



MONTHLY JANITORIAL SERVICES CHECKLIST FOR FACILITIES - 3000 SQ FT or MORE

SCAN & EMAIL Checklist at end of each month to the following: cenae-re@usace.army.mil COE POC For Janitorial issues, No Access, or No Show reports: Joanne.K.Doucette@usace.army.mil

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FORM UPDATED 08-28-2023	Damp out I AW the PW o	Steam clean required to remove	 Change waste basket liners as necessary No rust, encrustation or water rings shall exist 	Military Service Representative Name completed concurring that ALL required tasks were completed for each week (Piease Priot)	Contractor Representative Name certifying that ALL required tasks were completed for each week (Please Print)	HIGH DUSTINGICLEANING	CLEAN LIGHT FIXTURES	SHAMPOO ALL CARPETS, REMOVING ALL DIRT AND NON-PERM SPOTS OR STAINS***	CHANGE HVAC FILTERS	CLEAN HVAC RETURN, DIFFUSER & GRILLES	REPLACE LIGHT BULBS AND FLUCRESCENT TUBES, FOR LIGHT FOTURES (RELAMPING)	SPOT CLEAN CARPETS	FURNISH RESTROOM SUPPLIES	DE-SCALE TOILET BOWLS & URINALS	WASH ALL TRASH RECEPTACLES	DAMP DUST ALL SURFACES****	CLEAN GLASS SURFACES (EXT & INT) INSIDE & OUT	SPOT CLEAN ENTRANCE DOOR & INTERIOR GLASS TO REMOVE FINDERPRINTS & SMEARS	CLEAN AND DISINFECT WATER FOUNTAIN, AND WIPE DRY	CLEAN & DISINFECT ALL REST ROOM FIXTURES AND FLOORS **	DAMP MOP ALL HARD SURFACE FLOORS	VACUUM ALL FLOORS & UPHOLSTERED FURNITURE	TRASH REMOVAL & CHANGE LINERS	SERVICES TO BE PROVIDED:	,	MONTHMEAR	
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MONTHLY JANITORIAL SERVICES CHECKLIST FOR FACILITIES - Under 3000 SQ FT

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