

SWARTZ CREEK SCHOOL DISTRICT

CUSTODIAN EVALUATION

Name: _____ Position: _____ Building: _____

Supervisor: _____ School Year: _____ Type of Evaluation: _____

SUPERVISORS: Please check one column for each area of evaluation.

AREAS OF EVALUATION	Superior	Above Average	Average	Needs to Improve	Not Applicable
<u>CUSTODIAL SKILLS</u>					
Work Quality					
Work Quantity					
Light Maintenance (Changes light switches, replaces glass, etc.)					
Heavy Maintenance (Plumbing, furnace, etc.)					
Knowledge & Use of Custodial Equipment					
Other					
<u>WORK AREA</u>					
<u>Classrooms/Office Areas/Lounge</u>					
Floors					
Walls					
Lighting					
Desks/Tables					
Dust					
Whiteboard/Chalkboards					
Windows					
Trash/Recycling					
Bathrooms					
<u>Hallways/Entrances/Foyers/Stairways</u>					
Floors					
Walls					
Lighting					
Display Cases					
Windows and Ledges					
Drinking Fountains					
Entrance Rugs					
Trash					
<u>Stage/Gym/Cafeteria/Kitchen</u>					
Floors					
Walls					
Lighting					
Dust					
Tables and Chairs					
Bleachers					

Trash					
Appliances					
Restrooms					
Floors					
Walls					
Toilets					
Sinks					
Urinals					
Paper Towel					
Toilet Paper					
Mirrors					
Trash					
Parking Lot					
Cones and Traffic Devices					
<u>PERSONAL TRAITS</u>					
Appearance					
Attendance					
Punctuality					
Reliability					
Cooperation					
Job Attitude					
Courteousness					
Tactfulness					
Flexibility					
Inter-School Relations (With other staff, teachers, students, parents, etc.)					
Other					

Remarks or additional information:

**The employee is invited to append to this form, any additional information which may be relevant.*

I have discussed this evaluation with the employee. I have discussed this evaluation with my supervisor.

Principal's Signature

Employee's Signature

Date

Date

Custodial Responsibilities and Reference Sheet: Gaines Elementary School

2nd Shift Custodian

Hours: Monday-Friday 2:00 PM – 10:30 PM

Name: Ryan Capps

Responsibilities:

2:00 PM

- Check with 1st shift custodian before he leaves and gather any special directions for the evening.
- Check the schedule for any evening activities in the building.

2:30 PM – 4:00 PM

- **Clear parking lot**
 - o Bring in stop signs and cones (around 3:15 PM)
- **Clean south and east entry doorways and windows**
- **Clean library (room 106)**
 - o Dust windows and ledges
 - o Wash tables and desk
 - o Dump trash
 - o Vacuum
 - o Empty pencil sharpeners
- **Clean teachers' lounge**
 - o Empty trash
 - o Wash tables
 - o Wash countertops
 - o Fill soap dispenser
 - o Fill paper towel
- **Clean teachers' lounge bathrooms**
 - o Fill soap dispensers
 - o Fill toilet paper
 - o Wipe down, wash and clean mirrors, sinks and toilets
- **Kitchen and Cafeteria**
 - o Lock ALL kitchen and cafeteria doors
- **Classrooms**
 - o Prepare all necessary cleaning supplies to clean classrooms
- **Student Bathrooms**
 - o Wash mirrors
 - o Clean and disinfect toilets
 - o Clean and disinfect sinks
 - o Wet mop the floor with disinfectant
 - o Fill soap dispensers
 - o Fill toilet paper

4:00 PM- 10:30 PM

- **Doors**
 - Lock all exterior doors depending on evening schedule
 - Latch gym door to hallway across from 107A
 - Close foyer doors depending on evening schedule
- **Kindergarten Room**
 - Wash and disinfect tables and countertops
 - Vacuum
 - Dust where possible
 - Clean and disinfect bathroom
 - Wash mirrors
 - Clean and disinfect toilets and sinks
 - Mop and disinfect floor
 - Fill all dispensers
 - Wipe down whiteboard and clean chalkboard and trays
 - Empty pencil sharpeners
 - Empty trash
- **Classrooms (Room 104, 105, 106, 108, 109, 110, 111, 113, 115 and 116)**
 - Empty trash
 - Empty pencil sharpeners
 - Clean all chalkboards and whiteboards along with trays
 - Wash tables and desks
 - Vacuum
 - Dust
- **East Foyer**
 - Sweep and mop
- **Hallways and Drinking Fountains**
 - Scrub away marks on floor
 - Clean and disinfect drinking fountains
- **Office**
 - Empty trash
 - Dust and wipe down all surfaces
 - Wash windows and showcase
 - Wash and disinfect sick bed and desks
- **Principal's Bathroom**
 - Empty trash
 - Wash mirror
 - Clean and disinfect toilet
 - Wash and scour sink
 - Fill paper toilet and toilet paper
 - Fill soap dispenser
 - Mop floor
- **Art Room (105)**
 - Wash tables and countertops
 - Sweep and mop the floor
 - Wash and scour sink

- Dust
- **Entry Windows**
 - Wipe down windows
- **Exterior Doors**
 - Chain all exit doors

Dusting Schedule:

- **Mondays:** 114, 112, 110
- **Tuesdays:** 109, 111, 113
- **Wednesdays:** 116, 115, 108, 104
- **Thursdays:** 105, 106, office
- **Fridays:** hallways, doorways, corners, ceilings

End of shift:

- Turn off stage lights
- Leave on circulating fans
- Latch all building windows
- Lock all doors
- Set alarm

Room Preferences

***Pay close attention to the following items in each location

Room	Important Items
Main Office	Table, file cabinet, blue bed, vacuum
Principal's Office	Table, bathroom, vacuum
Foyer	Desks, vacuum
101	Desks, whiteboard, vacuum
102	Tables, whiteboard, trash (4:30 and 6:00 PM)
107A	Tables, whiteboard, vacuum
107B	Tables, whiteboard, vacuum
104	Whiteboard, vacuum
108	Vacuum
103	Desks, whiteboard, vacuum
116	Desks, whiteboard, vacuum
115	Desks, whiteboard, vacuum
Lounge	Tables, countertops, floor, bathrooms
114	Tables, sink, counter, bathroom, vacuum
113	Tables, whiteboard, vacuum
112	Tables, whiteboard, vacuum
111	Desks, whiteboard, vacuum
110	Tables, whiteboard, vacuum
109	Desks, whiteboard, vacuum
Art Room	Tables, whiteboard, vacuum, sink
Library	Tables, vacuum

Evaluation of Non-Certified Personnel

Policy Statement: Efficient institutions will have effective contributions of non-certified personnel as it is vital to the success of district educational programs. The School Board directs the Superintendent to develop and implement a system(s) of evaluation for non-certified personnel which assures the continuing competency of these employees' performance.

Rules and Procedures:

A. Custodial Work Area and Habits Review

1. Objective:

- a. The purpose of this procedure is to develop a consistent handling of evaluating the working performance of custodians and encourage and support overall performance growth. Custodians shall be evaluated periodically. Feedback and guidance is provided informally on regular basis through communication among the principal, the supervisor of maintenance and grounds, and the custodians. The work area review shall be used to reinforce areas that need improvement to areas of superior work performance. The work area review shall also be used to set forth the remedial actions that are necessary to improve the custodian's work performance as the success of the academic environment depends on it.

i. Specific Purposes of Instrument:

1. Improve the custodian's performance
2. Identify and recognize strengths
3. Identify and recommend aspects of performance requiring improvements
4. Assist in developing a personal growth plan
5. Provide for accountability
6. Provide a basis for future recommendations

2. General:

- a. The custodial function in a school district is important in meeting the overall goals and objectives of the school district. A significant amount of resources are used to maintain and repair the buildings and the grounds. In order to assure that these resources are being utilized appropriately, the administration has developed a system to review the work performance of custodians.

3. Procedure:

- a. Exhibit A is a copy of the Custodian Work Area Review Form. This form shall be completed for all custodians in accordance with the following rules:

4. Review Timetable:

- a. During the month of September and October, the work area of each custodian shall be reviewed and discussed so the custodians are aware of their responsibilities and expectations for the year. Custodians should be aware of the format of the Custodian Work Area Review Form. By November 1st, the fall Custodian Work Area Review Form for each custodian shall be started.
- b. During the month of November, the building principal shall begin to review the building and evaluate the custodians' work performance, recording this evaluation

data on the Custodian Work Area Review Form. This form shall be completed by December 1.

- c. During the month of January, the building principal shall review the work performance of all custodians and discuss progress and performance with each by reviewing the Custodian Work Area Review Form. The principal should identify any areas of weakness and set forth a plan to improve areas of inefficiency.
- d. During the month of February, the review process should start over as principals should keep an eye on any areas of weakness and patterns of improvement. A second Custodian Work Area Review Form should be started.
- e. By the month of May, the second Custodian Work Area Review Form should be completed and a discussion should take place regarding progress of improvements or areas still consisting of inefficiencies.
- f. By the end of the school year, employment should be determined for next year based on yearly progress and performance according to the Custodian Work Area Review Forms and discussions.
- g. Anytime during the year, the work area of an individual custodian or the entire school may be evaluated by a school administrator. This evaluation data is to be recorded on the Custodian Work Area Review Form and used for employment considerations moving forward.

5. Evaluation:

- a. The Custodian Work Area Review Forms shall be reviewed with the custodian and the evaluator. The evaluator shall state the positive and negative aspects of the evaluation and explain what corrective action, if any, is necessary. The form shall be signed by the evaluator and the custodian.

6. Record Keeping:

- a. The Custodian Work Area Review Form shall be filed in the custodian's personnel file. A custodian may review such reports by request.