

**DATE:**

**SITE:**

**SHIFT COVERED: PMS Gym Area Cleaning**

<b>Schedule</b>	<b>Assignment</b>	<b>Completed</b> 	<b>Notes</b>
2:00-2:15	Meet with Lead Custodian go over all building cleaning instructions and District's cleaning standards		
2:15 - 3:00	Set up building for any events or proceed to and pick up the trash in the courtyard, paved playgrounds on west side of gym and walkway on the east side of gym		
3:00 - 3:30	Sweep gym floor for after school sports help with any sports setups		
3:30-4:30	Sweep & mop the boys and girls side hallways and weight room wiping down the benches and cleaning the glass as you go		
4:30-5:00	Sweep & mop the main entry lobby including the glass doors		
5:00-5:15	Lock all exit doors top and bottom of the gym make sure the outside butterflys are latched and lock		
5:15-6:00	Clean the Library and Computer lab- vacuum & empty trash.		
6:00-6:15	Return to gym and unlock doors for user groups		
6:15-6:30	Return to the Library and finish cleaning		
6:30-7:00	Lunch Break		
7:00-8:00	Clean lobby restrooms- sweep, clean sinks, toilets, urinals, mirrors, restock paper products, empty trash, & mop		
8:00-9:00	Sweep & mop boys side of stairs & locker rooms clean locker rooms-empty trash, clean toilet, urinals, shower stalls, restock paper products & soap dispensers take the trash over to the girls side		
9:00-9:15	15 minute break		
9:15-10:00	Sweep & mop girls side stairs and locker room. Clean locker rooms-empty trash, clean toilets, shower stalls, sinks mirrors, restock paper products & soap dispensers. Take trash up to girls hallway next to the stage area		
10:00-10:15	Sweep & clean the stage combine the trash from downstairs and stage take to dumpster		clean stage by doing what? (mop)
10:15-10:30	Clean up time Do security checks on doors End of shift		

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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.