Jordan School District
Custodial Services

Itemized Improvement Sheet

Light Duty Specialist Cleaning

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)					
Custodial barrel / closet					
Chemicals properly filled					
Job card in place					
Chemical tray cleaned					

First Warning	Second Warning*	Third Warning*

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** _____