

DATE:

SITE:

SHIFT COVERED: Sunnyslope

Schedule	Assignment	Completed	Notes
2:30-2:45	Meet with Lead Custodian go over all building cleaning instructions and District's cleaning standards		Check the events for the evening, they are posted on the black bulletin board. Events and to do's
2:45-3:30	Begin cleaning 300 Wing-starting at room 328 sweep, vacuum, clean sinks & mirrors, countertops, empty trash, restock paper products & soap dispensers, & mop		20 minutes per room to completely clean
3:30-3:45	Take flag down and lock front door and side doors, lock office doors.		you should have 2 rooms completely finished before taking flag down.
3:45-4:30	Continue cleaning 300 wing		All classrooms completed in 300 wing by 6pm
4:30-4:45	15 minute Break		
4:45-6:00	Continue & Complete 300 wing including all restrooms-sweep, empty trash, refill soaps and paper products, clean sinks, mirrors, and toilets, mop. all hallway entry doors and glass. Begin cleaning 200 wing, clean the two staff restrooms across from the custodial utility closet.sweep, empty trash, refill soaps and paper products, clean sinks, mirrors, and toilets,& mop		By now you should have all classrooms finished in the 300 wing. Clean all the restrooms in the 300 wing this is the 4 in the classrooms and 2 main ones. Clean rooms 207,206, 202, 215. These are lightly used rooms and should only take less than 40 minutes to accomplish cleaning all . This leaves 85 minutes to clean all restrooms to standards.
6:30-7:00	Lunch		
7:00-9:15	Start cleaning 100 wing		given 20 minutes per room you should have all classrooms finished by break time.
9:15-9:30	Break		
9:30-10:45	100 wing completed including all restrooms-sweep, empty trash, refill soaps and paper products, clean sinks, mirrors, and toilets, mop, and hallway entry doors and glass. Run auto scrubber or manually mop halls. <i>(If using Auto scrubber stay 6"-8" away for from walls use hand mop for edges)</i>		Auto scrubber is notorious for punching holes in the walls so stay at least 6" away and hand mop edges.
10:45	Schedule complete, clean up, leave keys and make sure door is secure as you leave		Make sure you don't need back in the building as you will not have a key for re-entry. The code to the alarm system is provided to you from maintenance at the bottom of this form. The alarm will no set properly unless you wait for the green light to stop flashing and to turn solid green.

Please call Dave Noll if you have questions: 679-5569

Extra tasks if time allows:

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Wenatchee School District
Maintenance & Operations
1001 Circle St.
Wenatchee, WA. 98801



Phone (509) 663-0555 ex.221
Fax (509) 663-0244

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.