

DATE:

SITE:

SHIFT COVERED:Special Ed Washington West 2hr

Schedule	Assignment	Completed 	Notes
6:00	Enter building and lock doors from daycare use and head to custodial closet get cleaning supplies and garbage can		
6:05-6:10	Clean room 105 by main entry, empty garbage and pencil sharpeners. Clean sink and counter tops, refill paper products and soap dispensers. Vacuum carpet.		
6:10-6:25	Clean boys restroom in same hallway-empty trash, clean sinks, mirrors, sanitize toilets, urinals, restock paper products & soap dispensers. Mop.		
6:25-6:55	Clean room 107,108,109-empty trash & pencil sharpeners, clean sinks,countertops, restock paper products & soap dispensers. Vacuum		
6:55-7:20	Clean main boys and girls restrooms by gym-empty trash, clean sinks, mirrors, restock paper products & soap dispensers, sanitize toilets, urinals, mop.		
7:20-7:25	Empty trash in gym		
7:25-7:30	Clean room 111-empty garbage,clean sinks, countertops, restock paper products & soap dispensers, vacuum.		
7:30-7:55	Exit west doors and go to the portable. Vacuum, empty trash, and clean restrooms in portable rooms 113 and 116 -empty trash, clean sinks, mirrors, toilets, urinals,restock paper products & soap dispensers. mop Make sure all doors are locked.		
7:55-8:00	Vacuum hall-main hall from the entry door used by daycare to the West end entry by Cheryl Armstrong's room		
8:00	Shut off lights and head to the M&O building		
	Extra tasks if time allows:		
	*Clean door glass as you go If time dust office and classroom areas		

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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.