

SCHOOL NAME: Facilities Service Staff Schedule and Evaluation Form

*****SCHEDULE MAY CHANGE DUE TO CIRCUMSTANCES*****

THIS SAMPLE SCHEDULE REFLECTS A FULLY ALLOCATED FACILITIES STAFF AND WITH OUT ANY SPECIAL EVENTS ASSIGNED FOR THE EVENING

- + = Excls
- ✓ = Satisfactory
- = Needs Improvement
- = Unsatisfactory
- NA = Not Applicable

SAMPLE FACILITIES SERVICE PERSON SCHEDULE HRS:

BREAK _____ LUNCH _____ BREAK _____

ALL FACILITIES MUST HAVE (2) TWO MOPS LABELED ONE FOR RESTROOMS AND ONE FOR CLASSROOMS AND HALLWAYS
ALL CUSTODIAL ROOMS MUST BE KEPT NEAT AND ORGANIZED
ALL CHEMICALS INCLUDING SPRAY BOTTLES AND SPRAY PUMPS MUST BE LABELED

Daily Tasks

- Empty trash and change liners as needed
- Vacuum/sweep floors. Spot clean walls, doors, windows
- Empty Pencil Sharpener(s)
- Spot mop all Tile floors as needed.
- Sweep/mop assigned hallways nightly (if in your section)
- Sweep/mop sanitize all hand railing in stairwells (if in your section)
- Vacuum or sweep entrance mats nightly
- Remove all graffiti daily
- Sweep/use walk-behind scrubber/spot wash walls/doors/window in cafeteria daily with Head Facilities help
- Perform Daily rest room sanitation procedure. (See attachment)
- Sanitize water fountains
- Stock paper products and hand soaps in rest room and sink area in rooms.
- Replace all burned out bulbs in assigned areas.
- Lock all assigned doors and gates
- Report all needs for work orders to shift Supervisor and perform all special assigned tasks as directed

Weekly Tasks

- Mop all hard flooring surfaces. (Monday one half of section/Tuesday other half of section)
- Burnish hallways (if in your section) (Tuesday)
- Clean chalkboard/rails. (Wednesday)
- Dust entire section & Hi & low dust including AC vents and returns and surrounding ceiling tiles and grids and wipe all horizontal surfaces. (Thursday)
- Perform weekly sanitation procedure in all Rest rooms (See Attachment). (Friday)

Monthly Tasks

- Wash all countertops and cabinets in assigned area. (First/Second week)
- Clean windowsills and blinds (Third/Fourth week)

Review work schedule to ensure compliance and Clean and Put away supplies, turn off lights & lock all assigned doors and gates

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PERIODIC TASKS

- PRESSURE CLEAN ALL WALKWAYS AND BUILDINGS
- SHAMPOO ALL CARPETS
- STRIP & WAX ALL TILE FLOORS
- SCRUB KITCHEN FLOOR