

DATE:

SITE:

SHIFT COVERED: OMS 100, 200 500 Wings

Schedule	Assignment	Completed	Notes
2:30	Meet with Lead Custodian go over all building cleaning instructions and District's cleaning standards and chemical. Review extra tasks grab a paper grabber from outside Matt's doorway.		
2:45-3:00	Check instructions for user groups posted in 100 wing custodial closet. Stock garbage cans with liners, gloves glance & virex bottles		
3:00-4:00	Lock and secure double doors by Art room. Sweep hallway in front of lockers (100 wing) Remove gum and spills. Remove garbage from Rms 516, 524,531 empty pencil sharpeners. Keep vinyl gloves with you. Grab second garbage can. Start down 100 wing empty trash from rooms 115 thru 105		
4:00-4:30	Lock Main doors take garbage can down by courtyard double doors. Take cans and vacuum to the 200 wing custodial closet into room 218. Empty garbage and vacuum all three rooms (Tech Lab room 218). Use Glance on door windows and Virex in the sinks and drinking fountains. Take out garbage to the dumpster.		
4:30-4:45	15 Minute break		
4:45-5:30	Sweep 200 wing spot mop where needed. Clean 200 wing restrooms restock paper products,glance on mirrors, virex on sinks and toilets and floors. Lock the restrooms as you finish and unlock as you leave the building.		
5:30-6:30	Take 2 ft dust mop and sweep all rooms into the hall. Clean sinks, glass and door knobs. Mop classrooms 110,108, 106 M/Tu/Th. Mop classrooms 105, 107,109,111-115 Wed/Fri. Spot mop daily if needed. Check paper towels and soap at all sinks, clean counter tops where needed.		
6:30-7:00	1/2 Lunch Security check all windows and doors 100, 200 and 500 wings before or after dinner break.		
7:00-8:30	Vacuum 100 wing rooms 105-116 Vacuum carpet in front of double doors by Art room and clean glass		
8:30-9:30	Sweep & mop Art room, Choir (mop Choir room on Wed & Fri.) and Band rooms, Clean sink in Art room check paper towel and soap, clean sinks and glass. Vacuum choir and band room teachers' offices. Clean drinking fountains and glass.		
9:30-9:45	15 minute break		
9:45-10:15	Sweep 500 wing mop or spot mop 500 and 100 wings		
10:15-10:45	Clean 100 wing restrooms, sinks, toilets,mirrors and floors and stock paper supplies turn off lights		
10:45	Take paper grabber back to Matt's office and vacuum dust mops Empty vacuum cleaner. Turn off hallway lights		
11:00	End of shift set alarm and secure door		
	Extra Tasks		

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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.