

LINCOLN PUBLIC SCHOOLS

**PERIODIC CUSTODIAL PERFORMANCE INSPECTION REPORT
TO ASSIST EMPLOYEES MEETING DEPARTMENT STANDARDS**

DATE: _____ **TIME:** _____ **SITE:** _____ **CUSTODIAN:** _____

SCORING: U - POOR, UNACCEPTABLE, TASK NOT PERFORMED
 NI - BELOW STANDARDS, NEEDS IMPROVEMENT
 S - MEETS STANDARDS
 E - EXCEEDS STANDARDS
 NA - NOT APPLICABLE
 NO - NOT OBSERVED

	ROOM OR AREA	U	N	S	E	NA	NO
1.	Floors swept / vacuumed						
2.	Trash emptied						
3.	Trash liners						
4.	Trash cans cleaned						
5.	Pencil Sharpeners						
6.	Doors and walls						
7.	Dusting						
8.	Windows						
9.	Cobwebs						
10.	Sinks and counters						
11.	Desks/Tables cleaned						
12.	Chalk Boards & trays						
13.	Woodwork / dust / clean						
14.	Floors mopped						
15.	Halls swept						
16.	Stairways						
17.	Drinking fountains clean						
18.	Dispensers filled						
19.	Toilets and urinals cleaned						
20.	Restroom sinks cleaned						
21.	Mirrors cleaned						
22.	Showers						
23.	Locker room floors						
24.	Cafeteria maintained						
25.	Graffiti						
26.	Safety hazards						

NOTE: Supervisor shall inspect all areas of employees work assignment prior to completion of inspection report. Categories receiving NI or U rating will require completion of Comments/Actions portion of this form. Supervisors also should make special note/comment of employees performances which are considered as exceeding district standards.

Supervisor Signature _____ Date _____
 Custodian Signature _____ Date _____

COMMENTS / ACTION PLAN:

Time line to implement Action Plan: Date: _____ To Date: _____
Action Plan successfully met _____ Action Plan NOT satisfactorily met _____

Periodic reports are considered a part of employees personnel file and are to be reflected in annual appraisal process.

Copy to Employee
Original to File