

DATE:

SITE:

SHIFT COVERED: Lewis Clark 2:30-11:00 pm

Schedule	Assignment	Completed 	Notes
2:30 - 3:00 pm	Meet with lead custodians go over cleaing instructions and gym schedule		
3:30	Lock Front Door		
3:00- 4:30	100 Wing Clean rooms-clean sinks, countertops, empty trash & pencil sharpeners,sweep tile vacuum and mop. Clean restrooms in 100 wing, empty trash, clean sinks & mirrors, refill paper products, soap dispensers, sanitize toilets, mop.		
4:30 - 4:45	15 Minute Break		
4:45 - 6:30	Finish 100 wing and clean Library- empty trash, pencil sharpeners vacuum.		
6:00	Open Gym for user groups		
6:30- 7:00	1/2 hour Lunch Break		
7:00 - 9:15	Clean portables and start cleaning 300 wing-clean sinks, countertops, empty trash & pencil sharpeners, sweep tile vacuum & mop.		Cleaning portable includes restrooms-empty trash, clean sinks, mirrors, restock paper products & soap dispensers, sanitize toilets & urinals, mop.
8:00	Lock Gym Doors after user group		
9:15 - 9:30	15 Minute Break		
9:30 - 11:00	Finish cleaning 300 wing Clean restrooms in 300 wing, empty trash, clean sinks & mirrors, refill paper products, soap dispensers, sanitize toilets, mop.		
11:00	Secure building doors. Place keys in Lead Custodians office and set alarm		
	Extra Tasks		
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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.