



WASHOE COUNTY SCHOOL DISTRICT
 Housekeeping Operations Department
 Substitute Custodian Checklist

To ensure that every substitute custodian is aware of safety items while working at your site it is required to review this Substitute Custodian Checklist at the start of the shift. Once completed and signed off please put in your "Red Book". The purpose of this is to ensure that the sub working at your site is knowledgeable as to what if any issues that are going on in the building. This form must be done daily with any sub. If you have the same sub for a few days it still needs to be done daily as from shift to shift a safety item may change. If you have any questions please call Housekeeping at 851-5696

	Yes	No	N/A
Are there any areas that need special attention?			
Is there any location at site that there are unclear routes or trip hazards?			
Do you have appropriate PPE (eye, ear, face, hands, and feet) for the job you will be doing?			
Is there any building system's not working properly that the sub needs to be aware of?			
Does the sub know the location and how to use the MSDS binder?			
Does the sub know who to contact in the event of an afterhours emergency?			
Does the sub know who to contact in the vent of a power outage?			
Review any building use for this evening.			

Comments:

Date: _____

Substitute Cust. _____
 PRINT NAME CLEARLY

 SIGNATURE

Site Custodian: _____
 PRINT NAME CLEARLY

 SIGNATURE