

Task Analysis Library

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# Landscape Maintenance/Custodial Task Analysis

## Essential Functions Transferrable Skills

- Refill soap dispensers
- Restock paper products in kitchens and restrooms (paper towels, toilet paper, etc.)
- Sanitize phones and headsets
- Sort recycling
- Empty garbage
- Placing plastic liners in trash cans
- Sweep
- Mop
- Vacuum
- Wipe down lobby chairs
- Wipe down lobby tables and counters
- Water plants/Dust artificial plants
- Clean white boards in conference room
- Remove shredded documents
- Unloading/restocking supplies/equipment in warehouse
- Returning tools to proper place
- Breaking down boxes, placing in compactor
- Dust
- Raking leaves then placing in bags
- Using a shovel to dig holes for planting flowers/plants
- Planting flowers and small bushes
- Pull weeds
- Using a gas leaf blower
- Clean mirrors and windows

# Grounds & Motor Pool Task Analysis

## Essential Functions Transferrable Skills

### Work Preparation

- Getting/Putting away materials
- Filling gas powered equipment
- Wearing correct safety gear
- Knowing how to contact staff

### Lawn/Grounds Maintenance

- Weeding
- Weed whacking
- Edging
- Push mower in straight lines
- Riding lawn mower
- Leaf blowing
- Shoveling
- Raking
- Clearing debris
- Chain saw

### Maintenance

- Sanding walkways
- Brush painting
- Sprayer painting
- Cleaning gutters
- Pressure washing

### Motor pool

- Washing vans
- Detailing inside vans

### Custodial

- General sweeping
- Mopping
- Restroom cleaning

### Trash/Recycling

- Litter pick-up
- Sorting material into bins
- Cleaning bins

# Business and Office Services Task Analysis

## Essential Functions Transferrable Skills

### Work Preparation

- Check in with Supervisor
- Professional Dress
- Professional Communication
- Logins/Passwords

### Collating Papers

- Stacking/stapling/hole punch
- Recycling/shredding

### Outgoing Mail

- Folding/stuffing/labeling

### Filing

- Alphabetical
- Numerical
- Making new files
- De-constructing files

### Phone Manners/Reception

- Appropriate voice level/content
- Appropriate information/directing caller
- Appropriate body language
- Eye contact

### Taking Messages

- Passcode for voice mail/message retrieval/navigation
- Writing down voicemail messages correctly

### Data Entry

- Typing: WPM appropriate to task
- 10-key: appropriate to task
- Multi-screen capability

### Database Management

- Navigation
- Accuracy
- Speed of Entries/Task