

**CUSTODIAL-MAINTENANCE
EVALUATION INSTRUMENT**

Custodian: _____ Year in System: _____

School: _____ Assignment: _____

Evaluator: _____ Date of Evaluation: _____

A = Above Average: The custodian surpasses the expected standards of performance.
S = Satisfactory: The custodian meets or exceeds the expected standards of performance.
N = Needs Improvement: The custodian meets minimal standards of performance; improvement is suggested.
U = Unsatisfactory: The custodian does not meet minimal standards of performance; improvement is necessary.

Qualifications:

- _____ 1. Knowledge of a variety of cleansing agents and their applications.
- _____ 2. Skill in operating equipment and tools and in performing minor repairs.
- _____ 3. Skill in performing routine maintenance activities such as changing light bulbs.
- _____ 4. Skill in following simple oral and written instructions in order to properly apply cleansing agents.
- _____ Job Goal: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

Performance Responsibilities:

- _____ 1. Keeps building and premises neat and clean at all times (including sidewalks, driveways, play areas, etc.).
- _____ 2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
- _____ 3. Shovels, plows, and/or sands walks, driveways, parking areas, and steps as appropriate.
- _____ 4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- _____ 5. Raises the United States flag and the Oklahoma flag at or before 8:00 a.m. on each school day, and lowers the flags at or after 3:30 p.m.
- _____ 6. Sweeps classrooms daily and dusts furniture.

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- _____ 7. Cleans corridors after school each day and during the day when conditions require.
- _____ 8. Scrubs, hoses down, and disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains daily.
- _____ 9. Washes all windows on both the inside and outside at least twice each year (more frequently, if necessary).
- _____ 10. Keeps the grounds free from rubbish.
- _____ 11. Performs such yard keeping chores as grass cutting, tree trimming, etc., as necessary to maintain the school grounds in a safe and attractive condition.
- _____ 12. Keeps all floors in a clean and attractive condition and in a good state of preservation.
- _____ 13. Cleans all chalkboards at least once a week.
- _____ 14. Makes such minor building repairs as capabilities allow.
- _____ 15. Promptly reports to the director of maintenance and facility services any major repairs needed.
- _____ 16. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
- _____ 17. Reports immediately to the director of maintenance and facility services any damage to school property.
- _____ 18. Remains on the school premises during school hours and during nonschool hours when the use of the building has been authorized and the custodian's attendance is required by the director of maintenance and facility services.
- _____ 19. Assumes responsibility for the opening and closing of the building each school day and determines, before leaving, that all doors and windows are secured and all lights are turned off except those left on for safety reasons.
- _____ 20. Maintains an inventory of supplies, equipment, and fuel on hand; requisitioning needed replacements from the director of maintenance and facility services far enough in advance so that they may be delivered in sufficient time as to not hinder the custodian in the performance of his/her duties.
- _____ 21. Conducts an ongoing program of general maintenance, upkeep, and repair.
- _____ 22. Moves furniture or equipment within buildings as required for various activities and as directed by the director of maintenance and facility services.

CUSTODIAL-MAINTENANCE EVALUATION INSTRUMENT (Cont.)

- _____ 23. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- _____ 24. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
- _____ 25. Performs such other duties as may be assigned by the director of maintenance and facility services.

Signature of Evaluator

Date

- _____ I have seen this evaluation report.
- _____ I wish to attach clarification statements.
- _____ I request a plan for improvement in areas marked "N".
- _____ I agree to develop a required written plan for improvement in areas marked "U".

Signature of Custodian

Date

The signature of the custodian shall not be construed to indicate agreement with the opinions of the evaluator. Rather, the signature of the custodian indicates that the custodian has seen the evaluation instrument in its completed form, has acknowledged the recommendations of the evaluator, and has been offered the opportunity to respond in writing.

Any written plans for improvement required of the evaluator must provide for further evaluation, indicate target dates for improvement, and provide feedback on progress toward established improvement goals. Such documents shall bear the signatures of both the evaluator and the custodian and shall become a permanent part of this document.

Any written clarification statements offered by the custodian shall bear the signatures of both the custodian and the evaluator and shall become a permanent part of this document.