

**Custodian's Name:** \_\_\_\_\_

**Rating Period:** \_\_\_\_\_

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

**District:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Social Security #** \_\_\_\_\_ **Square Footage:** \_\_\_\_\_

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**Performance Rating Scale**

|                     |                        |                   |           |                |
|---------------------|------------------------|-------------------|-----------|----------------|
| Unsatisfactory<br>1 | Needs Improvement<br>2 | Satisfactory<br>3 | Good<br>4 | Excellent<br>5 |
|---------------------|------------------------|-------------------|-----------|----------------|

**Plant Manager's Section**

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| Rating Category                            | Rating | Rating Category                                     | Rating |
|--|--------|---|--------|
| <i>Cleaning</i>                            |        | <i>Management (Cont.)</i>                           |        |
| 1. Boiler/Machinery Service Spaces         | _____  | 13. Cooperation with Plant Manager                  | _____  |
| 2. Roof & Other Exterior Spaces            | _____  | 14. Emergency Responsiveness to Current Assignments | _____  |
| 3. Overall Building Cleaning               | _____  | 15. Administration (Reports, Records, etc.)         | _____  |
| <i>Maintenance</i>                         |        | 16. Energy Conservation                             | _____  |
| 4. Fire Prevention & Safety                | _____  | <i>Custodial Competencies</i>                       |        |
| 5. Boiler/Machinery Service Spaces         | _____  | 17. Initiative                                      | _____  |
| 6. Air Conditioning & Ventilation          | _____  | 18. Flexibility                                     | _____  |
| 7. Utilities                               | _____  | 19. Technical Ability                               | _____  |
| 8. Minor Repairs                           | _____  | 20. Management Ability                              | _____  |
| 9. Painting                                | _____  | 21. Interpersonal Communication Skills              | _____  |
| 10. Building Safety/Security               | _____  | TOTAL   | _____  |
| <i>Management</i>                          |        | Average Score (Total/21)                            | _____  |
| 11. Employee Supervision                   | _____  |   |        |
| 12. Employee Training & Affirmative Action | _____  |   |        |

