

INDEPENDENT SCHOOL DISTRICT 196  
 Rosemount-Apple Valley-Eagan Public Schools  
*Educating our students to reach their full potential*

Series Number **403.4.2.6P** Adopted **October 1988** Revised **March 2014**

Title **Facilities and Grounds Personnel Performance Appraisal**

**Facilities and Grounds  
 Personnel Performance Appraisal**

**Name of Employee:** \_\_\_\_\_

**Employee Number:** \_\_\_\_\_

**Department/School:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Period of Evaluation:** \_\_\_\_\_

**Date of Evaluation:** \_\_\_\_\_

Rate from 5 to 1 - 5 is exceptional, 3 is standard, 1 is unacceptable

Personal Performance Standards	Rating	Comments
1. Prompt notification of absence		
2. Appropriate use of sick leave		
3. Appropriate use of break time		
4. Demonstrates industrious attitude		
5. Demonstrates cooperative attitude		
6. Demonstrates enthusiastic attitude		
7. Demonstrates resourceful attitude		
8. Demonstrates courteous attitude		
9. Demonstrates rapport with staff and students		
10. Demonstrates organizational ability		
11. Displays neat, clean appearance		
12. Provides high quality of work		
13. Provides high quantity of work		
14. Efficient use of time		
15. Punctuality		

**Supervisory**

1. Delegates work appropriately		
2. Demonstrates communication skills		
3. Displays independent decision making		
4. Displays foresight in assignments		
5. Displays creative problem solving		
6. Demonstrates human relations skills		
7. Demonstrates proper training skills		
8. Performs duties in responsible manner		
9. Evaluates progress of employee		

**Technical Performance Standard**

1. Safety – knowledge and practice		
2. Maintains work area in a neat/safe manner		
3. Building security and practice		

**Custodial**

1. Displays knowledge and practice		
2. Dust mopping		
3. Wet mopping		
4. Window washing		
5. Stripping and waxing		
6. Lavatory cleaning		
7. Carpet care		
8. Spray buffing		

9. Furniture cleaning		
10. Cleaning sinks and counter tops		
11. Replacing paper products (paper towels; toilet paper)		
12. Dusting		
13. Painting		
14. Security		
15. Pool cleaning		

Maintenance	Rating	Comments
1. Heating and ventilation operation		
2. Boilers		
3. Air Conditioning		
4. Refrigeration		
5. Pneumatics		
6. Locksmithing		
7. Small engines		
8. Plumbing		
9. Electrical		
10. Swimming pools		
11. Clocks		
12. Pumps		

Grounds	Rating	Comments
1. Appearance of grounds		
2. Mower operation		
3. Tractor operation		
4. Layout and striping of fields		
5. Machinery maintenance		
6. Sprinkler systems		
7. Snowplowing		

**Evaluator Comments:**

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**Employee Comments:**

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**Employee Goals:**

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I hereby acknowledge that I have had an opportunity to review, discuss the contents and comments of this evaluation with my supervisor.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities and Grounds Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_