

Employee Name _____

Date _____

Item in need of Improvement	Locker Room				Additional Comments
Fill all dispensers					
Dusting					
Empty sanitary trash / liner					
Empty trash / liner					
Sweep / vacuum floors					
Remove gum and scuff marks					
Disinfect toilets and flush valves					
Hard water removal					
Clean and disinfect partitions / hardware					
Clean and disinfect walls					
Clean and disinfect all doors / hardware					
Clean mirrors					
Clean all floor drains					
Disinfect drinking fountains					
Disinfect phones					
Mop / scrub all floors					
Shower area clean and disinfected					
Custodial barrel / closet					
Chemicals properly filled					
Job card in place					
Chemical tray cleaned					
Vacuum maintained properly					

First Warning	Second Warning*	Third Warning*
<small>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</small>		

Additional Comments on the back of this sheet

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