

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

CUSTODIAL EVALUATION

NAME _____ LOCATION _____

Date of Evaluation _____

Directions:

Comments and suggestions for Improvement are required for all Categories checked in Column 1.

Performance Scale

D – Distinguished
P – Proficient
B – Basic
U – Unsatisfactory

SCALE

	D	P	B	U
1. Attendance and punctuality.				
2. Grooming/appropriate attire.				
3. Maintains building in clean and neat condition.				
4. Maintains grounds in a safe and attractive condition.				
5. Performs preventive maintenance tasks.				
6. Maintains adequate records.				
7. Inspects and reports on quality of performance of night custodian.				
8. Makes minor repairs to building and equipment.				
9. Refers major repair needs to the appropriate authority.				
10. Communicates appropriate directions to night custodian.				
11. Relationships with supervisors.				
12. Relationships with teachers.				
13. Relationships with students.				
14. Relationships with general public.				
15. Accepts suggestions and constructive criticism in a positive manner.				
16. Takes pride in work performance.				

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

Performance Scale

	D	P	B	U
17. Accepts temporary changes in work schedules.				
18. Pursues work beyond routine.				
19. Responds to directives in cooperative and timely manner.				

Administrator

Date

Administrator

Date

Employee Signature

Date