

**CUSTODIAN
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

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

JOB PERFORMANCE STATEMENTS

Cleaning

- ____ 1. Maintains a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
- ____ 2. Keeps school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
- ____ 3. Complies with local laws and procedures for storage and disposal of trash.
- ____ 4. Assists in maintaining an inventory of cleaning supplies and equipment and requests additional supplies as needed.

COMMENTS: _____

Maintenance and Repair

- ____ 5. Assists with lunchroom set up, including arranging tables and chairs.
- ____ 6. Performs preventive maintenance to ensure the comfort, health, and safety of students and staff.

- ____7. Regulates heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensures economical usage of fuel, water, and electricity.
- ____8. Makes minor building repairs as needed and reports major repair needs to principal.
- ____9. Moves furniture or equipment within building as directed by principal.
- ____10. Works with supervisors to complete projects.
- ____11. Assists in setting up facilities for special events.

COMMENTS: _____

Safety

- ____12. Responds to emergency calls as needed.
- ____13. Assists with opening and closing building each school day.
- ____14. Follows established procedures for locking, checking, and safeguarding facilities.
- ____15. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
- ____16. Inspects machines and equipment for safety and efficiency.
- ____17. Operates tools and equipment according to established safety procedures.
- ____18. Follows established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- ____19. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

COMMENTS: _____

Other

- ____20. Performs other duties assigned by supervisor.
- ____21. Maintains confidentiality of information.

COMMENTS: _____
