

DATE:**SITE:****SHIFT COVERED: FMS Upstairs 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.	✓	
2:45-2:50	Custodial Closet upstairs by elevator get rolling trash can, towels and glass cleaner. Start in Room 201, empty trash cans, pencil sharpeners, wipe counter tops and clean sinks, wipe prints off door glass and handle. 5 minutes per room.		
2:50-3:30	Continue cleaning classrooms,		
3:30-3:40	Pull down and lock security gate at the top of the stairs at each end of hall. Hook to use is in closet by the gate.		
3:40-4:30	Continue cleaning classrooms. Check small office access from room 216 and clean if needed. Continue rooms back toward elevator and empty trash in restrooms, fill paper products & soap dispenser where needed. Sweep floors and clean sinks and mirrors. empty hall trash cans and clean drinking fountains.		
4:30-4:45	Break and take backpack with you.		
4:45-5:05	Empty trash & pencil sharpeners in downstairs rooms 102,103,104,105,106,107,108 & Special Services office.		
5:05-5:20	Sweep floor in 107 & check dispensers, clean sinks and counter top, wipe door glass & handle.		
5:20-5:40	Vacuum rooms 105 & 106 & downstairs hallway behind security gates.		
5:40-6:15	Go upstairs, vacuum or sweep all 3 sets of stairs, spot mop if needed.		
6:15-7:00	Start vacuuming upstairs classrooms. Use no more than 10 minutes per room. Turn off lights and lock door when done with each room.		
7:00-7:30	Lunch Break		
7:30-9:00	Continue vacuuming classrooms and upstairs hallway		
9:00-9:15	Break		
9:15-10:00	Disinfect - clean toilets & urinals and mop restrooms.		
10:00-10:30	Remove graffiti from walls, lockers & doors. Remove gum from carpets		
10:30-10:45	Put equipment away. Make notes of any problems. Secure your area and lights are off.		
10:45-11:00	Meet with other custodian and make sure everything is ready for building alarm to be set. Turn in keys		
11:00	leave building		
	Extra tasks if time allows:		

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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.