

**GENERAL MAINTENANCE WORKER  
Summative Appraisal Form**

Name \_\_\_\_\_

School Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_

Date of Review \_\_\_\_\_

**Directions**

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

**Rating Scale**

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

**JOB PERFORMANCE STATEMENTS**

**Carpentry**

**Maintenance and Repair**

- \_\_\_\_ 1. Completes repair and maintenance of district facilities, including repairing woodwork; replacing electrical switches, fixtures, and motors; painting, repairing, and replacing plumbing fixtures and drainage systems; and replacing broken glass.
- \_\_\_\_ 2. Inspects building exterior and interior, playground equipment, and grounds; performs maintenance and minor repairs.
- \_\_\_\_ 3. Detects and reports needed major repairs on building structures and their systems, including lockers, furniture, and equipment.
- \_\_\_\_ 4. Completes repairs as requested on work orders or by maintenance foreman.
- \_\_\_\_ 5. Assists with mowing and detailing of district grounds.
- \_\_\_\_ 6. Assists with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
- \_\_\_\_ 7. Moves, installs, assembles, and repairs all school furniture and playground equipment as needed.
- \_\_\_\_ 8. Hangs pictures, mirrors, blackboards, bulletin boards, projection screens, towel dispensers, soap dispensers, and other items as required.

- \_\_\_\_ 9. Installs door and window assemblies and hardware, including window glass and screens.
- \_\_\_\_ 10. Installs ceiling and flooring materials.
- \_\_\_\_ 11. Receives and completes work orders as required by Maintenance Department policies and procedures.
- \_\_\_\_ 12. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- \_\_\_\_ 13. Maintains inventory of district-owned tools, equipment, and materials.
- \_\_\_\_ 14. Inspects jobs upon completion and ensures areas are clean.
- \_\_\_\_ 15. Works with building principals and supervisors to complete projects.
- \_\_\_\_ 16. Responds to emergency calls as needed.

**COMMENTS:** \_\_\_\_\_

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## **Welding**

### **Maintenance and Repair**

- \_\_\_\_ 17. Completes repair and maintenance of district facilities, including repairing Metal roofing, walkway covers, handrails, sidewalk drains, material supports, septic covers, district vehicles, farm equipment, repairing, and replacing plumbing piping, drainage systems; metal door frames, playground equipment, and fencing.
- \_\_\_\_ 18. Inspects building exterior and interior, playground equipment, all grounds, and performs maintenance and minor repairs.
- \_\_\_\_ 19. Detects and reports needed major repairs on building structures and their systems, including lockers, furniture, and equipment.
- \_\_\_\_ 20. Completes repairs as requested on work orders or by maintenance foreman.
- \_\_\_\_ 21. Assists with mowing and detailing of district grounds.
- \_\_\_\_ 22. Assists with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
- \_\_\_\_ 23. Moves, installs, assembles, and repairs all school furniture and playground equipment as needed.
- \_\_\_\_ 24. Installs door and window assemblies and hardware, including window glass and screens.
- \_\_\_\_ 25. Installs ceiling and flooring materials.
- \_\_\_\_ 26. Receives and completes work orders as required by Maintenance Department policies and procedures.
- \_\_\_\_ 27. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- \_\_\_\_ 28. Maintains inventory of district-owned tools, equipment, and materials.
- \_\_\_\_ 29. Inspects jobs upon completion and ensures areas are clean.

\_\_\_\_30. Works with building principals and supervisors to complete projects.

\_\_\_\_31. Responds to emergency calls as needed.

**COMMENTS:** \_\_\_\_\_

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## **Doors and Locks**

### **Maintenance and Repair**

\_\_\_\_32. Repairs and maintains district facilities, including repairing emergency exit doors and hardware, replacing door fixtures, motors, closers, repairing, and re-keying locks.

\_\_\_\_33. Keeps detailed stock of key blanks.

\_\_\_\_34. Detects and reports needed major repairs to locks on lockers, furniture, restroom partitions, restroom partition doors, over head doors, and all related equipment.

\_\_\_\_35. Completes repairs as requested on work orders or by maintenance foreman.

\_\_\_\_36. Assists with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.

\_\_\_\_37. Moves, installs, assembles, and repairs all school furniture and playground equipment as needed.

\_\_\_\_38. Installs door and window assemblies and hardware, including window glass and screens.

\_\_\_\_39. Installs ceiling and flooring materials.

\_\_\_\_40. Inspects jobs upon completion and ensures areas are clean.

\_\_\_\_41. Receives and completes work orders as required by Maintenance Department policies and procedures.

\_\_\_\_42. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.

\_\_\_\_43. Maintains inventory of district-owned tools, equipment, and materials.

\_\_\_\_44. Knows and follows local fire code as it applies to doors and locks within the district.

\_\_\_\_45. Works with building principals and supervisors to complete projects.

\_\_\_\_46. Responds to emergency calls as needed.

**COMMENTS:** \_\_\_\_\_

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## **Small Engine Mechanic**

### **Maintenance and Repair**

\_\_\_\_47. Performs general maintenance and repair of grounds equipment, including repairing weed-trimmers, mowers, tractors, tire repair, replacing electrical gauges, switches, wiring and associated parts.

- \_\_\_\_ 48. Inspects grounds equipment for damage, corrosion and defective parts; performs maintenance and repairs.
- \_\_\_\_ 49. Detects and completes needed repairs on all grounds equipment, including oil changes and hydraulic fluid changes when required.
- \_\_\_\_ 50. Assists with mowing and detailing of district grounds when needed.
- \_\_\_\_ 51. Assists with relocation of grounds equipment, such as shedders, tractors, trailers, backhoe, etc.
- \_\_\_\_ 52. Moves, installs, assembles, and repairs all grounds equipment as needed.
- \_\_\_\_ 53. Delivers and picks up grounds equipment as required.
- \_\_\_\_ 54. Maintains preventive maintenance schedules and procedures for all grounds equipment, including changing of oil and oil filters, cleaning of decks, engines, replacement of belts, pulleys and bearings.
- \_\_\_\_ 55. Receives and completes work orders as required by Maintenance Department policies and procedures.
- \_\_\_\_ 56. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- \_\_\_\_ 57. Maintains inventory of district-owned tools, equipment, and materials.
- \_\_\_\_ 58. Inspects jobs upon completion and ensures areas are clean.
- \_\_\_\_ 59. Works with building principals and supervisors to complete projects.
- \_\_\_\_ 60. Responds to emergency calls as needed.

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_

**Sprinkler and Fence**

**Grounds, Fencing and Sprinklers  
 Maintenance and Repair**

- \_\_\_\_ 61. Repairs all district fencing and sprinklers.
- \_\_\_\_ 62. Assists with the preparation of athletic fields for games, including repair of fence and sprinkler.
- \_\_\_\_ 63. Installs water sprinklers and hose bibs.
- \_\_\_\_ 64. Measures and orders appropriate materials for sprinkler and fencing repair.
- \_\_\_\_ 65. Maintains inventory of district-owned tools, equipment, and materials.
- \_\_\_\_ 66. Inspects jobs upon completion and ensures areas are clean.
- \_\_\_\_ 67. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- \_\_\_\_ 68. Works with building principals and supervisors to complete projects.

- \_\_\_\_ 69. Detects needed repairs on buildings, grounds, and equipment following established inspection procedures.
- \_\_\_\_ 70. Receives and completes work orders as required by Maintenance Department policies and procedures.
- \_\_\_\_ 71. Responds to emergency calls as needed.

**COMMENTS:** \_\_\_\_\_

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## **Plumbing**

### **Maintenance and Repair**

- \_\_\_\_ 72. Completes plumbing repair of district facilities, including drains, sinks, water lines, water fountains, replacing piping, drainage systems, sprinkler systems, pumps, lift stations, and kitchen equipment
- \_\_\_\_ 73. Inspects building exterior, interior, and all grounds, and performs maintenance and minor repairs to all plumbing items.
- \_\_\_\_ 74. Detects and reports needed major repairs on building structures and their systems.
- \_\_\_\_ 75. Completes repairs as requested on work orders or by maintenance foreman.
- \_\_\_\_ 76. Assists with mowing and detailing of district grounds as requested.
- \_\_\_\_ 77. Assists with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
- \_\_\_\_ 78. Moves, installs, assembles, and repairs all school furniture and playground equipment as needed.
- \_\_\_\_ 79. Installs boilers , hot water heaters, sinks, faucets, water lines, drains, and other plumbing fixtures.
- \_\_\_\_ 80. Inspects gas lines for leaks.
- \_\_\_\_ 81. Receives and completes work orders as required by Maintenance Department policies and procedures.
- \_\_\_\_ 82. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.

**COMMENTS:** \_\_\_\_\_

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## **Painting**

### **Maintenance and Repair**

- \_\_\_\_ 83. Paints all district facilities, including, buildings, sheds, playground equipment, covered walkways, interior and exterior walls, parking lines, fields, bleachers, and playcourts.
- \_\_\_\_ 84. Inspects building exterior, interior, and grounds, reports areas that require painting to maintenance Office.

- \_\_\_ 85. Detects and reports needed major repairs on building structures and their systems.
- \_\_\_ 86. Completes painting as requested on work orders or by maintenance foreman.
- \_\_\_ 87. Assists with mowing and detailing of district grounds as requested.
- \_\_\_ 88. Assists with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
- \_\_\_ 89. Moves, installs, assembles, and repairs/paints all school furniture and playground equipment as needed.
- \_\_\_ 90. Receives and completes work orders as required by Maintenance Department policies and procedures.
- \_\_\_ 91. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures

**COMMENTS:** \_\_\_\_\_

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**Electrical**

**Maintenance and Repair**

- \_\_\_ 92. Performs electrical repairs of district facilities, lighting, outlets, and equipment.
- \_\_\_ 93. Inspects distort electrical equipment for damage, corrosion and defective parts; performs maintenance and repairs.
- \_\_\_ 94. Detects and completes needed repairs on score boards, signs, and intercom equipment, when required.
- \_\_\_ 95. Assists with mowing and detailing of district grounds when needed.
- \_\_\_ 96. Assists with relocation of grounds equipment, such as shedders, tractors, trailers, backhoe, etc, as needed
- \_\_\_ 97. Moves, installs, assembles, and repairs all grounds equipment as needed.
- \_\_\_ 98. Maintains preventive maintenance schedules and procedures for all electrical equipment,
- \_\_\_ 99. Receives and completes work orders as required by Maintenance Department policies and procedures.
- \_\_\_ 100. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- \_\_\_ 101. Maintains inventory of district-owned tools, equipment, and materials.
- \_\_\_ 102. Inspects jobs upon completion and ensures areas are clean.
- \_\_\_ 103. Works with building principals and supervisors to complete projects.
- \_\_\_ 104. Responds to emergency calls as needed.

**COMMENTS:** \_\_\_\_\_

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**Driving**

\_\_\_\_ 105. Operates light truck to transport furniture and equipment throughout district.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Safety**

\_\_\_\_ 106. Instructs assigned personnel on proper and safe use of tools and equipment.

\_\_\_\_ 107. Operates tools, equipment, and machinery according to prescribed safety procedures.

\_\_\_\_ 108. Follows established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

\_\_\_\_ 109. Ensures that vehicles, equipment, and tools in safe operating condition.

\_\_\_\_ 110. Inspects and adjusts tools and equipment for safety and efficiency.

\_\_\_\_ 111. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Other**

\_\_\_\_ 112. Follows and abides by School Board and Maintenance Department policies and procedures.

\_\_\_\_ 113. Performs other duties as assigned by supervisor.

\_\_\_\_ 114. Maintains confidentiality of information.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

What strengths does \_\_\_\_\_ possess?

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\_\_\_\_\_  
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What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

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Summative Conference Comments:

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**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

- Renewal and/or Extension of Assignment
- Non-renewal of Assignment
- Termination of Assignment
- Non-extension of Assignment

\_\_\_\_\_  
Administrator (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date