

DATE:

SITE:

SHIFT COVERED: WHS Science Area

Schedule	Assignment	Completed	Notes
2:30	Meet with Lead Custodian go over all building cleaning instructions and District's cleaning standards		
2:45-3:00	Work Station: Prepare equipment and materials		
3:00-4:30	Garbage run and replace liners. Library: clean lunch tables, office desks, counter for books, computer rooms, Voctec room, downstairs classroom 4 and 5, Empty garbage in main area library, under counter and offices next to them. DO NOT empty trash in <i>green</i> or <i>blue</i> rooms. Media Center: Empty trash in restrooms, around desks, computer classroom and offices. Exit through double doors of the media center go up the hallway to another hallway take a right the general garbage container is in that hall. LGI: empty trash in that area. Math Department: Empty trash from the 7 classrooms and two service rooms, and one carpeted room where the Magic Club meets at 4:00. Go to the Main Hallway pick up trash from the container by the drinking fountain. All garbage bags from the above areas are placed in the resilient floor the main hallway by the drinking fountain for later pick up in to a larger container. Complete garbage run 4:15-		
4:30-5:00	Math Department: Vacuum and clean classrooms Start in the hallway cleaning all rooms		
5:00-5:15	15 Minute Break		
5:15- 5:45	Continue cleaning Math Department		
5:45-5:55	Main Hallway: Vacuum and clean ramps		
5:55-6:50	Science Department: Dust mop, vacuum and clean		
6:50-7:00	Dust mop Main hallway, take all trash bags to dumpster		
7:00-7:30	1/2 Lunch		
7:30-9:15	Library and Media Center: Vacuum and clean		
9-9:15	15 Minute Break		
9:15-10:15	Clean restrooms: Library and Media Center, clean sinks, mirrors, restock paper products & soap dispensers, sanitize toilets, urinals & mop		
10:15-10:50	Clean up equipment, stock cleaning solutions		
10:50-11:00	Meet in staff room make sure all is complete. 11:00 end of shift		

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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.