



CUSTODIAL LOG/INSPECTION/TIME SHEET

FACILITY:

CONTRACTOR:

DAY / DATE	EMPLOYEE(S) SIGNATURE	TIME IN	TIME OUT	SUPERVISOR INITIAL
MON:				
TUE:				
WED:				
THU:				
FRI:				
SAT:				
SUN:				

FACILITY SPECIAL REQUEST(S):

Office & Cubicle Spaces / Conference & Training Rooms / Hallways & Stairs / Lobby & Common Areas	COMPLETED				
	Monday	Tuesday	Wednesday	Thursday	Friday
SWEEP & DAMP MOP ALL FLOORS WITH DISINFECTANT CLEANER					
SWEEP & DAMP MOP ALL STAIRS WITH DISINFECTANT CLEANER					
VACUUM AND SPOT CLEAN CARPETED AREAS					
CLEAN AND DISINFECT COUNTERS, TABLES, AND OTHER HARD SURFACES					
CLEAN & SANITIZE RAILINGS					
CLEAN & SHINE ALL CHROME, STAINLESS STEEL OR OTHER UNPAINTED METAL FIXTURES AND MOLDINGS					
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS.					

COMMENTS:

Breakroom(s)	COMPLETED				
	Monday	Tuesday	Wednesday	Thursday	Friday
REMOVE DEBRIS FROM TABLES AND COUNTERS AND WIPE AND SANITIZE					
SWEEP & DAMP MOP ALL FLOORS WITH DISINFECTANT CLEANER					
CLEAN & SHINE ALL CHROME, STAINLESS STEEL OR OTHER UNPAINTED METAL FIXTURES AND MOLDINGS					
EMPTY ALL WASTEBASKETS, RELINE WITH NEW TRASH BAGS, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS.					

COMMENTS:

Drinking Fountain(s)	COMPLETED				
	Monday	Tuesday	Wednesday	Thursday	Friday
CLEAN & SANITIZE WITH ANTI-BACTERIAL GERMICIDAL SOLUTION AND POLISH WITH STAINLESS STEEL OIL LESS POLISH					

COMMENTS:

EXHIBIT "B" CUSTODIAL LOG/INSPECTION/TIME SHEET

Elevators	COMPLETED				
	Monday	Tuesday	Wednesday	Thursday	Friday
VACUUM CARPET OR SPRAY BUFF RESILIENT FLOORS					
CLEAN DOOR TRACKS ON EACH FLOOR					
CLEAN & DISINFECT ALL SURFACES IN THE INTERIOR AND POLISH ANY BRIGHT METAL					
COMMENTS:					

Restrooms	COMPLETED				
	Monday	Tuesday	Wednesday	Thursday	Friday
CHECK / REFILL ALL PAPER DISPENSERS (HAND TOWELS, TOILET PAPER, SEAT COVERS)					
CHECK / REFILL ALL SOAP DISPENSERS / SANITIZERS / AIR FRESHENERS / URINAL BLOCKS					
SWEEP & DAMP MOP ALL FLOORS WITH DISINFECTANT CLEANER					
CLEAN ALL TOILETS, URINALS, SINKS & DISPENSERS WITH DISINFECTANT CLEANER					
CLEAN & SANITIZE COUNTERTOPS AND ALL HARD SURFACES					
SPOT CLEAN & DISINFECT STALL WALLS AND DOORS					
CLEAN ALL GLASS AND MIRRORS					
CLEAN & SHINE ALL CHROME, STAINLESS STEEL OR OTHER UNPAINTED METAL FIXTURES AND MOLDINGS					
EMPTY ALL WASTEBASKETS, SANITARY NAPKIN DISPENSERS , AND ANY OTHER WASTE CONTAINERS, INSERTING LINERS AS REQUIRED, AND PLACE ALL TRASH IN OUTSIDE DUMPSTERS.					
COMMENTS:					

Showers <i>(To be performed weekly)</i>	COMPLETED				
	Monday	Tuesday	Wednesday	Thursday	Friday
CLEAN TILE WALLS AND FLOORS WITH DISINFECTANT CLEANER					
SOAP, MILDEW AND WATER STAINS REMOVED FROM ALL SURFACES					
SHOWER CURTAIN SANITIZED					
COMMENTS:					

Services to be performed monthly	COMPLETED				
	Monday	Tuesday	Wednesday	Thursday	Friday
CLEAN A/C VENTS					
CLEAN BLINDS					
PROVIDE & REPLENISH AIR DEODORIZER, WHERE APPLICABLE					
COMMENTS:					