

DATE:

SITE:

SHIFT COVERED: OMS Lead Custodian

Schedule	Assignment	Completed	Notes
	School keys with head cook. (usually she is there at 5:30)		
6:00-7:00 AM	Set up lunch tables for breakfast. There is a map with my schedule on my desk or in the file cabinet under time task. Turn on lights in lower hall and restrooms and cafeteria. Fill mop bucket for breakfast cleanup. Go to the front office and shut off alarm when it goes off you should have the code if you are subbing for me. Bolt down front doors. Open office- turn on lights, open offices & get all garbage. Turn on copiers, make coffee (one full scoop). Vacuum is in the closet behind the mail boxes/tall doors. vacuum office and front foyer. Clean office and sick room restrooms all porcelain should be washed and dried with a clean towel. Give the office your cell # so they can just call you if needed.		
7:00-7:30	Vacuum library and get garbage		
7:30-8:00	go to cafeteria supervise breakfast. When breakfast is done take out garbage and wash tables.		
8:00-8:15	Eat breakfast with the lunch lady's, they will hook you up just ask.		
8:15-10:00	Get garbage from Gear Up Office next to Matts office and vacuum if no one is there. Check e-mails and fix or repair what needs done.		
10:00-11:00	Lunch		

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11:00-2:15	Prepare for lunch, check with office if anything has come up. First lunch is 11:48-12:18 twenty minutes between lunches. Someone is a TA for you. He washes tables and sweeps. You get the garbage and help him finish. Second Lunch is 12:37-1:07 you will have a couple of helpers that just want to help usually, I usually wash as they leave there tables and go outside. I usually don't go to the kitchen until 2:00 or the girls get a little fussy, Sweep and mop.		
2:15-2:30	meet the night crew tell them what's going on if anything and then go home. Thanks for filling in for me. Leave the key's on the kitchen cooks desk.		
	Extra tasks if time allows:		
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	*		
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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.