

MAINTENANCE TRAINING MATRIX

Employee Name _____ Trainer Name _____

Section 1: General

Date	Initials	Task
		Print "101", Tour
		Print Stream
		Quality Management Systems (Form #HR036)
		Building Maintenance Exterior Doors
		Building Maintenance Exterior Doors - Vendors
		Server Room Maintenance
		Server Room Maintenance - Vendor
		Building Maintenance
		Reactive Maintenance
		Total Preventative Maintenance
		Maintenance Ordering Parts and Services
		Power Industrial Truck (PIT) Maintenance
		Department Housekeeping
		Maintenance Mechanic Job Description
		Buildings, workspace and associated utilities responsibilities
		Building Security and Department Security
		Maintenance Business Forms
		Maintenance Equipment & Supplies location and function

Section 2: Safety

Date	Initials	Task
		Safety Orientation (Form #HR037)
		Location of First Aid Kit
		MSDS Book
		Environmental Compliance Standards
		Spill Response procedures
		Unsafe Condition Report
		Confined Space Entry Program
		Hazardous Materials and Waste Handling Program and shipment preparations
		ENPOINTE Weekly Inspection Log
		Lockout/Tagout Program
		Personal Protective Equipment
		Materials Containers/Empty Containers
		Eyewash Stations Inspection
		Fire Extinguishers Inspection

Section 3: Prepress

Date	Initials	Task
		Layout of department
		Nomenclature of equipment
		Location of spare parts
		Location of Manuals

Section 4: Press

Date	Initials	Task
		Layout of department
		Nomenclature of equipment
		Location of spare parts
		Location of Manuals

Section 5: Finishing

Date	Initials	Task
		Layout of department
		Nomenclature of equipment
		Location of spare parts
		Location of Manuals

Section 6: Fulfillment

Date	Initials	Task
		Layout of department
		Nomenclature of equipment
		Location of spare parts
		Location of Manuals

Section 7: Lettershop

Date	Initials	Task
		Layout of department
		Nomenclature of equipment
		Location of spare parts
		Location of Manuals

Section 8: Facility (6845 Winnetka Circle)

Date	Initials	Task
		Layout of building and property
		Location of power, water and air shut offs
		Location of lighting breakers
		Location of air compressors
		Location of supplies

Section 8: Facility (6905 Winnetka Circle)

Date	Initials	Task
		Layout of building and property
		Location of power, water and air shut offs
		Location of lighting breakers
		Location of air compressors
		Location of supplies