

DATE:

SITE:

SHIFT COVERED: Columbia 100 300 Wings

Schedule	Assignment	Completed	Notes
2:30	Meet with Lead Custodian go over all building cleaning instructions and District's cleaning standards. Check schedule for events for gym posted in the 100 wing custodial closet. Unlock left front gym door to let user groups in. User groups should be out by 10pm if not earlier. Relock front gym door and make sure inner gym doors are closed or the alarm will not set when leaving the building.		
2:30-3:15	Empty trash cans & pencil sharpeners from all rooms in 100 & 300 wings including restrooms, Library and adjoining back rooms, Counselor's office and Art Project rooms. Check ATS rooms on both wings.		
3:15-3:45	Clean Restrooms in 100 & 300 wings, clean sinks, mirrors, restock paper supplies, clean toilets and mop.		
3:30 -3:45	Bring in flag and lock front entrance doors to the school.		
3:45-4:30	Vacuum all rooms in 100 & 300 wing plus library and adjoining exterior room. Including hallway around Library to Multi purpose room.		
4:30-4:45	Break		
4:45-6:30	Finish vacuuming		
6:30-7:00	Lunch		
7:00-7:45	Finish vacuuming		
7:45-8:45	Mop all tile floors in 100 & 300 wings.		
8:45-9:45	Clean sink, doors, windows on doors in 100 & 300 wings.		
9:0-9:15	Break		
9:45-10:00	Pick up trash on the floors in gym rest rooms and make sure toilets are flushed.		
10:00-10:30	Clean up and put away vacuum, mops & replenish cleaning aids used.		
10:30	Do perimeter check around school making sure all doors are locked and secure. Make sure all lights are off before you leave.		
11:00	leave keys in lead custodial office and set alarm		

Extra tasks if time allows:

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Wenatchee School District
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Substitute Custodial Feedback Form

Name:

Date:

Site Worked:

Dates Worked:

Please complete this form following your assignment as a substitute custodian at the above mentioned location. Your feedback is very important to the Wenatchee School District substitution policy and to improve areas where needed to ensure this process works efficiently.

1. Are you familiar with the District's cleaning standards?
2. Were areas of the building shown to you i.e. custodial closets, classrooms, restrooms?
3. Was the custodial run schedule reviewed with you?
4. Time:
 - a. Was the time allotted sufficient to complete all assigned tasks each day?
 - b. Once you completed the run did you have extra time left on the shift?
If so what did you do to fill that time?
5. Do you feel that you were given all tools needed to complete this run to meet the expectations of the District's cleaning standards?
If no, please explain.
6. Were there any issues with outside uses groups?

Comments/Concerns/Suggestions:

Thank you for your valuable feedback.