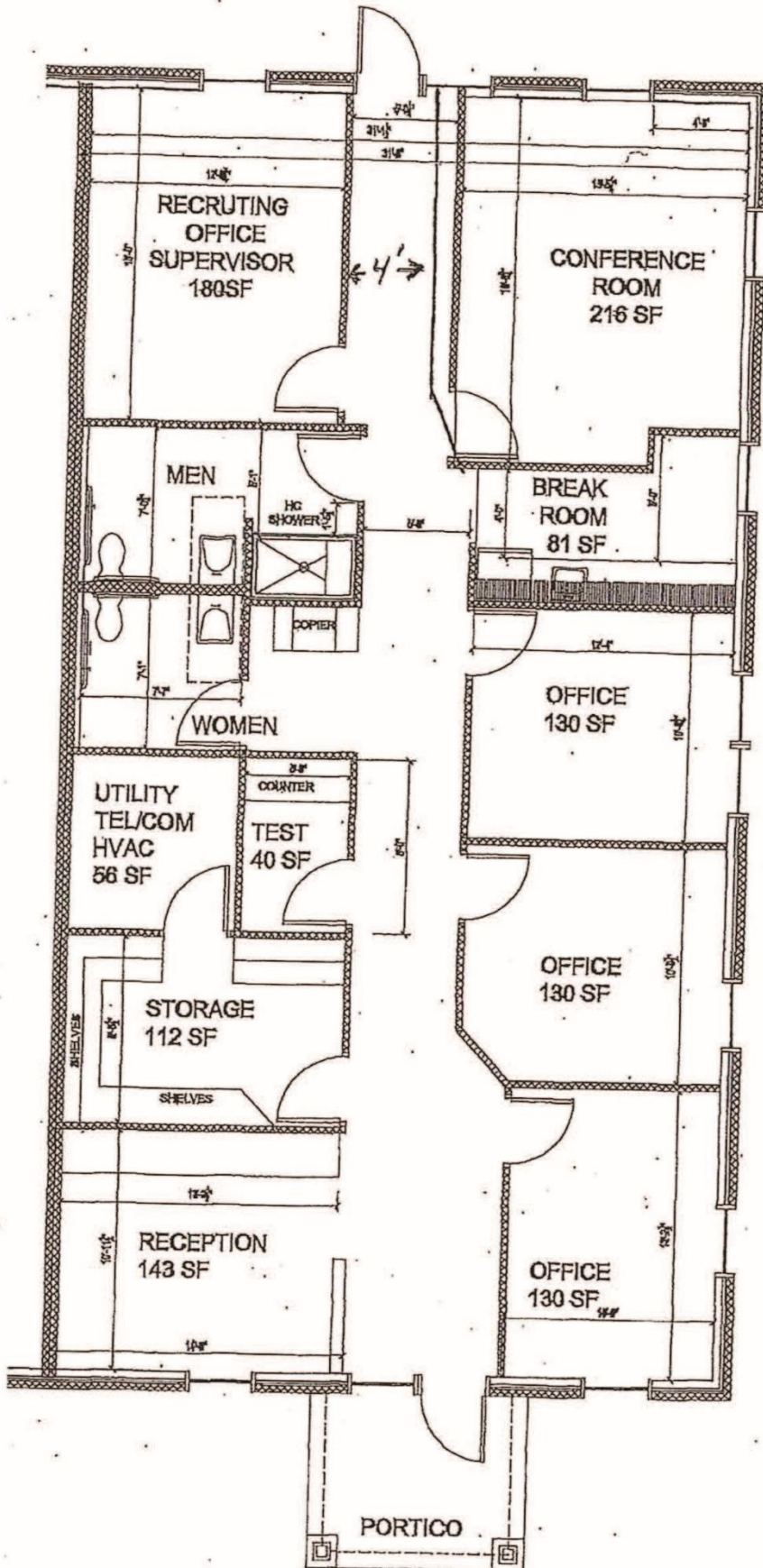


MASSACHUSETTS AIR NATIONAL GUARD  
843 Worcester St, Route 141  
Springfield, MA  
APPROX. 1,830 SQ FT





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

**SCAN & EMAIL Checklist at end of each month to the following:** cenea-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: S - Satisfactory U - Unsatisfactory M - Marginal 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 WIPEDRY																					
SPOT CLEAN ENTRANCE DOOR & WIPEDRY GLASS TO REMOVE FINGERPRINTS & SMUDGES																					
CLEAN GLASS SURFACES (EXT & INT) INSIDE & OUT																					
DAMP DUST ALL SURFACES****	1x - Month																				
WASH ALL TRASH RECEPTACLES																					
DE-SCALE TOILET BOWLS & URINALS																					
FURNISH RESTROOM SUPPLIES																					
SPOT CLEAN CARPETS	As Required																				
REPLACE LIGHT BULBS AND FLUORESCENT TUBES, FOR LIGHT FIXTURES (REPLACING)																					
CLEAN HVAC RETURN, DIFFUSER & GRILLES	4x - Year																				
CHANGE HVAC FILTERS																					
SHAMPON ALL CARPETS, REMOVING ALL DIRT AND NON-FIBER SPOTS OR STAINING	2x - Year																				
CLEAN LIGHT FIXTURES	1x - Year																				
HIGH DUSTING/CLEANING																					
<b>Contractor Representative Name</b> (entering that ALL required tasks were completed for each week (Please Print))																					
<b>Military Service Representative Name</b> (entering that ALL required tasks were completed for each week (Please Print))																					
Contractor Representative Comments:		<p align="center">To be accomplished <b>ONCE</b> each quarter in <b>MAR, JUN, SEP</b> and <b>DEC</b></p> <p align="center">To be accomplished <b>TWICE</b> each year in <b>APR &amp; OCT</b></p> <p align="center">To be accomplished <b>ONCE</b> each year in <b>OCT</b></p>																			
Contractor/Supervisor Comments:																					
RECRUITER IN CHARGE _____																					
RECRUITER TELEPHONE _____																					
SIGNATURE _____																					