3	C3. 1	C3. 2	C3. 3	C4. 1	C4. 2	C4. 3									
14. List of Recyclables				●				●																														
15. Scavenger hunt				●				●						●																								
16. Recycling rules	●			●				●																														
17. Sorting the recycling	●			●				●						●																								
18. Another tour				●				●						●																								
Demo – Task 1								●						●										●														
Demo – Task 2				●				●						●																								
Demo – Task 3	●													●					●																●			
What I Have Learned & Skills Practiced					●									●																						●		

Janitorial – Floors, Tables and Windows

Competency	Find and Use information							Communicate Ideas & Information									Understand & Use Numbers												Use Digital Technology			Manage Learning			Engage With Others				
	Read Continuous Text			Interpret Documents			Extract information from films, broadcasts and presentations	Interact with others				Write continuous text			Complete and create documents			Express oneself creativity	Manage Money			Manage Time			Use Measures			Manage Data			D .1	D .2	D .3	E. 1	E. 2	E. 3	T		
Task Group #	A1. 1	A1. 2	A1. 3	A2. 1	A2. 2	A2. 3	A 3	B1. 1	B1. 2	B1. 3	B2. 1	B2. 1	B2. 3	B3. 1	B3. 2	B3. 3	B4	C1. 1	C1. 2	C1. 3	C2. 1	C2. 1	C2. 3	C3. 1	C3. 2	C3. 3	C4. 1	C4. 2	C4. 3										
Activity	1. Cleaning Experience							●																															
	2. Dusting							●																															
	3. Washing Counters and Tables							●																															
	4. Sweeping							●																															
	5. Vacuuming							●																															
	6. Mopping							●																															
	7. Patterns				●			●																															
	8. Vocabulary				●									●																									
	9. Step 1 – Cold water				●			●																															
	10. Step 1 – cont.				●			●																															
	11. Step 2 – squirt cleaner				●			●							●											●													
	12. Steps 3&4 soak and wring				●			●																															
	13. Steps 5&6 – flip the mop				●			●																					●							●			
	14. Step 7- repeat																												●								●		

Janitorial – Floors, Tables and Windows

Competency		Find and Use information						Communicate Ideas & Information								Understand & Use Numbers									Use Digital Technology			Manage Learning			Engage With Others								
Task Group #	Read Continuous Text			Interpret Documents			Extract information from films, broadcasts and presentations	Interact with others			Write continuous text			Complete and create documents			Express oneself creativity	Manage Money			Manage Time			Use Measures			Manage Data			D .1	D .2	D .3	E .1	E .2	E .3	T			
	A1. 1	A1. 2	A1. 3	A2. 1	A2. 2	A2. 3	A 3	B1. 1	B1. 2	B1. 3	B2. 1	B2. 1	B2. 3	B3. 1	B3. 2	B3. 3	B4	C1. 1	C1. 2	C1. 3	C2. 1	C2. 1	C2. 3	C3. 1	C3. 2	C3. 3	C4. 1	C4. 2	C4. 3										
Activity	15. Step 8 – rinse and wring				●																																		
	16. Step 9 – Remembering the pattern	●						●																				●									●		
	17. Step 10 – wet floor				●			●																															
	18. Clean up							●																															
	19. Cleaning windows							●						●																									
	20. Washing windows						●							●																									
	21. Safety equipment				●			●						●																									
	22. Keep it cold				●			●																															
	Demo – Task 1				●			●																	●														
	Demo – Task 2	●												●							●																		
What I Have Learned & Skills Practiced					●								●																										

Janitorial – Cleaning the Washroom

Competency	Find and Use information						Communicate Ideas & Information								Understand & Use Numbers												Use Digital Technology			Manage Learning			Engage With Others					
	Read Continuous Text			Interpret Documents		Extract information from films, broadcasts and presentations	Interact with others			Write continuous text			Complete and create documents		Express oneself creatively	Manage Money			Manage Time			Use Measures			Manage Data			D .1	D .2	D .3	E .1	E .2		E .3	T			
Task Group #	A1.1	A1.2	A1.3	A2.1	A2.2	A2.3	A3	B1.1	B1.2	B1.3	B2.1	B2.2	B2.3	B3.1	B3.2	B3.3	B4	C1.1	C1.2	C1.3	C2.1	C2.2	C2.3	C3.1	C3.2	C3.3	C4.1	C4.2	C4.3	D .1	D .2	D .3	E .1	E .2	E .3	T		
Activity	1. What's in a washroom							●																														
	2. Sinks and toilets				●			●									●																					
	3. Gathering cleaning materials				●			●									●																		●			
	4. Mixing and wringing				●		●																															
	5. Cleaning the toilet				●										●																							
	6. Cleaning the sink and countertop				●										●																							
	7. Refill paper products and soap						●																															
	8. Emptying the garbage																																					
	9. Wash the floor							●																														
	10. Overflow				●			●																														
	11. Tubs and showers				●										●																				●			
	12. Final reminders				●											●																		●				
Demo – Task 1				●			●																															

Janitorial – Cleaning the Washroom

Competency		Find and Use information						Communicate Ideas & Information								Understand & Use Numbers									Use Digital Technology			Manage Learning			Engage With Others					
Task Group	Read Continuous Text			Interpret Documents			Extract information from films, broadcasts and presentations	Interact with others			Write continuous text			Complete and create documents			Express oneself creativity	Manage Money			Manage Time			Use Measures			Manage Data			D .1	D .2	D .3	E .1	E .2	E .3	T
Activity	Demo – Task 2	●												●						●																
	What I Have Learned & Skills Practiced					●								●																						



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