## Daily Cleaning Evaluation Sheet

**Combo Specialist**

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Date</th>
</tr>
</thead>
</table>

### How long should you wait to tell someone that they are doing a great job? | When is the best time to respond to a fire, safety or employee issue? |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Room # for Items that are Done Correctly! GREAT JOB</td>
<td>Room # for Items that Need Improvement</td>
</tr>
</tbody>
</table>

### Item inspected

#### Rooms Inspected

- Arrived and checked out on time
- 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 clean & Ready
- Proper use of chemicals
- Job card in place
- Vacuum maintained properly

### Employees that know and understand expectations are better equipped to achieve those expectations!

<table>
<thead>
<tr>
<th>Have I Explained how to perform all task in the &quot;Needs Improvement&quot; category?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have I Demonstrated how to perform all task in the &quot;Needs Improvement&quot; category?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have I Observed the employee correctly performing all the task in the &quot;Needs Improvement&quot; category?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspector's Name</th>
<th>Title</th>
<th>Date</th>
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</table>

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