

## Custodian Observation Summary

**Custodian:** Sally Jones

**Conference Date:** 02/15/2011

**School Site:** Washington Elementary

**Evaluation Period:** FY11

**Observer:** Bill Craig

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### **Classroom Cleanliness Observation [DATE]**

Classroom cleanliness was checked systematically today in classrooms 101 and 102. The quality of custodial performance in each area below is noted. A conference with the custodian regarding all SUBSTANDARD ratings was conducted on [DATE]. Improved performance is required in areas marked SUBSTANDARD.

- 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.

### **Bathroom Cleanliness Observation [DATE]**

Restroom cleanliness was checked systematically today in restrooms 101 and 102. The quality of custodial performance in each area below is noted. A conference with the custodian regarding all SUBSTANDARD ratings was conducted on [DATE]. Improved performance is required in areas marked SUBSTANDARD.

- Toilets appropriately cleaned and free of odor, bodily residues, and stains.
- Urinals appropriately cleaned and free of odor, bodily residues, and stains.
- Floor mopped and cleaned with particular attention to crevices and baseboards.
- Lavatories cleaned and free of stains, residues, and spotting.
- Mirrors cleaned, polished, and free of streaks.
- Wastebaskets emptied and fresh liners inserted.
- All bathroom supplies restocked, including toilet paper, handtowels, soaps, and all dispensers.
- Bathroom floor free of all debris.
- Graffiti or vandalism reported promptly to site principal or designee.
- Clogged, malfunctioning, or broken fixtures repaired and reported to site principal or designee.

### **School Offices Cleanliness Observation [DATE]**

School office cleanliness was checked systematically today in each school office. The quality of custodial performance in each area below is noted. A conference with the custodian regarding all SUBSTANDARD ratings was conducted on [DATE]. Improved performance is required in areas marked SUBSTANDARD.

- 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.
- Windows cleaned, polished, and free of streaks.
- Graffiti or vandalism reported promptly to site principal or designee.
- Bathrooms in the office cleaned thoroughly.
- Office supplies restocked including copy machine paper, handtowels, and wastebasket liner.
- Office left in a secure state after cleaning. All windows closed and all locks locked.

**Comments**

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

Job targets for improved performance during the next evaluation period include...

- (1)
- (2)

**Summative Conclusion / Reemployment Recommendation**

Based on my observation of this custodian's performance throughout the evaluation period, including but not limited to those observations detailed above, I find the performance of this custodian to be SATISFACTORY / UNSATISFACTORY. (pick one)

Recommendation to the Board of Education will be for CONTINUED EMPLOYMENT / DISMISSAL. (pick one)

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**Bill Craig**  
**Principal**

\_\_\_\_\_  
**Date**

I have discussed the information contained in this document with my supervisor and was given the opportunity to ask questions about its content.

\_\_\_\_\_  
**Custodian**

\_\_\_\_\_  
**Date**