

Employee Name _____

Date _____

Item in need of Improvement	Room or Area				Additional Comments
Disinfect door(s) and door knobs					
Disinfect switches and touch points					
Spot clean glass on door(s)					
Spot clean walls					
Dust all horizontal surfaces					
Disinfect phone(s)					
Disinfect sink(s), drinking fountain(s)					
Disinfect sink surrounding surfaces					
Disinfect dispensers					
Remove hard water marks					
Pick up large trash					
Empty trash and replace liner					
Disinfect hall drinking fountain(s)					
Vacuum classroom area					
Vacuum under trash cans					
Vacuum tiled wet area(s)					
Vacuum corners and edges					
Vacuum under desks and tables					
Vacuum pencil sharpeners					
Vacuum white board tray(s)					
Custodial barrel / closet					
Chemicals properly filled					
Job card in place					
Chemical tray cleaned					
Vacuum maintained properly					

First Warning	Second Warning*	Third Warning*
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Part Time Employees: I understand and agree that if employed as a part-time employee, the employment will be "at will".
 That is, either I or Jordan School District may end the employment relationship at any time, for any reason. *Principal signature required

Additional Comments on the back of this sheet

_____	_____
Employee Signature	Date
_____	_____
Head Custodian Signature	Date
_____	_____
Supervisor Signature	Date
_____	_____
Principal Signature	Date
_____	_____