

**KNOX COUNTY SCHOOLS
MAINTENANCE & OPERATIONS DEPARTMENT**

Our mission is to provide a clean, safe, secure, working and learning environment to all facility occupants

Maintenance Employee of the Quarter Nomination Form

SIGNATURE OF NOMINATOR		PHONE:
NAME OF PERSON NOMINATED		
CRAFT OF PERSON NOMINATED		
DATE OF NOMINATION		

Please complete the following information for the person that you nominate:

ITEM	YES	NO	NA
The nominee displays a positive attitude			
The nominee signs in when he arrives at your building			
The nominee displays a professional attitude when dealing with staff, students & visitors			
The nominee communicates with school staff			
The nominee communicates with the school administration			
The nominee promptly completes work order requests			
If there is a delay in completing a work order request, the nominee communicates why and when the work order will be completed.			
The nominee cleans up the work area before leaving the site			
<p>If the nominee goes above and beyond when working in your building, please provide <i>specific</i> examples below. Use additional pages if necessary.</p>			