

**PERFORMANCE EVALUATION**

TITLE: Chief Engineer

Name:

Reviewed by:

Circle one:

1 = Not Meeting Expectations

2 = Meeting Expectations

3 = Exceeding Expectations

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| ESSENTIAL FUNCTIONS | PERFORMANCE EVALUATION |
| Ensures all areas of hotel are fresh, and in great repair | 1 2 3 |
| Ensures all exterior space (parking lots, patios, exterior of building) are always fresh and in great repair | 1 2 3 |
| Ensures that preventative maintenance is documented, and up to date at all times. In public spaces, guest rooms, and as it pertains to all mechanical equipment | 1 2 3 |
| Ensures that strict key control policy is followed.  Key logs are up to date, and monitored | 1 2 3 |
| Conducts PIC training for new associates | 1 2 3 |
| Oversees safety training | 1 2 3 |
| Ensures OSHA records are up to date along with MSDS sheets/binder | 1 2 3 |
| Trains, coaches, councils maintenance associates. | 1 2 3 |
| Stays within expense budget | 1 2 3 |
| Attendance | 1 2 3 |
| Dependability | 1 2 3 |
| Teamwork/Cooperation | 1 2 3 |
| Initiative | 1 2 3 |
| Follow through | 1 2 3 |
| Positive attitude | 1 2 3 |
| Culture champion | 1 2 3 |
| Effective communicator | 1 2 3 |

Additional Comments:

Manager’s Comments:

ASSOCIATE SIGNATURE DATE

MANAGER SIGNATURE DATE