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Vacuum/sweep and damp mop all tile/vinyl floors with a general purpose cleaner.

Vacuum and reposition all walk-off mats.

HERTRICH'S CAPITOL, DOVER HOUSEKEEPING INSPECTION SHEET

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C I INCOMPLETE DATE: 7-21-16 INSPECTED BY: J. Figueroa CI EMPTY ALL TRASH CONTAINERS IN AREAS A and B. CUSTOMER RESTROOMS 8. Empty and re-line all trash receptacles Check for and clean cobwebs Remove trash to outside dumpster. Clean/sanitize sinks and toilets. AREA A Clean/sanitize dispensers. SERVICE STATIONS, SERVICE MGR, PARTS MGR C 1 Clean/sanitize partition walls and doors. Check for and clean cobwebs. Clean/sanitize mirrors and chrome fixtures. Damp dust all wall decorations. Clean smudges off of doors, door jambs and switch plates. Clean all window ledges. Replenish all dispensed paper and soap supplies (provided by Hertrich). Vacuum and damp mop all tile/vinyl floors with a general purpose cleaner. Clean window glass as needed. Clean doors' glass inside/outside. AREA B Clean smudges off of doors, door jambs and switch plates. ADMIN, ADMIN MGR, CASHIER RM Dust and wipe clean counters, table tops, furniture, glass, metal Check for and clean cobwebs. and steel surfaces, partitions, cabinets, work surfaces. Damp dust all wall decorations. Lambs wool dust printers, fax machines, monitors, adding machines, etc. Clean all window ledges. Vacuum/sweep and damp mop all tile/vinyl floors with a general purpose cleaner. Vacuum and reposition all walk-off mats. Clean window glass as needed. Clean doors' glass inside/outside. SHOWROOM, INFO DESK, SALES STATIONS CI Clean smudges off of doors, door jambs and switch plates. Check for and clean cobwebs. Dust and wipe clean counters, table tops, furniture, glass, metal Damp dust all wall decorations. and steel surfaces, partitions, cabinets, work surfaces. Clean all window ledges. Lambs wool dust printers, fax machines, monitors, adding machines, etc. Clean window glass as needed. (Except Showroom) Vacuum all carpeted areas. Vacuum/sweep and damp mop all tile/vinyl floors with a general purpose cleaner. Clean doors' glass inside/outside. Vacuum and reposition all walk-off mats. Clean smudges off of doors, door jambs and switch plates. OFFICE RESTROOMS Dust and wipe clean counters, table tops, furniture, glass, metal and steel surfaces, partitions, cabinets, work surfaces. 10 Check for and clean cobwebs. Lambs wool dust printers, fax machines, monitors, adding machines, etc. Clean/sanitize sinks and toilets. Vacuum all carpeted areas. Clean/sanitize dispensers. Vacuum/sweep and damp mop all tile/vinyl floors with a general purpose cleaner. Clean/sanitize partition walls and doors. Vacuum and reposition all walk-off mats. Clean/sanitize mirrors and chrome fixtures. CI OFFICES F/I, SALES, GM, BUSINESS Clean smudges off of doors, door jambs and switch plates. Replenish all dispensed paper and soap supplies (provided by Hertrich). Check for and clean cobwebs Damp dust all wall decorations. Vacuum and damp mop all tile/vinyl floors with a general purpose clear Clean all window ledges. CONFERENCE RM, LUNCH RM 11. Clean window glass as needed. Check for and clean cobwebs Clean doors' glass inside/outside. Damp dust all wall decorations. Clean smudges off of doors, door jambs and switch plates. Clean all window ledges. Dust and wipe clean counters, table tops, furniture, glass, metal Clean window glass as needed. and steel surfaces, partitions, cabinets, work surfaces. Clean doors' glass inside/outside. Clean smudges off of doors, door jambs and switch plates. Lambs wool dust printers, fax machines, monitors, adding machines, etc. Vacuum all carpeted areas. Dust and wipe clean counters, table tops, furniture, glass, metal Vacuum/sweep and damp mop all tile/vinyl floors with a general purpose cleaner. and steel surfaces, partitions, cabinets, work surfaces. Vacuum and reposition all walk-off mats Clean kitchen sink and counter top. Wash and put away dishes. CI CAFÉ. CUSTOMER LOUNGE. VENDING HALL. INTERNET BAR Clean inside refrigerator. (Weekly) Vacuum/sweep and damp mop all tile/vinyl floors with a general purpose cleaner. Check for and clean cobwebs Arrange lounge chairs, furniture, magazines, etc. Damp dust all wall decorations. Clean all window ledges. AREA C Clean window glass as needed. 12. TECH RESTROOMS Clean smudges off of doors, door jambs and switch plates. Check for and clean cobwebs. Dust and wipe clean counters, table tops, furniture, glass, metal Clean/sanitize sinks and toilets. and steel surfaces, partitions, cabinets, work surfaces. Clean/sanitize dispensers. Vacuum all carpeted areas. Clean/sanitize partition walls and doors. Vacuum/sweep and damp mop all tile/vinyl floors with a general purpose cleaner. Vacuum and reposition all walk-off mats. Clean/sanitize mirrors and chrome fixtures. Clean smudges off of doors, door jambs and switch plates. Arrange customer lounge chairs, furniture, magazines, etc. Replenish all dispensed paper and soap supplies (provided by Hertrich). KIDS PLAYROOM CI Vacuum and damp mop all tile/vinyl floors with a general purpose cleaned Check for and clean cobwebs. 13. TECH LOUNGE Damp dust all wall decorations. Check for and clean cobwebs. Clean all window ledges. Damp dust all wall decorations. Clean window glass as needed. Clean all window ledges. Clean doors' glass inside/outside. Clean window glass as needed Clean smudges off of doors, door jambs and switch plates. Clean doors' glass inside/outside. Dust and wipe clean counters, table tops, furniture, glass, metal Clean smudges off of doors, door jambs and switch plates. and steel surfaces, partitions, cabinets, work surfaces. Dust and wipe clean counters, table tops, furniture, glass, metal Vacuum all carpeted areas. and steel surfaces, partitions, cabinets, work surfaces. Arrange customer lounge chairs, furniture, magazines, etc. Lambs wool dust printers, fax machines, monitors, adding machines, etc. CI CASHIER COUNTER, PARTS COUNTER Clean kitchen sink and counter top. Wash and put away dishes. Check for and clean cobwebs Clean inside refrigerator. (Weekly) Damp dust all wall decorations. Vacuum/sweep and damp mop all tile/vinyl floors with a general purpose cleaner. Clean all window ledges. Vacuum and reposition all walk-off mats. Clean window glass as needed. Arrange lounge chairs, furniture, magazines, etc. Clean doors' glass inside/outside. Clean smudges off of doors, door jambs and switch plates. NEEDS IMPROVEMENT: 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.

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