

DATE:

SITE:

SHIFT COVERED: WHS Graveyard Athletics

Schedule	Assignment	Completed	Notes
10:00	Meet with Assistant Lead Custodian go over all building cleaning instructions and District's cleaning standards		
10:15- 11:30	Clean Lady's locker room and dust tops of lockers		
11:30- 12:00	Clean gym entrance door windows, sweep main gym floor		
12- 12:15	15 Minute Break		
12:15 - 1:30	Clean Boy's locker room/Swimming Pool, dust locker tops, Clean staff shower and toilet area		
1:30- 2:00	Vacuum Main Gym area carpet		
2- 2:30	Lunch		
2:30 - 3:00	Auto scrub Lady's and Boy's locker room		
3- 4:00	Auto scrub one of the gyms basketball courts or sweep/ vacuum weight room		
4- 4:15	15 Minute Break		
4:15 - 5:30	Athletic hallway: garbage run, clean window front and back entrances, vacuum all carpet areas, sweep and spot mop hallway and Sports Med room		
5:30 - 5:45	Spot check and sweep Small Gym floor as needed		
5:45- 6:00	Clean Auxiliary boy and girls restrooms-empty trash, clean sinks, mirrors, restock paper products & soap dispensers, sanitize toilets & urinals, mop.		
6- 6:15	Take out garbage		
6:15- 6:30	Clean up, check with other custodian on duty and finish up. End of shift		
Extra tasks if time allows:			
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Maintenance & Operations
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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.