# CUSTODIAL/MAINTENANCE EVALUATION

## NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ASSIGNMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CUSTODIAN \_\_\_\_\_\_ MAINTENANCE \_\_\_\_\_\_ DATE \_\_\_\_\_\_\_**

Each item is to be rated as unsatisfactory (U), needs improvement (N), satisfactory (S), exceptional (E),

or not applicable (NA). A comment is required for a “U” or “E” rating.

### CUSTODIAL

Assumes overall responsibility for the building (Classifications A & B). U N S E NA

Oversees all custodial employees (including High School students) U N S E NA

assigned to the building (Classification A).

Performs daily and periodic cleaning in a thorough and efficient manner. U N S E NA

Provides general assistance in the hot lunch program as necessary. U N S E NA

Follows the direction of the building principal(s) and immediate supervisor. U N S E NA

Leaves appropriate directions for a substitute. U N S E NA

### MAINTENANCE

Repairs and maintains the physical systems and equipment of the District. U N S E NA

Refurbishes, constructs and/or remodels physical improvements of the District. U N S E NA

Maintains the infrastructure and respective equipment of the District. U N S E NA

**CUSTODIAL/MAINTENANCE**

Maintains, inventory and replaces expendable supplies as necessary. U N S E NA

Performs routine minor repairs and maintenance jobs as necessary. U N S E NA

Prepares facilities for school and community events. U N S E NA

Maintains school grounds as required. U N S E NA

Is self-directed. U N S E NA

Timely communicates potential problems with his/her immediate supervisor U N S E NA

(and/or principals).

Cooperates with the staff and public. U N S E NA

Serves as a positive role model for students. U N S E NA

Uses available materials and supplies in an effective and economical manner. U N S E NA

Works cooperatively with fellow workers. U N S E NA

Demonstrates the ability to perform assigned tasks in a timely, thorough and U N S E NA

satisfactory manner.

Complies with State Regulations and School Policy. U N S E NA

Demonstrates common sense regarding safety issues. U N S E NA

Demonstrates acceptable attendance and punctuality. U N S E NA

Complies with laws and procedures for the disposal of trash, U N S E NA

rubbish and waste, including hazardous materials.

General evaluator comments:

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**My signature indicates I have read and understand this evaluation. It does not necessarily imply agreement.**

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Signature of Employee Date

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Signature of Evaluator Date