

**COORDINATOR, CUSTODIAL  
Summative Appraisal Form**

Name \_\_\_\_\_

School Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_

Date of Review \_\_\_\_\_

**Directions**

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

**Rating Scale**

- |          |                              |  |
|----------|------------------------------|--|
| <b>5</b> | <b>Clearly Outstanding:</b>  | Performance is consistently far superior to what is normally expected.                 |
| <b>4</b> | <b>Exceeds Expectations:</b> | Performance demonstrates increased proficiency and is consistently above expectations. |
| <b>3</b> | <b>Meets Expectations:</b>   | Performance meets expectations and presents no significant problems.                   |
| <b>2</b> | <b>Below Expectations:</b>   | Performance is consistently below expectations and significant problems exist.         |
| <b>1</b> | <b>Unsatisfactory:</b>       | Performance is consistently unacceptable.  |
| <b>0</b> | <b>Not Applicable</b>        |  |

**JOB PERFORMANCE STATEMENTS**

**Building Maintenance and Repair**

- \_\_\_\_ 1. Directs and manages the custodial operations of the district.
- \_\_\_\_ 2. Receives and processes work orders for custodial and grounds keeping crews.
- \_\_\_\_ 3. Develops and maintains written departmental procedures for the operations of custodial and grounds keeping crews.
- \_\_\_\_ 4. Prepares plans for landscaping improvements for submission to purchasing department for bids.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Policy, Reports, and Law**

- \_\_\_\_ 5. Implements federal and state law, State Board of Education rule, and local board policy in custodial areas of responsibility.
- \_\_\_\_ 6. Compiles, maintains and files all physical and computerized reports, records and other documents required in the custodial, grounds keeping crews areas of responsibility.
- \_\_\_\_ 7. Prepares data necessary to process the custodial payroll.

**COMMENTS:** \_\_\_\_\_

---

**Budget and Inventory**

- \_\_\_\_ 8. Administers the custodial budget and ensures that programs are cost-effective and funds are managed prudently.
- \_\_\_\_ 9. Compiles budgets and cost estimates based on documented program needs.
- \_\_\_\_ 10. Plans and directs inventory and stock control program for equipment and supplies.
- \_\_\_\_ 11. Initiates purchase orders and bids in accordance with budgetary limitations and district policies.
- \_\_\_\_ 12. Replaces and maintains a current inventory of supplies and parts to avoid delay when reordering.
- \_\_\_\_ 13. Approves and forwards invoices and purchase orders for the maintenance and custodial department to the Construction Manager
- \_\_\_\_ 14. Recommends disposal of obsolete equipment and purchasing replacement equipment when necessary.

**COMMENTS:** \_\_\_\_\_

---

**Personnel Management**

- \_\_\_\_ 15. Assigns work to custodial personnel and oversees the completion of the assigned work.
- \_\_\_\_ 16. Prepares, reviews and revises job descriptions within the custodial department.
- \_\_\_\_ 17. Evaluates job performance of employees to ensure effectiveness.
- \_\_\_\_ 18. Recruits, trains and supervises custodial personnel and making sound recommendations about personnel placement, transfer, retention and dismissal.

**COMMENTS:** \_\_\_\_\_

---

**Safety**

- \_\_\_\_ 19. Maintains safety standards in conformance with federal, state and insurance regulations and developing a program of preventive safety.
- \_\_\_\_ 20. Ensures that equipment is maintained in operating and optimum condition.
- \_\_\_\_ 21. District wide asbestos testing.
- \_\_\_\_ 22. Maintained asbestos records.
- \_\_\_\_ 23. Air quality monitoring.

**COMMENTS:** \_\_\_\_\_

**Other**

- \_\_\_\_ 24. Performs disaster duty when needed.
- \_\_\_\_ 25. Attends professional growth activities to keep abreast of innovative techniques in custodial operations.
- \_\_\_\_ 26. Responds to afterhours emergencies as needed.
- \_\_\_\_ 27. Performs other duties as assigned by supervisor.
- \_\_\_\_ 28. Maintains confidentiality of information.

**COMMENTS:** \_\_\_\_\_

**Supervisory Responsibilities**

- \_\_\_\_ 29. Supervises and evaluates performance of head custodians, grounds supervisors and support staff assigned to the maintenance and custodial department.

**COMMENTS:** \_\_\_\_\_

What strengths does \_\_\_\_\_ possess?

---



---



---

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

---

---

---

Summative Conference Comments:

---

---

---

**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

- Renewal and/or Extension of Assignment
- Non-renewal of Assignment
- Termination of Assignment
- Non-extension of Assignment

\_\_\_\_\_  
Administrator (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date