

**Attachment A**

**DAILY INSPECTION REPORT – CUSTODIAL SERVICES**

FACILITY: \_\_\_\_\_ DATE: \_\_\_\_\_ Time: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ INSPECTOR: \_\_\_\_\_

*If these tasks are not performed Daily, the following percentages will be deducted from the Contractor's Daily rate:*

ROUTINE CLEANING TASK	% OF FACILITY PRICE PER DAY
1. Vacuum carpet and spot clean. Note:	15%
2. Sweep, dust mop, wet mop hard floors. Note:	10%
3. Trash/Waste receptacles, recycle items Note:	25%
4. Damp mop with germicidal solutions, smudges, fountains, phones, tables, and counter tops. Note:	10%
5. Mirrors, glass, paper and soap (in areas other than restroom) Note:	5%
6. Vending areas, custodial closet Note:	5%
7. Restrooms: clean, stock, disinfect Note:	30%
8. No Service: Note:	100%

Comments: \_\_\_\_\_

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