

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

Series Number **403.4.2.7P** Adopted **March 2014** Revised _____

Title **Facilities and Grounds Personnel Performance Appraisal - Building Chief**

FACILITIES AND GROUNDS
 PERSONNEL PERFORMANCE APPRAISAL

Employee Name:	Job Title: Building Chief
Employee Number:	Date of Evaluation:
Department/School:	Period 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 commitment to the position		
10. Demonstrates organizational ability		
11. Demonstrates rapport with staff and students		
12. Displays neat clean appearance		
13. Provides high quality of work		
14. Provides high quantity of work		
15. Office and mechanical room cleanliness		

Supervisory	Rating	Comments
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 relation skills		
7. Demonstrates proper training skills		
8. Performs duties in responsible manner		
9. Evaluates progress of employee		

Knowledge of Custodial Practices/Equipment	Rating	Comments
1. Displays operating knowledge of equipment		
2. Maintains and repairs equipment		
3. Wet mopping		
4. Window washing		
5. Stripping and waxing		
6. Lavatory cleaning		
7. Carpet care		
8. Dusting		
9. Furniture cleaning		
10. Pool cleaning		

Maintenance Knowledge	Rating	Comments
1. HVAC operation		
2. Boilers		
3. Air conditioning and refrigeration		
4. Pneumatics		
5. Locksmithing		
6. Plumbing		
7. Electrical		
8. Swimming pools		
9. Blueprints		
10. Pumps		
11. Painting		
12. Preventive maintenance		
13. Daily log sheets		

Health and Safety

1. Eye/face wash and shower inspection		
2. Fire extinguisher inspection		
3. Lockout/tagout -- maintain proper equipment, annual audit		
4. Personal protective equipment -- Proper usage, condition & cleanliness		

Grounds

1. Appearance of grounds		
2. Mower operation		
3. Tractor operation		
4. Layout and striping		
5. Small engines		
6. Machinery maintenance		
7. Sprinkler systems		
8. Playgrounds		
9. Snowplowing		
10. Ball field maintenance		

Evaluator Comments:

Employee Comments:

Employee Goals:

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

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

School Administrator Signature: _____ Date: _____

Facilities and Grounds Signature: _____ Date: _____