| GENERAL SERVICES ADMINISTRATION REG. PUBLIC BUILDINGS SERVICE |                         | AREA                        |        |                           | FIELD OFFICE                       | DATE OF LAST<br>REPORT | DATE OF THIS REPORT | RATING               |   |  |
|---|-------------------------|-----------------------------|--------|---------------------------|------------------------------------|------------------------|---------------------|----------------------|---|--|
| OLLANINO  |                         | NG AND A                    | DDRESS |                           |                                    |                        |                     |                      |   |  |
| INSPECTION REPORT   |                         |                             |        |                           |                                    |                        |                     |                      |   |  |
| READ "Instructions" on reverse.                               |                         | SPECTED BY (Name and title) |        |                           |                                    |                        |                     |                      |   |  |
|   |                         | RATING IT                   |        | EM CONDITIONS TO BE CORRE |                                    | CTED                   | DATE CORRECTED      |                      |   |  |
| CATEGORY  | ITEM                    | (16                         | hru5)  | NO.                       |                                    | AND REMARKS            |                     | AND SIGNATURE        |   |  |
|   | 1. COURTS               |                             |        |                           |                                    |                        |                     |                      |   |  |
| A<br>OUTSIDE<br>WORK  | 2. DRIVES               |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 3. LAWNS                |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 4. WALKS                |                             |        |                           |                                    |                        |                     |                      |   |  |
| B<br>ENTRANCE<br>LOBBY &<br>CORRIDOR<br>CLEANING              | 5. FLOORS-CORNERS       |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 6. BASEBOARDS           |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 7. WALL SPOTTING        |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 8. METAL SURFACES       |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 9. GLASS SURFACES       |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 10. JARDINIERES & URNS  |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 11. DRINKING FOUNTAINS  |                             | -      |                           |                                    |                        |                     |                      |   |  |
|   | 12. TELEPHONE BOOTH     |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 13. DOORS               |                             |        |                           |                                    |                        |                     |                      |   |  |
| C*<br>ELEVATOR  | 14. METAL SURFACES      |                             |        |                           |                                    |                        |                     |                      |   |  |
| AND   | 15. WALLS               |                             | -      |                           |                                    |                        |                     |                      |   |  |
| ESCALATOR<br>CLEANING   | 16. FLOORS & CORNERS    |                             |        |                           |                                    |                        |                     |                      |   |  |
| CLEANING  | 17. TREADS & RISERS     |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 18. SWEEPING            |                             |        |                           |                                    |                        |                     |                      |   |  |
| D<br>FLOOR  | 19. SCRUBBING           |                             |        |                           |                                    |                        |                     |                      |   |  |
| FLOOR<br>CARE   | 20. BUFFING             |                             | -      |                           |                                    |                        |                     |                      |   |  |
|   | 21. WAXING              |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 22. FURNITURE           |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 23. METAL SURFACES      |                             |        |                           |                                    |                        |                     |                      |   |  |
| E<br>ROOM   | 24. MIRRORS             |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 25. WALL SPOTTING       |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 26. WINDOW SILLS        |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 27. RADIATORS - GRILLES |                             |        |                           |                                    |                        |                     |                      |   |  |
| CLEANING  | 28. FLOORS              |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 29. RUGS                |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 30. BASEBOARDS - DOORS  |                             | -      |                           |                                    |                        |                     |                      |   |  |
|   | 31. WASH BASINS         |                             | -      |                           |                                    |                        |                     |                      |   |  |
| F   | 32. GLASS               |                             |        |                           |                                    |                        |                     |                      |   |  |
| WINDOW  | 33. SASH                |                             |        |                           |                                    |                        |                     |                      |   |  |
| CLEANING  | 34. SILLS               |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 35. BLINDS              |                             |        |                           |                                    |                        |                     |                      |   |  |
| G   | 36. FILES               |                             |        |                           |                                    |                        |                     |                      |   |  |
| HIGH  | 37. GLASS PARTITIONS    |                             |        |                           |                                    |                        |                     |                      |   |  |
| CLEANING  | 38. LIGHT & TRANSOMS    |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 39. PIPES               |                             |        |                           |                                    |                        |                     |                      |   |  |
| H<br>TOILET<br>ROOM<br>CLEANING                               | 40. FLOORS - CORNERS    |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 41. FIXTURES            |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 42. MIRRORS             |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 43. STALLS              |                             |        |                           |                                    |                        |                     |                      |   |  |
|   | 44. WINDOW SILLS        |                             |        |                           |                                    |                        |                     |                      |   |  |
| I<br>STAIRWAY   | 45. BASEBOARDS - DOORS  |                             | ]      |                           |                                    |                        |                     |                      |   |  |
|   | 46. RAIL & LANDINGS     |                             | ]      |                           |                                    |                        |                     |                      |   |  |
| CLEANING  | 47. TREADS & RISERS     |                             | ]      |                           |                                    | CONIC                  | NITION OD STATUS    |                      |   |  |
|   | 48. WALL SPOTTING       |                             |        | E2 0116                   | TODIAL COURSEST                    |                        | DITION OR STATUS    | DV DEDODTE & DECORDE | 1 |  |
| 49 . INSECT & RODE  | ENT CONTROL             |                             |        |                           | TODIAL EQUIPMENT ANING MATERIALS & |                        | 56. FOREMAN'S WC    | RK REPORTS & RECORDS |   |  |
| 50. PAPER & TRASH COLLECTION                                  |                         |                             |        |                           | PLOYEE TRAINING &                  |                        | 58. LOCKER ROOM     |                      |   |  |
| 51. UTILITY WORK  |                         |                             |        |                           | REMAN'S CLEANING S                 |                        | 59. SAFE WORK-PR    |                      |   |  |

| ITEM<br>NO. | CONDITIONS TO BE CORRECTED AND REMARKS | DATE CORRECTED<br>AND SIGNATURE |
|-------------|--|---------------------------------|
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## **INSTRUCTIONS**

GSA Handbook of "Operation and Maintenance of Real Property" prescribes the use of this form to record onsite inspection of cleaning operations in GSA operated and in leased owner-serviced buildings.

The total "Rating" for each inspection shall be obtained by adding the rating assigned to each Service Category A thru I and to each Item 49 thru 59. Record this total "Rating" in the block so captioned. The highest possible rating is 100. When rating, take into consideration the current level of cleaning authorized for GSA operated buildings or requirements of the lease. Also consider, the elapsed time for periodic cleaning scheduled on GSA Form 1825, Periodic Building Cleaning Schedule. Under remarks identify floor or other locations inspected.

When the inspection has been completed and corrections are required, forward a copy of this report to the appro-

priate GSA foreman or the lessor's agent for action.

Completed actions are to be returned to the Buildings Manager and filed with the original inspection report in GSA Form 1183, Record of Building Inspection Reports.

## RATING SCALE

- 5. Every Phase of the operation is satisfactory.
- 4. The standard of each operation is being met intermittently.
- 3. Standards are being maintained. Action required to increase quality of performance.
- The operation is considerably below requirements and immediate action necessary to increase the quality performance.
- 1. The operation is inadequate.