

Quality Assurance Guidelines

Floors:

Baseboard/Corner.....	Clean, dust free, spot free, no wax build up or visible soil
Tile/Terrazzo, Floors	Scuff free, no black marks, lint free, no visible soil, shines
Carpet	Spot and lint free, no loose tufts, edges uniform, no visible soil

Walls:

Walls	No visible soil, tape, graffiti, pets, report needed repairs
Doors/Sills.....	No visible soil or dust, tracks clean, handle polished
Wallcoverings/Paint.	Tear and chip free, no fingerprints or visible soil
Vent/Heater/AC.....	Dust free, lint free
Closets/Lockers	Shelves dust free, empty, no tape, no fingerprints
Halls/Stairs.....	Remove cardboard and trash-report surplus items daily

Windows:

Glass/Sills	No spots, dust, soil, fingerprints, smudge and dust free
Vents/Tracks	Dust free, shines, no soil or spots, lint
Light Fixtures	Dust free, no flies, or cobwebs

Fixtures:

Chairs/Stool/Benches	Dust free, proper location
Waste Baskets	Spot free, clean inside and out, fresh liner, no odor
Lamps/Shades	Dust free
Television/ Speaker	Dust free, top and under, glass clean
Telephone & Cord.....	Spot free, groves clean, untangled
Pictures	Dust free, glass clean, straight on wall
Cubicle Curtains.....	No visible spots, drops hanging straight
Shelves/Book Cases.....	No dust

Bathroom Fixtures:

Shower/Bathtub	No mildew or soil, chrome shines
Sink/Plumbing/WTR Fountain	Soil free, shines, no dust, secure
Bars/holders	Soil free, shines, no dust secure
Shower Curtains	Free of spots, mildew, odor, soap sewn, no tears
Medicine chest/ Mirror.....	Smudge free, dust free
Tissue/Soap/Paper Towel.....	Stocked
Dispensers	Soil free, shine operable, secure
Partitions	Soil free, no graffiti, spotless, no dust on top or sides
Toilet/Plumbing	Shines, seat-up, no soil, hair or spots, no rust or waterline, secure seat and bowl

Misc.:

Sharp Box	Not full
Upholstery.....	No visible soil, dust or spots, bottoms dust free
Office Partitions.....	No visible dust, spot or soil
Recycle	Check to see if service is needed, report to lead, clean exterior around and on top of bin