

DATE:

SITE:

SHIFT COVERED: OMS Lower 300 Wing

Schedule	Assignment	Completed	Notes
2:30	Meet with Lead Custodian go over all building cleaning instructions & District's cleaning standards & chemicals. Review extra tasks or user groups.		
2:45-5:45	Custodial closet by Science rooms get mop bucket ready put on cart. Get garbage can & 4ft dust mop. Empty trash in classrooms. Dust mop rooms out into the hallway. Use Virex to clean sinks & counters in all rooms. refill paper towels & soap dispensers if needed. Vacuum, start in Room 302 and work you way down the hall. When done leave duster & garbage at the end of the hall. Take cart & mop bucket, mop all floors starting at the carpet edge by the garage doors going down the hall & into each classroom. Stop mopping the hall at class 317		
5:45-6:00	Do security run. Makes sure all windows & doors are locked to classrooms & exit doors. Lock both Lockerrooms. If user group unlock back doors into parking lot.		
6:00-6:30	1/2 Lunch Break		
6:30	If all user groups in the building lock the back doors		
6:45	Grab garbage can & empty trash in office 402-404, boy & girls lockerrooms & four restrooms across from gym. Empty Kotex boxes replace bags, restock paper products & soap dispensers. Take trash to dumpster		
6:45-7:00	Custodial closet by the boys restroom & get the dust mop marked "for gym use only"Sweep both locker rooms including office & restroom area.use wet/dry vacuum. Put dust mop away.		
7:00-7:30	Clean boys & girls restrooms, buckets are in the custodial closet & are marked DO NOT mix up. Clean sink, toilets, spray & wipe down mirrors as you go. Using separate rags clean chrome. Restock paper products & soap dispensers.		
7:30-8:30	Mop both locker rooms, Sweep entire gym using dust mop, spot mop gym. Using 4ft dust mop sweep out the restrooms sweep into hall. Spray & wipe down all mirrors in the restroom clean sinks & toilets. Mop out restrooms.		
8:30-8:45	Break		
8:45-9:00	Sweep last section of the hall outside gym using the 4ft dust mop. Sweep from carpeted area by the outside doors up to the doors by the cafeteria		
9:00-9:15	Custodial closet by the boys restroom get wet/dry vac to vacuum 4ft and 2ft dust mops. Put 2ft mop back on cart. Put 4ft mop around the corner in the 300 wing.		
9:15-9:45	Clean drinking fountain. Clean double doors clean glass on gym doors. Vacuum carpet by outside doors and the three small offices. Vacuum outside mat.		
9:45-9:55	Take vacuum 4ft dust mop and garbage can back to the custodial closet by the science room		
9:55-10:30	Take cart with mop bucket up to double doors by cafeteria where the rail starts, mop all the way down to the carpet		
10:30-10:45	Clean glass in each classroom doorway. Check to make sure all doors are locked as you go. Leave Rm317 Unlocked		
10:45-11:00	When done dump out mop bucket in custodial closet by sceince rooms. Rinse mop and bucket. Leave everything the way you found them.		

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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.