



School Facilities

Custodial Assessment

2009

CARETAKERS QUALITY ASSURANCE PROGRAM

EMPLOYEE NAME: _____

Date: _____ **Inspected by:** _____

CLASSIFICATION	Satisfactory	Needs Improvement
• CLASSROOMS		
- Doors & frames		
- Lights & diffusers		
- Windows / sills		
- Walls		
- Floor appearance		
- Desk tops		
- High dusting		
- Chalkboard Rails		
- Waste Baskets		
- Basic Maintenance		
- Other / Extras		

• COMMENTS:

- Moveable furniture (have they cleaned behind cupboards, bookshelves, etc)

CARETAKERS QUALITY ASSURANCE PROGRAM

EMPLOYEE NAME: _____

Date: _____ **Inspected by:** _____

CLASSIFICATION	Satisfactory	Needs Improvement
• WASHROOMS		
- Doors		
- Door grilles		
- Partitions		
- Counters		
- Spot Cleaning		
- Floors – behind bowls		
* around urinals		
* grouting		
* base boards		
* corners		
* floor drains		
* general appearances		
- Toilets - seats		
*bowls inside		
*bowls outside		
- Dispensers - hand towel		
- Toilet paper		
* Sanitary napkins (If Applicable)		
- Sinks - bowl & top		
* bright work		
- Waste Baskets		
- Mirrors		
- Light Fixtures		

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EMPLOYEE NAME: _____

Date: _____ **Inspected by:** _____

CLASSIFICATION	Satisfactory	Needs Improvement
• HALLWAYS		
- Floor / Appearance		
- Baseboards		
- Walls		
- Lockers/tops		
- Water Fountains		
- Fire Hose Cabinets		
- Doors / Glass		
- Light Fixtures		
- Basic Maintenance		
- Others / Extras		

• COMMENTS:

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Date: _____ **Inspected by:** _____

CLASSIFICATION	Satisfactory	Needs Improvement
• STAIRWAYS		
- Steps		
- Risers		
- Hand Rails		
- Walls		
- Landings		
- Dusting		
- Doors / Frames		
- Glass / Windows		
- Light Fixtures		
- Basic Maintenance		
- Others / Extras		

• COMMENTS:

CARETAKERS QUALITY ASSURANCE PROGRAM

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Date: _____ **Inspected by:** _____

CLASSIFICATION	Satisfactory	Needs Improvement
• GYMNASIUM		
- Floors		
- Walls		
- Baseboards		
- Stage (If Applicable)		
- Bleachers (If Applicable)		
- Weights (If Applicable)		
- Storage Rooms		
- Doors		
- Drinking Fountains		
- Glass		
- Fire Extinguisher Cabinet		
- Dressing Rooms		
- Basic Maintenance		
- Others / Extras		

• COMMENTS:

CARETAKERS QUALITY ASSURANCE PROGRAM

EMPLOYEE NAME: _____

Date: _____ Inspected by: _____

CLASSIFICATION	Satisfactory	Needs Improvement
• FURNACE/BOILER ROOMS		
- Clean/Organized		
- Lighting		
- Equipment (Preventive Maintenance)		
- Filters		
- Grease		
- Oil		
- Operating properly		
- Check list complete		
- Doors locked (Safety)		
- Safe area (cover, chemicals, etc)		
- Other		

• COMMENTS:
