

Employee Name _____

Date _____

Item in need of Improvement	Room or Area				Additional Comments
Classroom / area not vacuumed					
Under trash cans not vacuumed					
Tiled wet areas not vacuumed					
Vacuuming corners and edges					
Vacuuming under desks and tables					
Pencil sharpeners not vacuumed					
Vacuuming white board trays					

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
_____	_____