

DATE: Charles Krasowski's Run

SITE:

SHIFT COVERED: TECH Center

Schedule	Assignment	Completed 	Notes
2:30	Port Building #1: Begin gathering trash, restroom 1st, offices, classrooms, kitchen after dismissal.		
3:00	Clean restrooms (3 sets) mirrors, sinks, urinals, toilets and floors. Stock paper and soap as needed.		
3:35	Sweep kitchen well. Use green "Nobles" machine with "Degreaser" found in kitchen custodial closet.		
4:35	Vacuum all floors.		
5:15	Go to Building # 2 Automotive class, Clean restroom -sinks, mirrors,restock paper products and soap dispensers, sanitize toilets, urinals, & mop. Clean drinking fountain, vacuum teachers office and classroom. Empty trash.		
5:45	Go next door to Body and Fender classroom. Clean restroom. Empty trash, dust mop teachers classroom.		
6:15	Go to Law Enforcement classroom. Empty trash, clean restroom, stock paper products as needed. Vacuum. Supplies in closet.		
6:30	Go downstairs. Empty trash, vacuum as needed. Clean restroom.		
7:00	Throw all trash in dumpster behind building #1.		do we do a security check or lock up?

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.