

**DATE:**

**SITE:**

**SHIFT COVERED: Pioneer 200 wing 2:00-1030pm**

Schedule	Assignment	Completed	Notes
2:00-2:15	Check in with Lead Custodian for nightly updates and building needs, go over all district cleaning instructions and chemicals.		
2:15-3:15	Proceed to Russell St entrance, clean area outside exit doors including stairs to street, pick up trash on both sides of 200 wing, set up events if needed(sometimes this is after 5:00pm)		
3:15-4:30	Clean rooms in 200 wing- sweep, vacuum, empty trash & pencil sharpeners, clean sinks & countertops.		
4:30-4:45	Break		
4:45-6:00	Finish cleaning all rooms in 200 wing, vacuum exit areas on both sides of hallway, sweep both the 200 wing hall and upper hall connecting to 300 wing.		
6:00-6:30	Start Cleaning rooms on south side of 300 wing hallway-sweep, vacuum, empty trash & pencil sharpeners, clean sinks & countertops.		
6:30-7:00	Lunch		
7:00-8:30	Finish cleaning rooms in 300 wing, sweep out hallway all the way around to middle ramp and in front of lobby, sweep restrooms and vacuum upper ramp, and carpet at the end of 300 wing to exit doors. Take out trash to dumpster located outside kitchen.		
8:30-8:45	Break		
8:45-10:00	Clean all restrooms in 200 wing, the boys and girls restrooms in 300 wing, sweep, clean mirrors, sinks, toilets, stock paper products& soap dispensers, mop. Mop all floors in 200-300 wing as needed. Clean all water fountains in 200-300 wings. Clean windows and glass doors and dust off locker tops. Do any extras at time allows.(change light bulbs, clean electrical closets in 200-300 wings, dust off mini blinds, auto scrub science and healthy living rooms as needed)		
10:00-10:15	Security check all doors and windows in assigned area.		
10:15-10:30	Personal clean up time, check in with the other custodians prior to going home.		
10:30	Set the alarm and go home		
	Extra tasks if time allows:		
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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.