

DATE:

SITE:

SHIFT COVERED:Special Ed Washington 3hr

Schedule	Assignment	Completed	Notes
8:00	Check in with lead custodian go over building cleaning instructions & District's cleaning standards and chemicals.		
8:05-8:20	Room 100 Clean,empty garbage & pencil sharpeners, clean sink and counter tops, refill paper products and soap dispensers. vacuum, and mop. Clean rest room empty trash,clean sinks, mirrors, toilets, restock paper products, refill soap dispensers, mop.		
8:20-8:35	Room 101 Clean and vacuum empty garbage & pencil sharpeners, clean sink and counter tops, refill paper products and soap dispensers.		
8:35-8:50	Room 103 Clean and vacuum empty garbage & pencil sharpeners, clean sink and counter tops, refill paper products and soap dispensers.		
8:50-9:05	Room 102 Clean,empty garbage & pencil sharpeners, clean sink and counter tops, refill paper products and soap dispensers. Vacuum. Clean restroom-empty trash,clean sinks, mirrors, toilets, restock paper products, refill soap dispensers, mop.		
9:05-9:25	Clean girls restroom in hallway empty trash,clean sinks, mirrors, toilets, restock paper products, refill soap dispensers, mop.		
9:25-9:30	Head to counselor's office and empty trash and vacuum		
9:30-9:45	Break		
9:45-10:05	Start into the office area and clean both staff restrooms-empty trash, clean sinks, mirrors, restock paper products & soap dispenser,sanitize toilets, urinals, mop.		
10:05-10:20	Empty trash in all office and cubical areas		
10:20-10:40	Clean staff restroom and file room by copy machine exit		
10:40-10:45	Vacuum hallway from south exit to north exit		
10:45-11:00	Personal clean-up time		
11:00	Set alarm and go home		
	Extra tasks if time allows:		
	*Clean door glass as you go If time dust office and classroom areas This schedule will be largely affected by the needs of the district office so be flexible to meet needs.		

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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.