



HERTRICH'S CAPITOL, DOVER
HOUSEKEEPING **INSPECTION SHEET**

COMPLETE
 INCOMPLETE

DATE: 7-21-16

INSPECTED BY: J. Figueroa

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| <p>1. EMPTY ALL TRASH CONTAINERS IN AREAS A and B. <input type="checkbox"/> <input type="checkbox"/>
Empty and re-line all trash receptacles.
Remove trash to outside dumpster.</p> <p>AREA A</p> <p>2. SERVICE STATIONS, SERVICE MGR, PARTS MGR <input type="checkbox"/> <input type="checkbox"/>
Check for and clean cobwebs.
Damp dust all wall decorations.
Clean all window ledges.
Clean window glass as needed.
Clean doors' glass inside/outside.
Clean smudges off of doors, door jambs and switch plates.
Dust and wipe clean counters, table tops, furniture, glass, metal and steel surfaces, partitions, cabinets, work surfaces.
Lambs wool dust printers, fax machines, monitors, adding machines, etc.
Vacuum/sweep and damp mop all tile/vinyl floors with a general purpose cleaner.
Vacuum and reposition all walk-off mats.</p> <p>3. SHOWROOM, INFO DESK, SALES STATIONS <input type="checkbox"/> <input type="checkbox"/>
Check for and clean cobwebs.
Damp dust all wall decorations.
Clean all window ledges.
Clean window glass as needed. (Except Showroom)
Clean doors' glass inside/outside.
Clean smudges off of doors, door jambs and switch plates.
Dust and wipe clean counters, table tops, furniture, glass, metal and steel surfaces, partitions, cabinets, work surfaces.
Lambs wool dust printers, fax machines, monitors, adding machines, etc.
Vacuum all carpeted areas.
Vacuum/sweep and damp mop all tile/vinyl floors with a general purpose cleaner.
Vacuum and reposition all walk-off mats.</p> <p>4. OFFICES F/I, SALES, GM, BUSINESS <input type="checkbox"/> <input type="checkbox"/>
Check for and clean cobwebs.
Damp dust all wall decorations.
Clean all window ledges.
Clean window glass as needed.
Clean doors' glass inside/outside.
Clean smudges off of doors, door jambs and switch plates.
Dust and wipe clean counters, table tops, furniture, glass, metal and steel surfaces, partitions, cabinets, work surfaces.
Lambs wool dust printers, fax machines, monitors, adding machines, etc.
Vacuum all carpeted areas.
Vacuum/sweep and damp mop all tile/vinyl floors with a general purpose cleaner.
Vacuum and reposition all walk-off mats.</p> <p>5. CAFÉ, CUSTOMER LOUNGE, VENDING HALL, INTERNET BAR <input type="checkbox"/> <input type="checkbox"/>
Check for and clean cobwebs.
Damp dust all wall decorations.
Clean all window ledges.
Clean window glass as needed.
Clean smudges off of doors, door jambs and switch plates.
Dust and wipe clean counters, table tops, furniture, glass, metal and steel surfaces, partitions, cabinets, work surfaces.
Vacuum all carpeted areas.
Vacuum/sweep and damp mop all tile/vinyl floors with a general purpose cleaner.
Vacuum and reposition all walk-off mats.
Arrange customer lounge chairs, furniture, magazines, etc.</p> <p>6. KIDS PLAYROOM <input type="checkbox"/> <input type="checkbox"/>
Check for and clean cobwebs.
Damp dust all wall decorations.
Clean all window ledges.
Clean window glass as needed.
Clean doors' glass inside/outside.
Clean smudges off of doors, door jambs and switch plates.
Dust and wipe clean counters, table tops, furniture, glass, metal and steel surfaces, partitions, cabinets, work surfaces.
Vacuum all carpeted areas.
Arrange customer lounge chairs, furniture, magazines, etc.</p> <p>7. CASHIER COUNTER, PARTS COUNTER <input type="checkbox"/> <input type="checkbox"/>
Check for and clean cobwebs.
Damp dust all wall decorations.
Clean all window ledges.
Clean window glass as needed.
Clean doors' glass inside/outside.
Clean smudges off of doors, door jambs and switch plates.
Dust and wipe clean counters, table tops, furniture, glass, metal and steel surfaces, partitions, cabinets, work surfaces.
Lambs wool dust printers, fax machines, monitors, adding machines, etc.
Vacuum/sweep and damp mop all tile/vinyl floors with a general purpose cleaner.
Vacuum and reposition all walk-off mats.</p> | <p>8. CUSTOMER RESTROOMS <input type="checkbox"/> <input type="checkbox"/>
Check for and clean cobwebs.
Clean/sanitize sinks and toilets.
Clean/sanitize dispensers.
Clean/sanitize partition walls and doors.
Clean/sanitize mirrors and chrome fixtures.
Clean smudges off of doors, door jambs and switch plates.
Replenish all dispensed paper and soap supplies (provided by Hertrich).
Vacuum and damp mop all tile/vinyl floors with a general purpose cleaner.</p> <p>AREA B</p> <p>9. ADMIN, ADMIN MGR, CASHIER RM <input type="checkbox"/> <input type="checkbox"/>
Check for and clean cobwebs.
Damp dust all wall decorations.
Clean all window ledges.
Clean window glass as needed.
Clean doors' glass inside/outside.
Clean smudges off of doors, door jambs and switch plates.
Dust and wipe clean counters, table tops, furniture, glass, metal and steel surfaces, partitions, cabinets, work surfaces.
Lambs wool dust printers, fax machines, monitors, adding machines, etc.
Vacuum all carpeted areas.
Vacuum/sweep and damp mop all tile/vinyl floors with a general purpose cleaner.
Vacuum and reposition all walk-off mats.</p> <p>10. OFFICE RESTROOMS <input type="checkbox"/> <input type="checkbox"/>
Check for and clean cobwebs.
Clean/sanitize sinks and toilets.
Clean/sanitize dispensers.
Clean/sanitize partition walls and doors.
Clean/sanitize mirrors and chrome fixtures.
Clean smudges off of doors, door jambs and switch plates.
Replenish all dispensed paper and soap supplies (provided by Hertrich).
Vacuum and damp mop all tile/vinyl floors with a general purpose cleaner.</p> <p>11. CONFERENCE RM, LUNCH RM <input type="checkbox"/> <input type="checkbox"/>
Check for and clean cobwebs.
Damp dust all wall decorations.
Clean all window ledges.
Clean window glass as needed.
Clean doors' glass inside/outside.
Clean smudges off of doors, door jambs and switch plates.
Dust and wipe clean counters, table tops, furniture, glass, metal and steel surfaces, partitions, cabinets, work surfaces.
Clean kitchen sink and counter top. Wash and put away dishes.
Clean inside refrigerator. (Weekly)
Vacuum/sweep and damp mop all tile/vinyl floors with a general purpose cleaner.
Arrange lounge chairs, furniture, magazines, etc.</p> <p>AREA C</p> <p>12. TECH RESTROOMS <input type="checkbox"/> <input type="checkbox"/>
Check for and clean cobwebs.
Clean/sanitize sinks and toilets.
Clean/sanitize dispensers.
Clean/sanitize partition walls and doors.
Clean/sanitize mirrors and chrome fixtures.
Clean smudges off of doors, door jambs and switch plates.
Replenish all dispensed paper and soap supplies (provided by Hertrich).
Vacuum and damp mop all tile/vinyl floors with a general purpose cleaner.</p> <p>13. TECH LOUNGE <input type="checkbox"/> <input type="checkbox"/>
Check for and clean cobwebs.
Damp dust all wall decorations.
Clean all window ledges.
Clean window glass as needed.
Clean doors' glass inside/outside.
Clean smudges off of doors, door jambs and switch plates.
Dust and wipe clean counters, table tops, furniture, glass, metal and steel surfaces, partitions, cabinets, work surfaces.
Lambs wool dust printers, fax machines, monitors, adding machines, etc.
Clean kitchen sink and counter top. Wash and put away dishes.
Clean inside refrigerator. (Weekly)
Vacuum/sweep and damp mop all tile/vinyl floors with a general purpose cleaner.
Vacuum and reposition all walk-off mats.
Arrange lounge chairs, furniture, magazines, etc.</p> |
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- NEEDS IMPROVEMENT:**