

SCAN & EMAIL Checklist at end of each month to the following POCs:										JANITORIAL CHECKLIST FOR FACILITIES 3000 SF OR LESS											
COE POC, Phone Number, and assigned territory										Address											
										Recruiting Station ID: _____											
MONTH/YEAR		CALENDAR DATES:																		NOTATE "RATING" AND ANY COMMENTS ON THE QUALITY OF THE WORK BELOW.	
		FREQUENCY REQUIRED		M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T	W	T		
SERVICES TO BE PROVIDED:																					
TRASH REMOVAL & CHANGE LINERS *																					
VACUUM ALL FLOORS & UPHOLSTERED FURNITURE																					
DAMP MOP ALL HARD SURFACE FLOORS																					
CLEAN & DISINFECT ALL REST ROOM FIXTURES AND FLOORS **																					
CLEAN AND DISINFECT WATER FOUNTAIN, AND WIPE DRY																					
SPOT CLEAN ENTRANCE DOOR & INTERIOR GLASS TO REMOVE FINGERPRINTS & SMEARS																					
FURNISH RESTROOM SUPPLIES																					
As Required																					
CLEAN GLASS SURFACES (EXT & INT) INSIDE & OUT																					
DAMP DUST ALL SURFACES****																					
WASH ALL TRASH RECEPTACLES																					
DE-SCALE TOILET BOWLS & URINALS																					
1x - Month																					
4x - Year																					
CLEAN HVAC RETURN, DIFFUSER & GRILLES																					
CLEAN LIGHT FIXTURES																					
HIGH DUSTING/CLEANING																					
1x - Year																					
Contractor Representative Name certifying that ALL required tasks were completed for each week (Please Print)																					
Military Service Representative Name concurring that ALL required tasks were completed for each week (Please Print)																					
* Change waste basket liners as necessary																					
** No rust, encrustation or water rings shall exist																					
**** Damp dust /AW the PWS																					
RATING LEGEND:																					
S - Satisfactory																					
U - Unsatisfactory																					
M - Marginal																					
I - Insufficient (Supplies)																					
RECRUITER IN CHARGE																					
PRINTED NAME																					
RECRUITER TELEPHONE																					
SIGNATURE																					
FORM UPDATED 09-13-2013																					