

Name: _____ Year : _____

**CARBON COUNTY SCHOOL DISTRICT NO. 2
EVALUATION OF
DISTRICT FACILITY MANAGER**

(1 – Satisfactory - consistently performed at a competent level; 2 - Not Satisfactory - serious deficiencies exist in this area; N/A – Not Applicable)		
1.	Supervises cleaning and maintenance of all boilers and other major building equipment.	1__ 2__ N/A__
2.	Supervises major repairs to plumbing, electrical and general mechanical areas in all buildings.	1__ 2__ N/A__
3.	Performs emergency repair services as needed.	1__ 2__ N/A__
4.	Coordinates with the Principals when ordering maintenance supplies, materials and equipment to stay within budget.	1__ 2__ N/A__
5.	Supervises and ensures an on-going program of general maintenance, upkeep and repair of buildings.	1__ 2__ N/A__
6.	Assumes responsibility for overall compliance with the state fire code in all buildings.	1__ 2__ N/A__
7.	Draws blueprints, writes bid specifications, and inspects all work done by contractors on major building repairs and remodeling.	1__ 2__ N/A__
8.	Accompanies safety inspectors and other contracted consultants in their evaluations of buildings and equipment.	1__ 2__ N/A__
9.	Works positively with State Agencies.	1__ 2__ N/A__
10.	Works closely with the Superintendent and Business Manager, keeping them informed of projects.	1__ 2__ N/A__
11.	Facilitate the Asbestos management plan.	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 Facility Manager

Signature of Superintendent