

2/2011

Name: _____
School: _____
Year: _____

1 – **Satisfactory** – consistently performed at a competent level
2 – **Not Satisfactory** – serious deficiencies exist in this area
N/A – **Not Applicable**

CARBON COUNTY SCHOOL DISTRICT NO. 2
EVALUATION OF
CUSTODIAN

- | | | | |
|---|------|------|--------|
| 1. Keeps buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times. | 1___ | 2___ | N/A___ |
| 2. Regulates heat and ventilation systems to provide temperature appropriate to the season and to ensure economical use of fuel, water and electricity. | 1___ | 2___ | N/A___ |
| 3. Shovels, plows and sands walks, driveways, parking areas and steps as appropriate. | 1___ | 2___ | N/A___ |
| 4. Checks daily to ensure that all exit doors are open and that all panic bolts are working properly during the hours the building is occupied. | 1___ | 2___ | N/A___ |
| 5. Sweeps classrooms daily and dusts furniture. | 1___ | 2___ | N/A___ |
| 6. Cleans corridors after school each day and during the day when their condition requires it. | 1___ | 2___ | N/A___ |
| 7. Cleans and disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains daily. | 1___ | 2___ | N/A___ |
| 8. Washes all windows, both inside and outside, as often as may be necessary. | 1___ | 2___ | N/A___ |
| 9. Keeps the grounds free of rubbish. | 1___ | 2___ | N/A___ |
| 10. Performs ground keeping chores such as grass cutting, tree trimming, and flower bed tending to maintain the school grounds in a safe and attractive condition. | 1___ | 2___ | N/A___ |
| 11. Cleans all chalk/white boards daily. | 1___ | 2___ | N/A___ |
| 12. Makes building repairs within his/her capabilities. | 1___ | 2___ | N/A___ |
| 13. Reports the need for major repairs or any damage to school property promptly to the principal. | 1___ | 2___ | N/A___ |
| 14. Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and his/her attendance is required by the principal. | 1___ | 2___ | N/A___ |
| 15. Assumes responsibility for the opening and closing of the building each school day and for determining before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off. | 1___ | 2___ | N/A___ |
| 16. Keeps an inventory of supplies, equipment and fuel on hand, and requisitions needed supplies far enough in advance so that they may be delivered in time not to hinder the performance of custodial duties. | 1___ | 2___ | N/A___ |
| 17. Conducts an on-going program of general maintenance, upkeep and repair. | 1___ | 2___ | N/A___ |
| 18. Moves furniture or equipment within buildings as required for various activities and as directed by the principal. | 1___ | 2___ | N/A___ |

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|---|-----|-----|-------|
| 19. Complies with local laws and procedures for the storage and disposal of supplies, trash, rubbish and waste. | 1__ | 2__ | N/A__ |
| 20. Raises the United States and Wyoming flags at or before 8:00 a.m. on each day of school and lowers them at or after 4:00 p.m. | 1__ | 2__ | N/A__ |
| 21. Assists in the summer preventative maintenance programs established for the school. This type of work can be, but is not limited to, repairing, sanding, finishing, stripping and waxing floors, minor repairs involving carpentry skills, etc. | 1__ | 2__ | N/A__ |
| 22. Will be an active participant in District in-service training programs. | 1__ | 2__ | N/A__ |
| 23. Performs additional duties as may be assigned by the building principal. | 1__ | 2__ | N/A__ |
| 24. Demonstrates collaboration and positive communication with staff and supervisors. | 1__ | 2__ | N/A__ |
| 25. Uses time efficiently. | 1__ | 2__ | N/A__ |

Comments: _____

Each of the undersigned has reviewed this evaluation. Each understands that each item will become part of the personnel record. It is further understood that refusal to sign does not prevent the inclusion of this document in the personnel file.

Date: _____

 Signature of Custodian

 Signature of Supervisor