



Facilities Manager Performance Review

Employee _____ Supervisor _____

Completed by _____ Date _____

Using the scoring scale & descriptors below, this form will be completed by both employee and supervisor, after which a performance conference between them will occur and a summary evaluation will be written by supervisor, signed by both employee and supervisor, and placed in the employee's personnel file.

NA-- Unrated -- Used for employees who have been in their positions less than three months and have not established themselves in a clear performance category at appraisal time or is not applicable to position

1 -- Impressive -- Exceeds position description responsibility

2 -- Effective -- Meets position description responsibility

3 -- Limited -- Performance does not meet expected levels. May need to improve performance in certain areas of assignment. Provide explanation of rating and examples for improvement

4 -- Inadequate -- Performance consistently does not meet expected levels. Specific performance improvement plans must be established immediately. Provide explanation of rating and examples for improvement

_____ Administer custodial activity, preventive maintenance (including volunteer training), and emergency response
Comments: _____

_____ Supervise and direct custodial staff, volunteers, and vendor employees or workers
Comments: _____

_____ Work with staff to properly set up and take down equipment and furniture in all facilities
Comments: _____

_____ Monitor hardware functions of security systems, including, but not limited to, electronic doors, lighting, fire extinguishers, suppression systems, and playground fencing & equipment, as directed by Business Coordinator, School Administrator, and Executive Board
Comments: _____

_____ Establish and maintain a list of areas and activities requiring maintenance
Comments: _____

_____ Schedule and coordinate work with outside contractors, as necessary
Comments: _____

_____ Provide emergency "on call" services, as possible
Comments: _____

_____ Complete other emerging maintenance needs of Timothy Lutheran Ministries, as needed
Comments: _____

_____ Work with and make recommendations to Business Coordinator concerning major decisions about any aspect involving Timothy's facilities

Comments: _____

_____ Provide eMist fogging in all facilities, as needed

Comments: _____