

GREENEVILLE CITY SCHOOL SYSTEM HEAD CUSTODIAN WORK AREA REVIEW FORM

Name: _____ Position: _____

Building: _____ Review Date: _____

Type of Evaluation: Probationary Regular Special

Please check the appropriate column after each item that applies to the specific work area:

- 1 = Performance **NOT** Acceptable
- 2 = Performance **MARGINALLY** Acceptable
- 3 = Performance **IS** Acceptable
- 4 = Performance **EXCEEDS OR EXCELLENT**

	Work Area	1	2	3	4	Comments
1	Classrooms/Office Areas/Teacher Lounges					
	➤ Floors					
	➤ Walls					
	➤ Lighting					
	➤ Arrangement of Desks					
	➤ Room is Dust Free					
	➤ Blackboards/Chalk Trays					
	➤ Windows					
	➤ Trash/Recycling					

2	Hallways/Entrances/Stairways					
	➤ Floors - (Clean/Buffered Required)					
	➤ Walls					
	➤ Lockers					
	➤ Lighting					
	➤ Display Cases					
	➤ Windows/Ledges					
	➤ Drinking Fountains					
	➤ Entrance Mats					
	➤ Trash					
	➤ Fire Exits Free of Clutter					
	➤ Maintain Proper Clearance around Electrical Panels					

3	Auditoriums/Gym/Lunchroom/Kitchen					
	➤ Floors					
	➤ Walls					
	➤ Lighting					
	➤ Dust Free					
	➤ Arrangement of Table & Chairs					
	➤ Seating (bleachers) - Clean					
	➤ Trash					

Work Area		1	2	3	4	Comments		
4	Restrooms							
>	Floors							
>	Walls							
>	Toilet Bowls							
>	Sinks							
>	Urinals							
>	Paper Towels, Refilled							
>	Toilet Paper, Refilled							
>	Mirrors							
>	Trash							
5	Exterior							
>	Salts/Sands							
>	Trash Removal							
>	Sidewalks Clean							
>	Playground Surface Maintaned							
>	Conducts Daily Playground Inspection							
6	Lockers/Shower Rooms							
>	Floors							
>	Walls							
>	Shower Heads/Fixtures							
>	Lockers/Shower Rooms							
>	Trash							
7	Energy Use							
>	Follows shut-down procedures and maintains the use of lighting							
>	Turns lights off in areas not being used or occupied.							
8	HVAC							
>	Filters Changed Frequently							
9	Life Safety							
>	Exit Signs Inspected for Proper Operation							
>	Fire Extinguishers inspected Every 30 Days							

JOB BEHAVIORS / SKILLS

- 1 = Does **NOT** Demonstrate Behavior or Skill
 2 = Demonstrates Behavior or Skill **SOME OF THE TIME**
 3 = Demonstrates Behavior or Skill **CONSISTENTLY**
 4 = Behavior or Skill - (**EXCEEDS OR EXCELLENT**)

Behavior/Skill	1	2	3	4	Comments
> Arrives at Work on Time					
> Works Until End of Scheduled Shift					
> Is present at Work on a Consistent Basis					
> Interacts Positively with Students					
> Interacts Positively with Staff					
> Has and Uses Good Interpersonal Skills					
> Avoid Criticism of Students and Staff					
> Emphasizes Courtesy & Good Manners					
> Usually Does Things Right the First Time					
> Usually Does Things on Time					
Is Well Groomed & Appropriately Dressed					
> Accepts Changes in Assignment Willingly					
> Is Willing to Take on Extra Work					
> Follows Directions and Instructions					
> Asks for Suggestions and Assistance					
> Knows When and How to Refer Problems to the Proper Authority					
Usually Produces Average or Above Above Results					
> Usually is Resourceful in Finding Ways to Overcome Obstacles in Doing the Job					

SUPERVISION	1	2	3	4	Comments
> Is Professional in Management of Subordinates and Provides Training as Needed					
> Gets Along Well with Building Staff and Takes Direction from principal					
> Ability to Handle Problems with Subordinates					
> Distributes Work Load Evenly Among Custodians					
> Reviews & Evaluates Custodians in an Open, Fair Manner					
> Sets a Good Example for Members of His/ Her Staff					
> Keeps Subordinates Well Informed and Gives Clear Directives					
> Informs Supervisor of Problems When Appropriate					

▶	Attends and Participates at Head Custodian Meetings					
MAINTENANCE		1	2	3	4	Comments
▶	Identifies Problems and Takes Appropriate Action					
▶	Handles Problems Quickly & Efficiently					
▶	Knows the Mechanics & Operation of the Building					
▶	Confers with Supervisor About Repairs/ Problems that can not be Corrected by Custodial Staff					
▶	Monitors Repairs and has Maintenance Records for Equipment					
▶	Follows Safety Rules and Regulations					
▶	Makes Requests for New Equipment and Trains Staff on Proper Use					
▶	Monitors Building Energy Use					

Additional Comments:

I certify that my supervisor(s) met with me to review this evaluation of my performance and that I have received a copy of this evaluation. My signature does not signify approval or disapproval of this performance evaluation.

Employee's Signature

Date

I (We) certify that I (We) have met with the above-named employee to review this evaluation with the employee and that I (We) gave the employee a copy of this appraisal form.

Building Principal

Date

Supervisor's Signature

Date