

## BUILDING MANAGER SERVICE RATING

Rating Period: Winter \_\_\_\_\_ Spring \_\_\_\_\_

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

Building Manager Name \_\_\_\_\_

School \_\_\_\_\_ Borough \_\_\_\_\_

Deputy Director of Facilities \_\_\_\_\_ Principal \_\_\_\_\_

District \_\_\_\_\_ Director of Facilities \_\_\_\_\_

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### Performance Rating Scale

<b>Unsatisfactory</b>	<b>Needs Improvement</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Excellent</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Performance should be measured according to the standards defined and agreed to in the Annual Facilities Plan.**

**Excellent (5):** Consistently performs all aspects of his/her job in an exceptional manner. All Annual Facilities Plan objectives and priorities are achieved at a level far beyond the agreed upon standards of performance. Building Manager is a proactive, innovative, responsive and productive member of the school community who contributes significantly to developing the best possible learning environment for students.

**Good (4):** Consistently performs all aspects of his/her job in a manner above expectations. Annual Facilities Plan objectives and priorities are met at a level above the agreed upon standards of performance. For new Building Managers, significant progress is being made toward fulfilling the custodial needs of the school.

**Satisfactory (3):** Meets basic expectations for custodial performance. Custodial needs of the school are filled in a satisfactory manner. Annual Facilities Plan objectives and priorities are accomplished and meet the agreed upon standards of performance.

**Needs Improvement (2):** Custodial needs of the school are being filled at minimum level. Building Manager is not meeting Annual Facilities Plan objectives and priorities at the agreed upon standards of performance.

**Unsatisfactory (1):** Custodial needs of the school are not being met. Building Manager is consistently not meeting the Annual Building Plan objectives and priorities.

## BUILDING MANGER SERVICE RATING

### Principal's Section

Rating Category	Rating	Rating Category	Rating
<b>Cleaning</b>		<b>Maintenance</b>	
1. Classrooms	_____	13. Minor Repairs	_____
2. Shops	_____	<b>Management</b>	
3. Offices	_____	14. Cooperation with Principal	_____
4. Corridors (incl. Graffiti)	_____	15. Emergency Responsiveness to Current Assignment	_____
5. Stairways	_____	<b>Building Manager Competencies</b>	
6. Gym(s)	_____	16. Initiative	_____
7. Auditorium	_____	17. Flexibility	_____
8. Rest Rooms & Sanitary Equipment	_____	18. Management Ability	_____
9. Windows & Interior Glass	_____	19. Standards	_____
10. Basement (if app.)	_____	20. Interpersonal/ Communication Skills	_____
11. Building Exterior (incl. graffiti)	_____	21. School Community Relationships	_____
12. Outdoor Playgrounds	_____		
		TOTAL	_____
		Average Score (Total/21)	_____

Principal Comments (use additional paper if necessary)

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Manager

\_\_\_\_\_  
Date