

# Custodial Evaluation Form

Employee Name		School	
Date of Evaluation		Employee Name	
Evaluator Name		Evaluator Role	

Essential Behaviors	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory w/Insufficient Progress Over Time
Exhibits customer service mindset and positive attitude				
Demonstrates cooperation and develops helpful relationships with coworkers and staff				
Demonstrates willingness to respond to requests from staff and supervisors				
Presents himself/herself with professional appearance				
Demonstrates appropriate relationship with students				
Work attendance and reliability				

Daily Performance	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory w/Insufficient Progress Over Time
Shows initiative in addressing building needs, minimizing hazards for students, staff, and self				
Manages time well to complete assigned tasks in a timely manner				
High quality of work completed				
Handles non-routine situations appropriately while completing assigned daily tasks				
Works well with minimal supervision once instructions are given				

Department Initiatives	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory w/Insufficient Progress Over Time
Maintains an orderly custodial room				
Understands and follows microfiber color coding system				
Rags and mops are kept in acceptable condition				
Maintains and orders appropriate supply levels				
Utilizes double mop bucket system appropriately				
Demonstrates appropriate use of approved chemicals				
Understanding of Cleaning for Health principles				