

DATE:

SITE:

SHIFT COVERED: FMS Downstairs Run

Schedule	Assignment	Completed 	Notes
2:30	Meet with Lead Custodian go over all building cleaning instructions and District's cleaning standards and chemicals. Review extra tasks or user groups.		
2:40-2:55	Get cart from custodial closet in Music area 1st door on left. Clean Choir room 111-empty trash & pencil sharpeners. Wipe out drinking fountain, clean door glass in all doors and handles. Sweep floor , vacuum mats and carpet. Clean offices and make sure all doors are locked and lights off as you leave.		
2:55-3:05	Lock outside door to Band room. Empty trash & pencil sharpeners. Clean sink and counters. Sweep floor. Clean all door glass and handles Turn off lights and lock doors.		
3:05-3:15	Lock gates at 3:00. Lock instrument storage room. Vacuum hallway and clean door glass, remove marks from hall walls. Empty trash & pencil sharpeners in Special Services & rooms 108,107,106,105,104,103,102. Don't vacuum.		
3:15-3:45	Head across Commons and check the doors by the Library to make sure they are locked and the same for the Library doors. Turn off entrance lights. Move on to Boy's Restroom and wipe off drinking fountains. Prepare mop for restroom. Clean restroom, empty trash, refill paper products and soap dispensers, sweep floor, clean sinks, mirrors and all chrome fixtures and door handles. Disinfect urinals and toilets. Mop floor.		
3:45-4:00	Go to hall and lock gates behind you. Clean room 112 Tech Lab-empty trash, clean sinks & counters, door glass and handles. Vacuum Carpet.		
4:00-4:05	Lock all entry doors by office and turn off lights to entrance. Lock office doors if needed.		
4:05-4:30	Clean Girls restroom-empty trash, restock paper products, clean sinks, mirrors, sanitize toilets, sweep and mop floor. (change mop water to clean disinfectant.		
4:30-4:45	15 Minute break		
4:45-5:00	Go to Kitchen. Empty all trash including restroom and office cans. Bags with food go into the dumpster and bags with sacks wrappers go into compactor.		
5:00-5:10	Do a door security check on all outside doors.		
5:10-6:00	Go back to kitchen & sweep floor. Scrape off dough from floor, pay special to area around mixers. Sweep under counters-move canisters and under ovens. Sweep out office & restroom. Clean restroom, empty trash, clean sinks, mirrors, restock paper products and soap dispensers, sanitize toilets, sweep and mop. Make up mop solution using SD-20 & bucket and mop in kitchen closet & thoroughly mop kitchen floor.		
6:00-6:20	Take a trash bag out to portable to dump trash into. Clean 2 portable rooms -empty trash, clean sinks, counter tops, door glass and handles. Restock paper products & soap dispensers. Vacuum.		
6:20-6:45	Get cart from kitchen and lock door. Go to Aux gym and vacuum all the mats outside the gym doors. Wipe off door handles & clean glass. Sweep Aux Gym. Dust mop is in Aux. Gym. Lock gym doors & turn off lights. Go into Main Gym.		
6:45-7:00	Go to Girls locker room door. Vacuum floor mats, dump trash, clean door glass & handles. Wipe off fountain.		
7:00-7:30	Dinner Break		

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7:30-8:30	Cleans Girls locker room. Dust off locker tops. Clean offices-empty trash, wipe counters, glass, sweep floor. Clean office restroom and girls restroom-empty trash, clean sinks, mirrors, restock paper products and soap dispensers, sanitize toilets, sweep & mop floor. Vacuum mat by back door and check door. Clean fountain. Mop locker room floor and office floor. Go to Boy's locker room.		
8:30-9:00	Vacuum Mats in front of locker room. Clean door glass and door handle. Empty trash in offices, clean glass and door handles. Sweep all office floors including restroom. Clean office restroom-empty trash, clean sinks, mirrors, restock paper products & soap dispensers, sanitize toilets, sweep and mop floors. Dust lockers.		
9:00-9:15	Break		
9:15-9:45	Sweep locker room & Boy's restroom floors. Vacuum mat by back door & check door. Clean Boy's restroom-empty trash, clean sinks, mirrors, refill paper products & soap dispensers, sanitize toilets, urinals. Mop floors.		
9:45-10:15	Sweep & spot mop Main Gym floor. Move desks, sweep underneath and do same with volleyball judges stands. Lock gym, turn off lights.		
10:15-10:25	Do last door check		
10:25-10:30	Check around downstairs and make sure lights are off, doors secure.		
10:30-10:45	Clean equipment and put away.		
10:45-11:00	Check in with other custodian, make sure everything in office area is off-like coffee machine, and make certain it is secure. Turn in keys. Set alarm if needed.		
	Extra tasks if time allows:		

Wenatchee School District
Maintenance & Operations
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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.