

Attachment B

WEEKLY INSPECTION REPORT – CUSTODIAL SERVICES

FACILITY: _____ DATE: _____ Time: _____

CONTRACTOR: _____ INSPECTOR: _____

The following percentages will be deducted from the Contractor's weekly rates; if these task are not performed.

ROUTINE WEEKLY TASK	% OF FACILITY PRICE PER WEEK
1. Spray buffing Note:	40%
2. Vacuum vents, grates, crevices, ceiling diffusers. Note:	10%
3. Vacuum of fabric covered furnishings: Note:	10%
4. Dusting of furniture and building vertical and horizontal surfaces. Note:	20%
5. Clean door tracks and crevices Note:	10%
6. No Service Provided: Note:	100%

Comments: _____
