

DATE:

SITE:

SHIFT COVERED: John Newbery 300 100 Wings

Schedule	Assignment	Completed	Notes
2:30	Meet with Lead Custodian go over all building cleaning instructions and District's cleaning standards		
2:30 - 3:30	Vacuum Portable, Clean Room 312, 311, 310 empty trash,vacuum,mop tile, clean counter and sink, class on door and exit door		
3:30 - 4:00	Lock Front door and all exist doors Do Building Security		
4:00 - 5:00	Clean Rooms 309, 308, 307, 306 empty trash, vacuum, mop tile, clean counter and sink, clean glass on door and exit door		
5:00 - 5:15	15 Minute Break		
5:15 - 6:00	Clean Rooms 305, 304- Computer room, 303, empty trash, vacuum, mop tile, clean counter and sink, clean glass on door and exit door		
6:00 - 6:30	300 Wing: Clean Boys and Girls restrooms empty trash, clean sinks, mirrors, sanitize bowls and urinal bowls sweep floor clean stall and stall walls, and refill all paper if needed		
6:30 - 6:45	Vacuum 300 wing hallway and bubble empty trash in bubble		
6:45 - 7:00	15 Minute Break		
7:00 - 7:15	Vacuum the main hallway, clean front entry, glass in all doors		
7:15 - 8:45	Clean Rooms: 103-A, 103-B,103-C, 103-D, 104 and 105, empty trash, clean sinks, counter tops,refill paper products and soap dispensers mop tile, vacuum		
8:45-9:15	1/2 hour Lunch Break		
9:15 - 10:15	Clean rooms: 106,107, 109, 110empty garbage pencil sharpeners, clean sink and countertop, refill paper products and soap dispensers mop tile, vacuum		
10:15 - 10:30	Clean 100 wing: Boys and girls restrooms empty trash, clean sinks, mirrors, sanitize bowls and urinal bowls sweep floor clean stall and stall walls, and refill all paper if needed		
10:30 - 10:45	Vacuum 100 wing hallway and clean exist door glass, vacuum Library and empty trash, clean sink if needed		
10:45 - 11:00	Check all exit doors and secure		
11:00	Shift ends at 11:00		
	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.