

**DATE:**

**SITE:**

**SHIFT COVERED: Washington Main Building 8hr**

Schedule	Assignment	Completed	Notes
2:30	Check in with lead custodian go over all building cleaning instructions and Districts cleaning standards and chemicals.		
2:45-4:00	Get garbage can and liners from custodial closet head to room #1 and empty trash in all classrooms #1 thru #19 and library wiping down the sinks and counters as you go down the sinks and counters as you go.		
4:00-4:45	Go to portable rooms 118 and 120 clean rooms empty garbage, pencil sharpeners, clean sinks and counter tops, refill paper and soap dispensers, Clean Restrooms empty trash, clean sinks, mirrors and toilets. Stock paper products and soap dispensers, mop floor.		
4:45:5:00	Take trash can and head to portable room 14 in front of school empty trash and vacuum with the vacuum located in the classroom closet		
5:00-5:15	Break		
5:15-7:00	Vacuum rooms #1 thru #19, Library, and hallway as you go		
7:00-7:30	Lunch		
7:30-9:00	Continue vacuuming rooms #1 thru #19, Library, and hallway as you go		
9:00-9:15	Break		
9:15-9:25	Clean two small restrooms in Library-empty trash, clean sinks, mirrors, toilets, refill paper products and soap dispensers, mop floor.		

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9:25-9:35	Clean two small restrooms between rooms 17 & 19-empty trash, clean sinks, mirrors, toilets, refill paper products and soap dispensers, mop floor.		
9:35-10:35	Clean main hallway restrooms - empty trash, clean sinks, mirrors, toilets, refill paper products and soap dispensers, mop floor.		
10:35-10:45	Mop classroom tile as needed		
10:45	Personal clean-up time		
11:00	Set alarm and go home		security walk around to check all doors and lights? And what about security code?

Extra tasks if time allows:

\*Clean glass and spot food spills in the carpet if you have any extra time

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:

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Thank you for your valuable feedback.