

Custodian Observation Summary

Custodian: Tom Johnson

Conference Date: 10/15/2005

School Site: Washington School

Evaluation Period: FY06

Observer: Bill Craig

Classroom Cleanliness Observation 09/03/05

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 09/05/05. Improved performance is required in areas marked SUBSTANDARD.

Acceptable	Floor well swept or vacuumed and free of debris.
Acceptable	All waste receptacles emptied and fresh liner inserted.
Acceptable	Desks, tables, and other flat surfaces washed or dusted as appropriate.
Substandard	All blackboards and erasers cleaned with no inappropriate chalk dust in evidence.
Acceptable	Windows cleaned, polished, and free of streaks.
Acceptable	Graffiti or vandalism reported promptly to site principal or designee.
Substandard	All classroom supplies restocked including wastebasket liner, handtowels, and chalk.
Acceptable	Classroom left in a secure state after cleaning. All windows closed and all locks locked.

Bathroom Cleanliness Observation 09/21/05

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 09/22/05. Improved performance is required in areas marked SUBSTANDARD.

Acceptable	Toilets appropriately cleaned and free of odor, bodily residues, and stains.
Acceptable	Urinals appropriately cleaned and free of odor, bodily residues, and stains.
Acceptable	Floor mopped and cleaned with particular attention to crevices and baseboards.
Acceptable	Lavatories cleaned and free of stains, residues, and spotting.
Acceptable	Mirrors cleaned, polished, and free of streaks.
Acceptable	Wastebaskets emptied and fresh liners inserted.
Acceptable	Bathroom floor free of all debris.
Acceptable	Graffiti or vandalism reported promptly to site principal or designee.
Substandard	Clogged, malfunctioning, or broken fixtures repaired and reported to site principal or designee.

School Offices Cleanliness Observation 10/03/05

School office cleanliness was checked systematically today in each school office. The quality of custodial performance in each area below is noted. No conference regarding SUBSTANDARD ratings was needed for any performance area.

Acceptable	Floor well swept or vacuumed and free of debris.
Acceptable	All waste receptacles emptied and fresh liner inserted.
Acceptable	Desks, tables, and other flat surfaces washed or dusted as appropriate.
Acceptable	Windows cleaned, polished, and free of streaks.
Acceptable	Graffiti or vandalism reported promptly to site principal or designee.
Acceptable	Bathrooms in the office cleaned thoroughly.
Acceptable	Office supplies restocked including copy machine paper, handtowels, and wastebasket liner.
Acceptable	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) Chalk boards need daily attention. Chalk must be resupplied if missing
- (2) It is important for you to notify the principal or designee whenever broken bathroom fixtures are discovered.

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.

Recommendation to the Board of Education at its next meeting will be for CONTINUED EMPLOYMENT.

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