

BUILDING CLEANING SURVEY - SUMMARY SHEET
(Refer to the HB, Custodial Management)

PREPARED BY _____	DATE _____	BUILDING NAME _____	BUILDING NO. _____
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GENERAL BUILDING INFORMATION

1. Main Corridor - BF (Sq. Ft.) _____	6. Health Unit - BF (Sq. Ft.) _____	11. Elevators (No.) _____
2. Main Corridor - Rug (Sq. Ft.) _____	7. Health Unit - Rug (Sq. Ft.) _____	12. Stairways (Flights.) _____
3. Lobby and Entrance (Sq. Ft.) _____	8. No. Months in Use Courtrooms/ Jury Rooms/Judges Chambers (No.) _____	13. Garage (Sq. Ft.) _____
4. Second Corridor - BF (Sq. Ft.) _____	9. Windows (No.) _____	14. Loading Dock (Sq. Ft.) _____
5. Second Corridor - Rug (Sq. Ft.) _____	10. Venetian Blinds (No.) _____	15. Other <i>(Explain)</i> _____

FLOOR: _____ **A. GENERAL OFFICE SPACE**

ROOM NO. OR FLOOR	16. BARE FLR. (Sq. Ft.)	17. RUG (Sq. Ft.)	18. FIXTURES (No.)	19. STORAGE (Sq. Ft.)	20. ADP (Sq. Ft.)	21. RESTROOM (Sq. Ft.)	22. ACT. FILES (Sq. Ft.)	23. JUDGES CHAMBERS (Sq. Ft.)	24. COURT/ JURY RMS. (Sq. Ft.)	25.	26.	27.	28.	29.	30.
TOTALS															

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FLOOR	B. WAREHOUSE SPACE			
1. NARA Record Storage (Sq. Ft.)		4. Loading Dock (Sq. Ft.)		
2. Bin, Storage, and Pack (Sq. Ft.)		5. Swing Room (Sq. Ft.)		
3. Bulk and Rack Storage (Sq. Ft.)		6. Other (<i>Explain</i>)		

FLOOR	C. POSTAL SPACE			
1. Lobby (Sq. Ft.)		4. Lockbox (No.)		
2. Restroom Fixtures (No.)		5. Mail Case (No.)		
3. Workroom (Sq. Ft.)		6. Swing Room (Sq. Ft.)		

FLOOR	D. CLINICAL SPACE			
1. Rooms (Sq. Ft.)		2. Waiting Rooms (Sq. Ft.)		

REMARKS: