

DATE:

SITE:

SHIFT COVERED: PMS 400 Wing 2:00-10:30pm

Schedule	Assignment	Completed	Notes
2:00-2:15	Meet with Lead Custodian go over all building cleaning instructions and District's cleaning standards and chemicals		
2:15 - 3:00	Proceed to the Kitchen and empty out & re-line trash cans including trash room cans, office and restroom. Pick up rubber floor mat's and stack them over the sink sweep and mop floor turn out lights and lock up.		
3:00 - 4:30	Go to 400 wing closet and get trash cart, vacuum cleaner and begin to clean 400 wing classrooms, sweep, vacuum, empty trash, clean sinks, countertops restock paper products& soap dispensers.		
4:30 - 4:45	15 minute Break		
4:45 - 6:30	Finish cleaning 400 wing, sweep commons, hallways, restrooms and music rooms. Clean Music rooms and vacuum the hallway and exit ramps		
6:30 - 7:00	Lunch		
7:00 - 8:30	Proceed to 300 wing and clean all rooms on the Right hand side of the hallway (northside)		
8:30 - 8:45	15 minute Break		
8:45 - 9:00	Pick up trash and empty it outside the exit doors from the commons to gym, sweep out the front door areas in all exits. Doors located: west end of 400 wing hallway, kitchen and commons		
9:00 - 10:00	Clean restrooms in room 401, the boys and girls and staff in hallways, sweep, clean sinks, toilets, mirrors, refill paper products & soap dispensers, mop. Clean all glass on exit doors, display cases and mirrors		
10:00 - 10:15	Do security checks in your area		
10:15 - 10:30	Clean up equipment		
10:30	Shift Over		

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Maintenance & Operations
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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.