

**VAN BUREN SCHOOL DISTRICT
CUSTODIAN EVALUATION FORM**

Name of Employee (Print)

Location (Print)

Date

This evaluation is to be completed by the principal or supervisor. It is to be discussed with the employee at the time of the evaluation.

A.	GENERAL CHARACTERISTICS	EXCELLENT	GOOD	FAIR	POOR*
	1. Attendance				
	2. Arrives at Work on Time				
	3. Ability to Get-Along with Others				
	4. Physical Condition				
	5. Knowledge & Performance of Duties				
	6. Initiative				
	7. Ability to Improve				
	8. Dependability				
	9. Ability to Work Unsupervised				
	10. Ability to Follow Directions				
	11. Proper Clean-up After Job				

Comments:

B.	PERSONAL CHARACTERISTICS	EXCELLENT	GOOD	FAIR	POOR*
	1. Appropriate Dress				
	2. Clean and Neat				
	3. Hair and Beard Clean and Neat				
	4. Clean Shoes				
	5. Personal Pride				
	6. Follows Work Schedule				

Comments:

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C.	PROPER USE AND CARE OF MATERIALS AND EQUIPMENT	EXCELLENT	GOOD	FAIR	POOR*
	1. Mops				
	2. Brushes				
	3. Floor Treatment				
	4. Disinfectants and Cleaners				
	5. Wax				
	6. Floor-Sweep				
	7. Brooms				
	8. Keeps Materials Stored Properly				

Comments:

D.	CARE OF BUILDING	EXCELLENT	GOOD	FAIR	POOR*
	1. Appearance				
	2. Classrooms				
	3. Halls				
	4. Toilets				
	5. Woodwork				
	6. Windows				
	7. Glass				
	8. Floors				
	a. Vinyl				
	b. Wood				
	c. Concrete				
	d. Carpet				

Comments:

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D.	CARE OF BUILDING (con't)	EXCELLENT	GOOD	FAIR	POOR*
	9. Fountains				
	10. Plumbing				
	11. Chalkboards				
	12. Security of Buildings				
	13. Lights				
	14. Other				

Comments:

E.	CARE OF GROUNDS	EXCELLENT	GOOD	FAIR	POOR*
	1. Lawn				
	2. Shrubbery				
	3. Playground Equipment				
	4. Outside Fountains				
	5. Sidewalks				
	6. Gutters, Drains, and Overflows				
	7. General Care				
	8. Outside of Buildings				

Comments:

* If this column is marked, it is mandatory that an explanation be made on the "COMMENTS" section of this form. Give specific details as to what actions the employee needs to take in order to correct this area.

I recommend _____ BE NOT BE retained at present assignment.

Date

Signature of Evaluator

I, _____ have read this evaluation and have had a conference with the evaluator.

Date

Signature of Employee