

GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE		REG.	AREA	FIELD OFFICE	DATE OF LAST REPORT	DATE OF THIS REPORT	RATING
<b>CLEANING INSPECTION REPORT</b>  READ "Instructions" on reverse.		BUILDING AND ADDRESS					
		INSPECTED BY <i>(Name and title)</i>					
SERVICES PERFORMED		RATING <i>(1 thru 5)</i>	ITEM NO.	CONDITIONS TO BE CORRECTED AND REMARKS		DATE CORRECTED AND SIGNATURE	
CATEGORY	ITEM						
A OUTSIDE WORK	1. COURTS						
	2. DRIVES						
	3. LAWNS						
	4. WALKS						
B ENTRANCE LOBBY & CORRIDOR CLEANING	5. FLOORS-CORNERS						
	6. BASEBOARDS						
	7. WALL SPOTTING						
	8. METAL SURFACES						
	9. GLASS SURFACES						
	10. JARDINIERES & URNS						
	11. DRINKING FOUNTAINS						
	12. TELEPHONE BOOTH						
C* ELEVATOR AND ESCALATOR CLEANING	13. DOORS						
	14. METAL SURFACES						
	15. WALLS						
	16. FLOORS & CORNERS						
D FLOOR CARE	17. TREADS & RISERS						
	18. SWEEPING						
	19. SCRUBBING						
	20. BUFFING						
E ROOM CLEANING	21. WAXING						
	22. FURNITURE						
	23. METAL SURFACES						
	24. MIRRORS						
	25. WALL SPOTTING						
	26. WINDOW SILLS						
	27. RADIATORS - GRILLES						
	28. FLOORS						
	29. RUGS						
	30. BASEBOARDS - DOORS						
	31. WASH BASINS						
F WINDOW CLEANING	32. GLASS						
	33. SASH						
	34. SILLS						
G HIGH CLEANING	35. BLINDS						
	36. FILES						
	37. GLASS PARTITIONS						
	38. LIGHT & TRANSOMS						
	39. PIPES						
H TOILET ROOM CLEANING	40. FLOORS - CORNERS						
	41. FIXTURES						
	42. MIRRORS						
	43. STALLS						
	44. WINDOW SILLS						
I STAIRWAY CLEANING	45. BASEBOARDS - DOORS						
	46. RAIL & LANDINGS						
	47. TREADS & RISERS						
	48. WALL SPOTTING						
49. INSECT & RODENT CONTROL							
50. PAPER & TRASH COLLECTION							
51. UTILITY WORK							
CONDITION OR STATUS							
52. CUSTODIAL EQUIPMENT				56. FOREMAN'S WORK REPORTS & RECORDS			
53. CLEANING MATERIALS & SUPPLIES				57. GEAR AND STORAGE ROOMS			
54. EMPLOYEE TRAINING & SUPERVISION				58. LOCKER ROOMS			
55. FOREMAN'S CLEANING SCHEDULES				59. SAFE WORK-PRACTICES			

\* When a building has no elevators or escalators, assign a rating of "5".

