

Custodian Observation Summary

Custodian: Sally Jones

Date Observed: 02/15/2011

School Site: Washington Elementary

Time: 6:15 AM

Observer: Bill Craig

Perceptions

The main school offices 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.
- 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.

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 office supplies must be restocked including copy machine paper, handtowels, and wastebasket liners.
- Graffiti or vandalism must be reported promptly to the site principal or designee.
- School offices must be left in a secure state with windows closed and doors locked.
- All bathrooms in the school office must be cleaned thoroughly.

Comments

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

Bill Craig
Principal

Date