



Task Title: Create a Sign to Inform Visitors that Elevator is Out of Order

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: Create a safety sign in the workplace.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.1b

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Maintenance workers and other employees may need to create signs to share information with employees or customers. These signs are often related to safety. For example, a wet floor sign is usually placed after the floor has been mopped. This ensures that people won't slip and fall.

Task Title: ElevatorSign_E_B3.1b

Work Sheet

Task 1: One of the elevators in an office building is not working. Make a sign warning people the elevator is out of order. You can do this on paper or on the computer.

Answer: No written response required here.

Task completed: Yes: ☐