

Performance Evaluation – Maintenance/Custodian Personnel

This evaluation is to be completed by the Maintenance Director, Head Custodian, or Administrator in the building.

Name: _____

School Year: _____

Position: _____

Building: _____

Supervisor: _____

Evaluation Ratings

4: Highly Effective

3: Effective

2: Improvement Necessary

1: Ineffective

Duties/Responsibilities	1	2	3	4	NA
Maintains a neat and clean building and grounds at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shovels, salts/sands walks and steps, as appropriate. Washes windows as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assist in maintaining a secure facility and alert the administration to any problems noticed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleans assigned areas: Vacuums, dust furniture, desktops, chalkboards, whiteboards, tile and terrazzo flooring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleans corridors, bathrooms, drinking fountains and cafeterias daily and more often when their condition requires.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps grounds free of trash and weeds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set-up/tear-down for athletic or other after school events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ongoing work to maintain floors within the school building. (i.e. buffing, mopping, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes minor building repairs and reports major repairs promptly to the building administration or maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					

Professional Responsibilities	1	2	3	4	NA
Remains on the school premises during school hours and non-school hours when the use of the building has been authorized and his/her attendance is required by the principal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the principal in time for delivery before needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adheres to state, county, school laws, rules, and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of all staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moves furniture or equipment within buildings as required for various activities and as directed by the principal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative and considerate in working with supervisor, peers, co-workers and the public. The ability to interact effectively with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctual for work and completes the day as assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows policies and procedures established for staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performs all other duties as assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					

Administrator/Supervisor Comments:

Employee Comments:

Evaluator

Date

Employee

Date

Signature indicates that the written evaluation has been seen and discussed by all parties.