

**(School District)
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) assigned to the building (Classification A). U N S E NA

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 (and/or principals).	U N S E NA
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 satisfactory manner.	U N S E NA
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, rubbish and waste, including hazardous materials.	U N S E NA

General evaluator comments:

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

Signature of Employee

Date

Signature of Evaluator

Date