



PJS - Professional Janitorial Services

conducted for

Client

Report Title

Example ONLY

Address

123 Example Lane

Conducted on

5/18/16, 9:00 AM

Prepared by

Alicia Garza

Area/Project Manager

Branch Example

Document No.

Example ONLY

Completed on

5/18/16, 1:05 PM

Score

184/212 - 86.79%

Inspection - 184/212 - 86.79%

| Question | Response | Details |
|-----------------------------------------------------|----------|----------------------|
| Lobby / Entrances | | Score (30/36) 83.33% |
| 1. Trash removed / receptacles cleaned - Daily | 4 | |
| 2. Dust mop & Mop or Vacuum floors - Daily | 3 | |
| 3. Clean & scrub hard surface floors - per Schedule | 3 | |
| 4. Clean sanitize & polish water fountain - Daily | 3 | |
| 5. Spot clean vertical surfaces - Daily | 4 | |
| 6. Entryway glass & stainless steel - Daily | 3 | |
| 7. Furniture cleaning - as Needed | 3 | |
| 8. Dustclean doors, threshold, sill & glass - Daily | 3 | |
| 9. Wipe clean Directory - Daily | 4 | |
| Offices Areas | | Score (24/28) 85.71% |
| 1. Trash removed / Receptacles cleaned - Daily | 4 | |
| 2. Vacuum / Spot clean - Daily | 3 | |
| 3. Wipe / Dust horizontal surfaces - as Needed | 3 | |
| 4. Spot clean vertical surfaces - Daily | 4 | |
| 5. Wash clean water cooler - Daily | N/A | |
| 6. Sweep or vacuum stairway - Daily | N/A | |
| 7. Doors / Partitions - Daily | 3 | |
| 8. VCT floor spray buff / wax / strip - as Needed | 3 | |
| 9. Entrance door glass - weekly | 4 | |


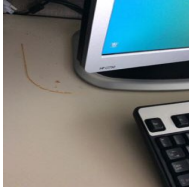





Example ONLY
 Example ONLY
 Score (184/212) 86.79%

| Question | Response | Details |
|----------------------------------------------------------|----------|----------------------|
| Restrooms | | Score (35/40) 87.5% |
| 1. Trash removed / Receptacles cleaned - Daily | 4 | |
| 2. Spot clean vertical surfaces - Daily | 3 | |
| 3. Wash / Scrub floors - Periodic | 4 | |
| 4. Clean / Dust mirror, glass - Daily | 3 | |
| 5. Clean & polish fixtures, brightwork & SS - Daily | 4 | |
| 6. Fill dispensers - Daily | 4 | |
| 7. Clean and disinfect partition - Daily | 3 | |
| 8. Sweep and mop floor - Daily | 3 | |
| 9. Disinfect bowls, urinals, sinks, and counters - Daily | 3 | |
| 10. Dust ventilation grills / light fixtures - Monthly | 4 | |
| Kitchen and Break Room | | Score (30/36) 83.33% |
| 1. Trash removed / Receptacles cleaned - Daily | 4 | |
| 2. Spot clean horizontal surfaces - Daily | 3 | |
| 3. Spot clean vertical surfaces - Monthly | 4 | |
| 4. Sweep & damp mop hard floors - Daily | 3 | |
| 5. Spray buff / wax floor - Daily | 3 | |
| 6. Wipe microwave / refrigerator - Daily | 3 | |
| 7. Wipe and clean ice machine - Daily | 3 | |
| 8. Clean furniture - as Needed | 4 | |
| 9. Clean sink and cabinets - Monthly | 3 | |
| Elevators | | Score (12/12) 100% |
| 1. Flooring - Daily | 4 | |

Example ONLY
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Score (184/212) 86.79%

| Question | Response | Details |
|-----------------------------------------|----------|----------------------|
| 2. Mirror and glass - Daily | N/A | |
| 3. Control Panel - Daily | 4 | |
| 4. Threshold plates - Daily | 4 | |
| Stairwells / Hallways | | Score (15/16) 93.75% |
| 1. Floors / Carpets / Matting - Weekly | 4 | |
| 2. Corners / Edges / Covebase - Weekly | 4 | |
| 3. Doors - Daily | 4 | |
| 4. Dusting all - Weekly | 3 | |
| Employee | | Score (21/24) 87.5% |
| 1. Procedure Training | 4 | |
| 2. Zone Training | 3 | |
| 3. Product Training | 3 | |
| 4. Safety Training | 3 | |
| 5. Rules Training | 4 | |
| 6. OS1 knowledge | N/A | |
| 7. Log book | 4 | |
| 8. Other | N/A | |
| Supply / Utility / Janitor Rooms | | Score (17/20) 85% |
| 1. Organization | 3 | |
| 2. Cleanliness | 3 | |
| 3. Equipment / Maintenance | 3 | |
| 4. Supplies | 4 | |
| 5. Safety material / Labeled products | 4 | |
| More | | |
| Other Problems Found | | |

Example ONLY
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Score (184/212) 86.79%

| Question | Response | Details | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------|
| Problems 1 | | | |
| Description | <p>Only being used as an example.</p> <p>This is a template used for everyday building inspections.</p> <p>See appendix 1-6 of example pictures for example purposes only.</p> | | |
| | | | |
| <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Appendix 1</p> </div> <div style="text-align: center;">  <p>Appendix 2</p> </div> <div style="text-align: center;">  <p>Appendix 3</p> </div> <div style="text-align: center;">  <p>Appendix 4</p> </div> <div style="text-align: center;">  <p>Appendix 5</p> </div> <div style="text-align: center;">  <p>Appendix 6</p> </div> </div> | | | |
| Sign Off | | | |
| Property Manager or Site Representative Signature | | | |
| QC Inspectors Signature | | 5/18/16 1:05 PM |  |
| Area / Project Manager Signature | | | |

Corrective Actions

| Question | Response | Details |
|----------|----------|---------|
|----------|----------|---------|

Media



Appendix
1



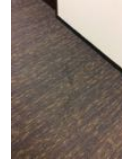
Appendix
2



Appendix
3



Appendix
4



Appendix
5



Appendix
6