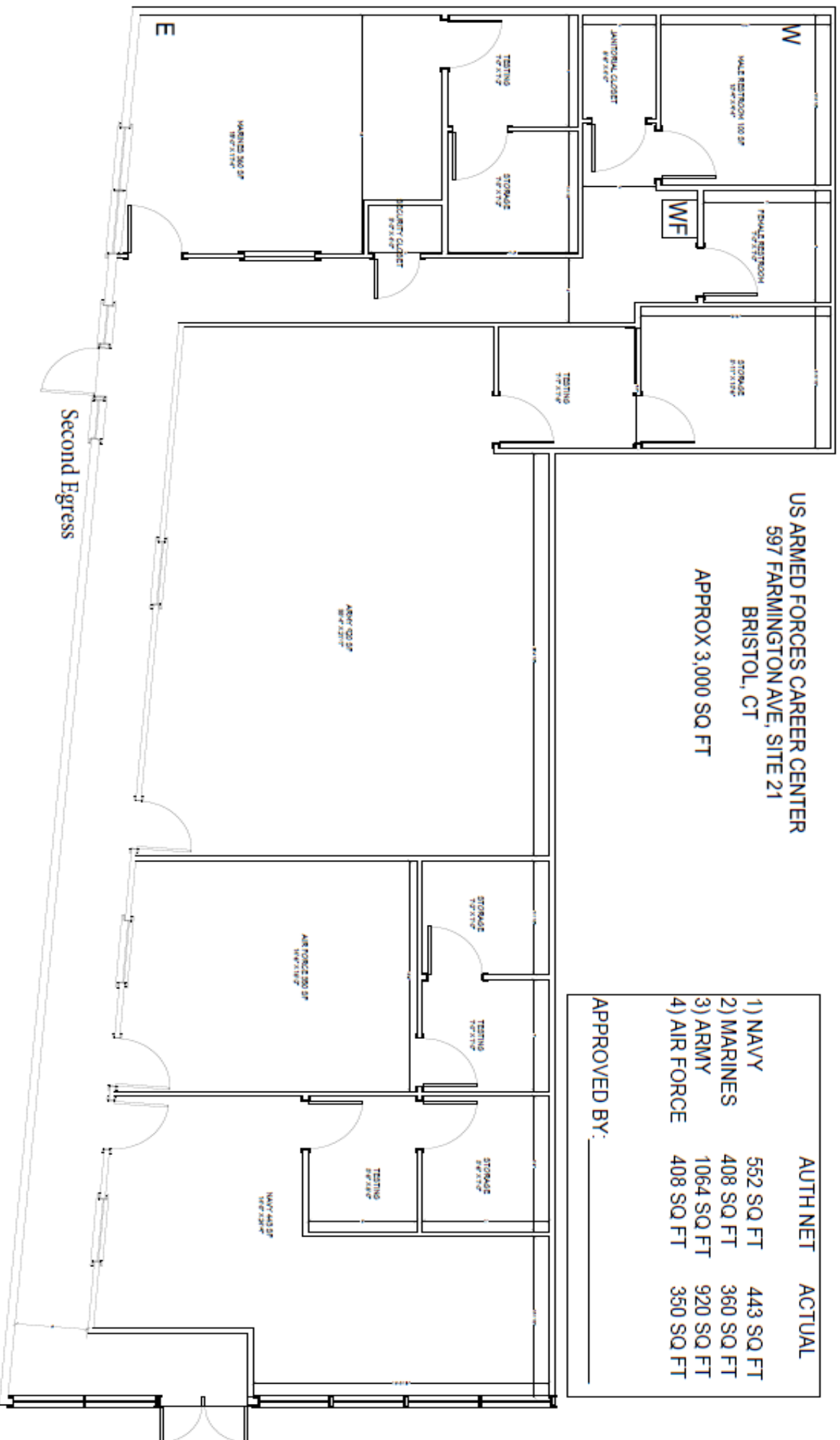


Attachment A - Floor Plan



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

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

Address: _____ Recruiting Station ID: _____

MONTH/YEAR	CALENDAR DATES	FREQUENCY REQUIRED														MSR "RATING" or COMMENTS ON THE QUALITY OF THE WORK BELOW. Rating Key: M - Marginal S - Satisfactory U - Unsatisfactory I - Insufficient (Supplies)					
		M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T		W	T	F	TOTAL	
TRASH REMOVAL & CHANGE LINERS																					
VACUUM ALL FLOORS & UPHOLSTERED FURNITURE																					
DAMP MOP ALL HARD SURFACE FLOORS	2x - Week																				
CLEAN & DISINFECT ALL REST ROOM FIXTURES AND FLOORS**																					
CLEAN AND DISINFECT WATER FOUNTAIN, AND WPEEDRY																					
SPOT CLEAN CHANGE DOOR & WIPEDRY GLASS TO REMOVE FINGERPRINTS & SMUDGES																					
CLEAN GLASS SURFACES (EXT & INT) INSIDE & OUT																					
DAMP DUST ALL SURFACES****																					
WASH ALL TRASH RECEPTACLES	1x - Month							To be accomplished on the first week of the Month If NO ACCESS first week, record IF tasks performed in total column													
DE-SCALE TOILET BOWLS & URINALS																					
FURNISH RESTROOM SUPPLIES								DO NOT MARK BOKES HAD HAZARDOUS TASK CARRIES A LIMITED SEPERATE CHARGE													
SPOT CLEAN CARPETS	As Required																				
REPLACE LIGHT BULBS AND FLUORESCENT TUBES, FOR LIGHT FIXTURES (REPLACING)								To be accomplished ONCE each quarter in MAR, JUN, SEP and DEC													
CLEAN HVAC RETURN, DIFFUSER & GRILLES	4x - Year																				
CHANGE HVAC FILTERS								To be accomplished TWICE each year in APR & OCT													
SHARPOO ALL CARPETS, REMOVING ALL DIRT AND NON-FIBER SPOTS OR STAINS	2x - Year																				
CLEAN LIGHT FIXTURES	1x - Year							To be accomplished ONCE each year in OCT													
HIGH DUSTING/CLEANING																					
Contractor Representative Name (including full name, phone number, and email address) ALL required tasks were completed for each week																					
Military Service Representative Name (including full name, phone number, and email address) ALL required tasks were completed for each week																					
Contractor/Supervisor Comments:																					

RECRUITER IN CHARGE _____
 RECRUITER TELEPHONE _____

SIGNATURE