

Classroom Cleaning Observation Summary

Custodian: Sally Jones

Date Observed: 02/15/2011

School Site: Washington Elementary

Time: 6:15 AM

Observer: Bill Craig

Perceptions

First floor classrooms 101 and 102 were observed systematically today. Custodial performance in each area listed below was satisfactory or better.

- Floor well swept or vacuumed and free of debris.
- All waste receptacles emptied and fresh liner inserted.
- Desks, tables, and other flat surfaces washed or dusted as appropriate.
- All blackboards and erasers cleaned with no inappropriate chalk dust in evidence.
- Windows cleaned, polished, and free of streaks.
- Graffiti or vandalism reported promptly to site principal or designee.
- Lavatories in labs cleaned and free of stains, residues, and spotting.
- All classroom supplies restocked including wastebasket liner, handtowels, and chalk.
- Classroom left in a secure state after cleaning. All windows closed and all locks locked.

Reflections

Substandard cleanliness was observed in each area listed below. I encourage you to reflect on each item listed consider what changes, if any, might be warranted.

- No substandard performance observed.
- No recommendations at this time. Keep up the good work.
- Desks, tables, and other flat surfaces must be washed or dusted as appropriate.
- Floors must be swept or vacuumed and free of debris.
- Windows must be cleaned, polished, and free of streaks.
- Wastebaskets must be emptied and liner replaced.
- All blackboards and erasers must be cleaned with no inappropriate chalk dust in evidence.
- All classroom supplies must be restocked, including handtowels, wastebasket liners, and chalk.
- Graffiti or vandalism must be reported promptly to site principal or designee.
- Classrooms must be left in a secure state with windows closed and doors locked.

Comments

Please see me if you have any questions about areas of deficiency noted above.

Bill Craig
Principal

Date