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| GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE | | REG. | AREA | FIELD OFFICE | DATE OF LAST REPORT | DATE OF THIS REPORT | RATING | |
| CLEANING INSPECTION REPORT | | BUILDING AND ADDRESS | | | | | | |
| READ "Instructions" on reverse. | | INSPECTED BY <i>(Name and title)</i> | | | | | | |
| SERVICES PERFORMED | | RATING <i>(1 thru 5)</i> | ITEM NO. | CONDITIONS TO BE CORRECTED AND REMARKS | | DATE CORRECTED AND SIGNATURE | | |
| CATEGORY | ITEM | | | | | | | |
| A OUTSIDE WORK | 1. COURTS | | | | | | | |
| | 2. DRIVES | | | | | | | |
| | 3. LAWNS | | | | | | | |
| | 4. WALKS | | | | | | | |
| B ENTRANCE LOBBY & CORRIDOR CLEANING | 5. FLOORS-CORNERS | | | | | | | |
| | 6. BASEBOARDS | | | | | | | |
| | 7. WALL SPOTTING | | | | | | | |
| | 8. METAL SURFACES | | | | | | | |
| | 9. GLASS SURFACES | | | | | | | |
| | 10. JARDINIERES & URNS | | | | | | | |
| | 11. DRINKING FOUNTAINS | | | | | | | |
| | 12. TELEPHONE BOOTH | | | | | | | |
| C* ELEVATOR AND ESCALATOR CLEANING | 13. DOORS | | | | | | | |
| | 14. METAL SURFACES | | | | | | | |
| | 15. WALLS | | | | | | | |
| | 16. FLOORS & CORNERS | | | | | | | |
| D FLOOR CARE | 17. TREADS & RISERS | | | | | | | |
| | 18. SWEEPING | | | | | | | |
| | 19. SCRUBBING | | | | | | | |
| | 20. BUFFING | | | | | | | |
| E ROOM CLEANING | 21. WAXING | | | | | | | |
| | 22. FURNITURE | | | | | | | |
| | 23. METAL SURFACES | | | | | | | |
| | 24. MIRRORS | | | | | | | |
| | 25. WALL SPOTTING | | | | | | | |
| | 26. WINDOW SILLS | | | | | | | |
| | 27. RADIATORS - GRILLES | | | | | | | |
| | 28. FLOORS | | | | | | | |
| | 29. RUGS | | | | | | | |
| | 30. BASEBOARDS - DOORS | | | | | | | |
| F WINDOW CLEANING | 31. WASH BASINS | | | | | | | |
| | 32. GLASS | | | | | | | |
| | 33. SASH | | | | | | | |
| G HIGH CLEANING | 34. SILLS | | | | | | | |
| | 35. BLINDS | | | | | | | |
| | 36. FILES | | | | | | | |
| | 37. GLASS PARTITIONS | | | | | | | |
| | 38. LIGHT & TRANSOMS | | | | | | | |
| H TOILET ROOM CLEANING | 39. PIPES | | | | | | | |
| | 40. FLOORS - CORNERS | | | | | | | |
| | 41. FIXTURES | | | | | | | |
| | 42. MIRRORS | | | | | | | |
| | 43. STALLS | | | | | | | |
| I STAIRWAY CLEANING | 44. WINDOW SILLS | | | | | | | |
| | 45. BASEBOARDS - DOORS | | | | | | | |
| | 46. RAIL & LANDINGS | | | | | | | |
| | 47. TREADS & RISERS | | | | | | | |
| 48. WALL SPOTTING | | | CONDITION OR STATUS | | | | | |
| 49. INSECT & RODENT CONTROL | | | | | | | 52. CUSTODIAL EQUIPMENT | 56. FOREMAN'S WORK REPORTS & RECORDS |
| 50. PAPER & TRASH COLLECTION | | | | | | | 53. CLEANING MATERIALS & SUPPLIES | 57. GEAR AND STORAGE ROOMS |
| 51. UTILITY WORK | | | 54. EMPLOYEE TRAINING & SUPERVISION | 58. LOCKER ROOMS | | | | |
| | | | 55. FOREMAN'S CLEANING SCHEDULES | 59. SAFE WORK-PRACTICES | | | | |

* When a building has no elevators or escalators, assign a rating of "5".

