

**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: \_\_\_\_\_

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