				Recruiting station in	Ē.
MONTH/YEAR	CALENDAR DATES:				NOTATE "RATING" AND ANY COMMENTS
SERVICES TO BE PROVIDED:	FREQUENCY REQUIRED N	M T W T	TOTAL M T W T TOTAL M T W T	W T	
TRASH REMOVAL & CHANGE LINERS *	4	-			
VACUUM ALL FLOORS & UPHOLSTERED FURNITURE DAMP MOP ALL HARD SURFACE FLOORS					
CLEAN & DISINFECT ALL REST ROOM FIXTURES AND FLOORS **	2X - Week				
CLEAN AND DISINFECT WATER FOUNTAIN, AND WIPE DRY					
SPOT CLEAN ENTRANCE DOOR & INTERIOR GLASS TO REMOVE FINGERPRINTS & SMEARS					
FURNISH RESTROOM SUPPLIES					
SPOT CLEAN CARPETS	As Required				
CLEAN GLASS SURFACES (EXT & INT) INSIDE & OUT DAMP DUST ALL SURFACES**** WASH ALL TRASH RECEPTACLES DE-SCALE TOILET BOWLS & URINALS	1x - Month		To be accomplished on the first week of the Month	st week of the Month	
		Insert Date when last provided	To be accomplished ONCE each quarter in MAR, JUN, SEP and DEC	Insert Date if provided this month	
SHAMPOO ALL CARPETS, REMOVING ALL DIRT AND NON-PERM SPOTS OR STAINS***	2x - Year		To be accomplished TWICE each year in APR & OCT	e if	
CLEAN LIGHT FIXTURES	1x - Year	t Date	To be accomplished ONCE each year is OC	ert Dat vided t month	
HIGH DUSTING/CLEANING	2		to be accomplished ONCE each year in OCI	Inse prov	
Contractor Representative Name certifying that ALL required tasks were completed for each week (Please Print)	L required tasks				
Military Service Representative Name concurring that ALL required tasks were completed for each week (Please Print)	that ALL required				
* Change waste basket liners as necessary	7.0	RATING LEGEND:			
** No rust, encrustation or water rings shall exist *** Steam clean if required to remove **** Damp dust IAW the PWS	s	S - Satisfactory U - Unsatisfactory	M - Marginal I - Insufficient (Supplies)	RECRUITER IN CHARGERECRUITER TELEPHONE	
				SIGNATURE & DATE	
		2			
					NAME ENGINEERING TO A PAGE

SCAN & EMAIL Checklist at end of each month to the following POCs: COE POC, Phone Number, and assigned territory

2 DAYS Week

JANITORIAL CHECKLIST FOR FACILITIES 3000 SF OR LESS