

**Employee Name** \_\_\_\_\_

**Date** \_\_\_\_\_

Item in need of Improvement	Room or Area				Additional Comments
Disinfect doors and door knobs					
Disinfect switches and touch points					
Spot clean glass on doors					
Spot clean walls					
Dust all horizontal surfaces					
Disinfect phones					
Disinfect sinks / drinking fountains					
Disinfect sink surrounding surfaces					
Disinfect dispensers					
Remove hard water marks					
Pick up large trash					
Empty trash / replace liner					
Vacuuming room / area					
Vacuuming under trash cans					
Vacuuming tiled wet areas					
Vacuuming corners and edges					
Vacuuming under desks and tables					
Vacuuming pencil sharpeners					
Vacuuming white board trays					
Wet area mopping					
Trash taken out to dumpster					
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**

_____	_____
<b>Employee Signature</b>	<b>Date</b>
_____	_____
<b>Head Custodian Signature</b>	<b>Date</b>
_____	_____
<b>Supervisor Signature</b>	<b>Date</b>
_____	_____
<b>Principal Signature</b>	<b>Date</b>