

DATE:

Charles Krasowski's Run

SITE:**SHIFT COVERED: VALLEY ACADEMY**

Schedule	Assignment	Completed	Notes
9:35pm	Turn on lights and check all exterior doors to make sure they're locked. Get spray bottle of cleaner, rag and garbage can. (located in work room.) Empty all garbages, pencil sharpeners and clean all sinks and counters. Check paper towel and soap dispensers as you go and fill as needed. Be sure to pull liner out of kitchen garbage can.	✓	
10:00	Place both garbage bags just outside front door and replace both liners. Leave can back in work room. Get clean rags and sanitize all toilets, sinks and surrounding walls in restrooms. Place dirty rags in bag on custodial closet floor.		
10:15	Get dust mop and clean all hard floors, making sure you check under tables. Sweep all debris onto carpets.		
10:30	Vacuum all carpets and rugs. Empty vacuum.		
11:00	Get mop bucket and mop from work room. Fill mop bucket with cleaner and water (using grey bucket and kitchen sink to fill) Mop all hard floors and restrooms. Dump mop water in toilet and flush a couple of times.		
11:15	Straighten things up and put supplies away. (lock custodial door) Take garbage out to dumpster. Any spare time, do extras.		
11:30	Leave keys on secretaries desk. Turn off all lights and set alarm.		
	EXTRAS: Change lights, clean computer screens, dust, sweep out corners.		

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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.