

**DATE:**

**SITE:**

**SHIFT COVERED: WHS Miller St. 8hrs.**

<b>Schedule</b>	<b>Assignment</b>	<b>Completed</b> 	<b>Notes</b>
2:30	Meet with Lead Custodian go over all building cleaning instructions and District's cleaning standards		
2:50-2:55	Get garbage can from custodial closet, bring clean bags.		
2:55-4:15	Empty garbages in following areas: Foreign Language: offices, rooms 150 thru 158 Check storage room. Social Studies: rooms 200- 207 don't do room 209 at this time. East English: rooms 250 thru 257. West English: rooms 258 thru 263. Outside garbage can and hallway can's Room 209 and 264. Place full bags in the hallway		
4:15-5:00	Start to vacuum Foreign Language area		
5:00-5:15	15 minute Break		
5:15-7:00	Start to vacuum Social Studies and East English		
7:00-7:30	1/2 hour Lunch break		
7:30-8:15	Take garbage cart to the English hallway. Start vacuuming West English area and room 264. Leave vacuum on the ramp		
8:15-9:00	Put garbage in cart leave cart near custodial closet. Sweep hallway, vacuum ramp's and stairs. Put vacuum away		
9:00-9:15	15 minute break		
9:15-10:00	Clean glass on outside doors, clean drinking fountain. Spot mop hallway, take garbage out		
10:00-10:45	Check with Ron to see if he needs any help, if not recheck your list to make sure you have everything done.		
10:45-11:00	Clean up and put away items, leave keys.		
Extra tasks if time allows:			
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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.