

**DATE:**

**SITE:**

**SHIFT COVERED: Mission View Elementary 8 hours**

<b>Schedule</b>	<b>Assignment</b>	<b>Completed</b> 	<b>Notes</b>
2:30 - 4:30	Meet with Lead Custodian, begin cleaning 100 wing, classrooms, hallway. Empty trash, clean sinks, restock paper products & soap dispensers, sweep tile, mop & vacuum. <i>LOCK MAIN ENTRY DOORS AT 3:30</i>		
4:30-5:00	Clean 100 wing restrooms empty trash, clean sinks, mirrors, restock paper products, & soap dispensers, sweep floor, sanitize toilets & urinals, & mop.		
5:00 - 5:15	15 Minute Break		
5:15 - 5:30	Finish cleaning 100 wing		
5:30 - 6:00	Clean Paper room, Library and Library offices empty trash & pencil sharpeners, clean sinks, sweep & vacuum.		
6:00- 6:30	Clean 300 wing Portable empty trash & pencil sharpeners, clean sinks, restock paper products & soap dispensers, vacuum. Clean Restrooms in portable-empty trash, clean sinks, mirrors, restock paper products & soap dispensers, sanitize toilets & urinals, mop.		
6:30 - 7:00	1/2 hour Lunch Break		
7:00 - 9:00	Begin cleaning 300 wing, classrooms, restrooms computer lab, office areas		
9:00 - 9:15	15 Minute Break		
9:15 - 9:30	Finish cleaning 300 wing		
9:30 - 10:30	Vacuum main hallway, clean door and windows in main front entry and offices		
10:30 - 11:00	Finish all tasks, clean up equipment, Walk around outside and secure all doors Set building alarm:		
11:00	Shift Over		

Wenatchee School District  
Maintenance & Operations  
1001 Circle St.  
Wenatchee, WA. 98801



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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:

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Thank you for your valuable feedback.