This evaluation form is to be filled out by the Central Maintenance Crew member that is meeting with the Maintenance Manager on a weekly basis. A copy will be given to the Maintenance Manager and the House President (or other supervisor of the Maintenance Manager).

Based on the job description of the Maintenance Manager, that the primary responsibility of a Maintenance Manager is to provide prompt and effective response to the maintenance needs of their Co-op with the help of the Central Maintenance Crew, please evaluate the Maintenance Manager on all of the area below that are pertinent in your particular situation. Please circle the correct response below. Comments may be written in the space below the pass/fail area.

Job tasks:

1. House Level Maintenance Managers are responsible for the routine maintenance of their houses. Responsibilities include being the primary contact maintenance person for house members and the liaison with the Central Level Maintenance Department. Maintenance managers are expected to perform minor maintenance and other small jobs as necessary.

   Pass   Fail   Don't know

Comments:

2. Does the Maintenance Manager supervise and instruct house crewmembers as necessary and does s/he act as an effective supervisor?

   Pass   Fail   Don't know

Comments:

3. Has s/he purchased and delivered materials as needed?

   Pass   Fail   Don't know

Comments:

4. Has the Maintenance Manager performed room inspections and preventative maintenance inspections?

   Pass   Fail   Don't know

Comments:

5. Has s/he been an active participant in the BAPs and HAPs process and did they attend the BAPs tour?

   Pass   Fail   Don't know

Comments:
6. Has the Maintenance Manager maintained good relations with House members and Central Maintenance Crew?

   Pass     Fail     Don't know

Comments:

7. Does s/he meet with the Central Maintenance crewmembers on a weekly basis and make reports to Central Maintenance as necessary?

   Pass     Fail     Don't know

Comments:

8. Has the Maintenance Manager tracked the progress of jobs and kept the information in a job binder?

   Pass     Fail     Don't know

Comments:

9. Has s/he worked well with the Central Maintenance crewmember in assigning work to the appropriate person(s)?

   Pass     Fail     Don't know

Comments:

10. Does the Maintenance Manager have good interpersonal/communication skills?

    Pass     Fail     Don't know

Comments:

11. Are they enthusiastic about fixing things?

    Pass     Fail     Don't know

Comments:

12. How well does the Maintenance manager work independently?

    Pass     Fail     Don't know

Comments: