

## Maintenance Employee Work Order Evaluation Department of Operations

To be a successful maintenance department requires prompt and professional completion of important work requests affecting staff, students and overall building operations. Proper completion of this form is vital towards achieving our goal at your site.

**Please complete and return to: [burlingamed@davenportschools.org](mailto:burlingamed@davenportschools.org)**

Work Request #	<input type="text"/>
Description of Work	<input type="text"/>
Request Date	<input type="text"/>
Completion Date	<input type="text"/>

1 What best describes how this request was handled?

- Repaired immediately after reviewing.
- Stopped over several times prior to completing.
- Waited several days after reviewing.

2 What was the condition of the finished product?

- Exceeded expectation.
- Met expectation.
- Below expectation.

3 Thoroughness of completed work request:

- 100% completed.
- It will work ok.
- Requires additional work.
- Totally unacceptable.

4 Conduct around students and staff:

- Very professional.
- Works well with staff.
- Disruptive to building staff.
- Very unprofessional.

What best describes your position in the building?

Administrator  Custodians  FNS/Daycare  Secretary  Other

Comments: List points of improvement.