

DATE:

SITE:

SHIFT COVERED: WHS Graveyard Auditorium

Schedule	Assignment	Completed	Notes
10:00	Meet with Assistant Lead Custodian go over all building cleaning instructions and District's cleaning standards		
10:10- 11:40	Do garbage run and clean window and door glass in Career Center, Attendance and Admin Offices		
11:40- 12:00	Make grounds walk check all doors and gates from Main entrance to back door on East side of building		
12- 12:15	Break		
12:15 - 1:00	Vacuum: Career Center, Attendance, Admin Offices, Main hallway, lock up offices and turn off lights		
1:00- 2:00	Go back to garbage run, do window and door glass and water fountain as you go		
2- 2:30	Lunch		
2:30 - 3:00	Finish garbage run		
3- 4:00	Clean restrooms: Miller Street and Music area-clean sinks, mirrors, restock paper products & soap dispensers, sanitize toilets & urinals, mop		
4- 4:15	15 Minute Break		
4:15 - 4:45	Sweep halls and music dept tile		
4:45 - 5:30	Vacuum: the rest of carpets in halls, Green room, Red room and Music Dept.		
5:30- 6:15	Mop or Auto scrub my hallways or clean the Auditorium hallway whichever needs to be done more		
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.