

**DATE:**

**SITE:**

**SHIFT COVERED: M O**

<b>Schedule</b>	<b>Assignment</b>	<b>Completed</b> 	<b>Notes</b>
8:15-8:35	Turn off alarm system. Custodial closet on 2nd floor-dust mop hallways, stairs and hard floor rooms 4th floor to central stairs to 2nd floor hallway and locker room/restroom area then downstairs to 1st floor then up the stairs by receptionist desk to 3rd floor, dust mop 3rd floor down stairs to 1st floor push all soil onto walk off mat		
8:35-9:35	return dust mop-prepare wheeled trash can for picking up trash/office trash can liner replacement/ paper products & cleaning restrooms. Go up central stairs to 3rd floor pick up trash in indicated rooms on map, replace liners as needed, clean & sanitize sink in break room, to to 4th floor pick up trash in indicated rooms on map, clean & sanitize sink in break room, clean & sanitize mens & womens restroom, go to stairs that go down to warehouse area-take trash bag from wheeled trash can down to bottom of stairs, reline trash can return to central stairs and go down to 1st floor-pick up trash in indicated rooms on map-clean & sanitize restrooms & small sink by drinking fountain & sink in break room-pick up 2nd floor trash in locker room restroom, clean & sanitize restroom. pick up trash in carpenter's office and clean sink. go to cement stairs to warehouse area empty trash in warehouse offices check trash can outside far office door in exit area . take trash out to dumpster as indicated on map.		
9:35-9:55	return trash can to custodial closet get vacuum. Vacuum 4th floor carpet area as needed. Vacuum walk off mats, warehouse office areas as needed, exit area walk off mat, vacuum carpenter's office as needed, vacuum 1st floor walk off mats, reception carpet and entry, vacuum any office carpet as needed on this floor.		
9:55-10:15	any remaining time can be use to do the tasks that could not be done during the normal run-replacing burnt out lights, spot wet mopping, scrubbing toilets bowls		
10:15	turn out lights, set alarm leave building		

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



Phone (509) 663-0555 ex.221  
Fax (509) 663-0244

## 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.