

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:

Employee Comments:

Employee Goals:

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: _____