

From:	Date:
Janitorial Contractor:	For month of:

Did the vendor provide janitorial services as contracted during the last month?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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During the past month has the contractor met the following requirements?

Weekly Requirements:	Yes	No	If "No" Make Specific Comments
Spray buff all hard surface floors	<input type="checkbox"/>	<input type="checkbox"/>	
Dust all flat surfaces such as file cabinets, conference tables, bookshelves, coat racks, window sills, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Clean tops, fronts, and sides of all vending machines	<input type="checkbox"/>	<input type="checkbox"/>	
Remove all trash & debris from outside perimeter of building, including parking lots.	<input type="checkbox"/>	<input type="checkbox"/>	
Pour five (5) gallons of water down each floor drain.	<input type="checkbox"/>	<input type="checkbox"/>	

Monthly Requirements: Tasks must be performed within the first ten consecutive work days of each month.	Yes	No	If "No" Make Specific Comments
Scrub floors to remove all scuffs & marks, apply 2 coats skid proof wax (ceramic tile excluded)	<input type="checkbox"/>	<input type="checkbox"/>	
Clean/dust all venetian/mini-blinds	<input type="checkbox"/>	<input type="checkbox"/>	
Clean all baseboards	<input type="checkbox"/>	<input type="checkbox"/>	
Clean/Vacuum cloth cubicle partitions, including base and tops	<input type="checkbox"/>	<input type="checkbox"/>	
Brush and spot clean fabric furniture	<input type="checkbox"/>	<input type="checkbox"/>	
Clean and disinfect all restroom walls	<input type="checkbox"/>	<input type="checkbox"/>	
Clean air diffusers (supply and return)	<input type="checkbox"/>	<input type="checkbox"/>	
Remove cobwebs from ceilings, doors, and corners	<input type="checkbox"/>	<input type="checkbox"/>	
Clean light fixtures to remove insects, dirt, etc as needed	<input type="checkbox"/>	<input type="checkbox"/>	

Please rate the following daily requirements from 5 to 1. Click in the center of the box to place a checkmark under the rating you select.

5 – Excellent, 4 – Good, 3 – Average, 2 – Poor, 1 – Very Poor

Daily Requirements:	5	4	3	2	1
Empty all wastebaskets, dispose of trash					
Change wastebasket liners in kitchens, break rooms & lobby					
Vacuum carpets, entrance mats, remove stains as they appear					
Sweep and wet mop hard surface floors					
Clean both sides entrance glass, doors, frames, side panels inside & out					
Sift sand & remove cigarette butts from receptacles					
Remove trash & sweep 10 feet radius from entrances					
Spot clean all walls, doors, and light switches					

Restroom, Kitchen & Break Room Daily Requirements:	5	4	3	2	1
Clean & disinfect all counter tops, sinks/hand basins & drinking fountains					
Clean toilet bowls & seats, urinals, walls around these fixtures					
Clean mirrors, bright work, chrome pipes and fittings					
Sweep and wet mop all restroom floors using disinfectant					
Clean stall partitions, doors, door frames, and push plates					
Empty & clean trash containers, sanitary napkin receptacles, replace all liners daily					
Restock restroom dispensers of soap, toilet tissue, & paper towels					
Clean & disinfect all counter tops, sinks/hand basins & drinking fountains					

Quarterly Requirements: Tasks must be performed every quarter January, April, July and October	Yes	No	If "No" Make Specific Comments
Enter Date Completed:			
Clean interior windows and other glass surfaces	<input type="checkbox"/>	<input type="checkbox"/>	
Wash and disinfect all wastebaskets	<input type="checkbox"/>	<input type="checkbox"/>	

Semi-Annual Requirements: Tasks must be performed every six months in April and October.	Yes	No	If "No" Make Specific Comments
Enter Date Completed:			
Strip and refinish all hard surface floors with five (5) coats of skid-proof wash	<input type="checkbox"/>	<input type="checkbox"/>	
Deep clean all carpets via wet extraction	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments:

SUBMIT