

Date & Time: October 7, 2025 – 3:00 PM

AGENDA

1. Welcome & Roll Call of all Attendees
2. Review and Approval of Meeting Minutes from June 17, 2025
3. Review and Acceptance of Bid Response for Janitorial Services at Building 9000 at Camp Williams. (GN26-5).
4. Review and Acceptance of Bid Response for Janitorial Services at Various Buildings at Camp Williams (GN26-6).
5. Review, Discussion, and Possible Acceptance of Advantage Services, Inc's response to Temporary Employment Services (LD25-12).
6. Other Discussions
7. Adjourn

Notice of Special Accommodation During Public Meetings - In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Glenna Nelson at 801-957-7157 at least three days prior to the meeting.

Purchasing from People with Disabilities Advisory Board

Notice Date & Time: 02/27/2025 2:00 PM

Meeting Minutes

1. Welcome & Roll Call of all Attendees:

Windy opened the meeting by inviting all attendees to give a brief introduction. The attendees of the meetings were as follows:

- **Board Attendees:** Windy Aphayrath – Utah Division of Purchasing, Sarah Brenna – Office Rehabilitation, Alana Parslow – Taffy Town
- **Other Attendees:** Cherilyn Hess & Glenna Nelson – Utah Division of Purchasing; Jillian Rafferty – Division of Facilities Construction and Management; Jason Bennington – Utah State Office of Rehabilitation; Paul Tonks – Attorney General Office; Kate McConaughy & Phil Shumway – Utah Works; Chad Miller – PARC; Dylan McDonnell – Columbus Community Center; Robert Ferris – Advantage Services

2. Review and Approval of Meeting Minutes from February 27, 2025

Windy asked if all Alana had an opportunity to review the meeting minutes from February 27, 2025.

Alana moved to approve the meeting minutes from February 27, 2025 as written. Windy seconded the motion and the meeting minutes were approved with all present board members in favor.

3. Review and Acceptance of Request for Proposal Submission(s) for the On-Site Drug and Alcohol Screening Devices Statewide Cooperative Portfolio (GN25-17)

Glenna provided a brief summary of solicitation GN25-17 by noting that the original costs submitted by the respondent were not competitive. A Best and Final Offer (BAFO) was conducted and the respondent was asked to reduce cost so they did not exceed a max of 20% above open market pricing. Respondent's costs after the BAFO still exceeded what was considered reasonably competitive as per 63G-6a-805(7). As such no contract was awarded. Windy noted that the board reviewed the solicitation and its pricing. The board

Kate discussed concerns over expanding the program and requested a meeting with the board to address the program.

4. Notice of Advantage responding to LD25-12 – Temporary Employment Services

Glenna noted that Advantage Services replied to a standard procurement outside of 63G-6a-805. Kate asked for next steps in reviewing and awarding this contract. Windy discussed that this is new territory as vendors under this section of code do not typically respond to standard procurement. It was determined that more information is needed prior to moving forward.

5. Other Discussions

Kate and Glenna informed the board that two set-aside contracts were extended so the agency could prepare a new solicitation.

6. Adjourn

Windy called for a motion to adjourn.

Alana moved to adjourn the meeting at 3:37 PM. Windy seconded the motion, and the motion passed with all present board members in favor.

Next meeting schedule July 15, 2025.

DRAFT

Janitorial Cost Proposal Form
Janitorial Services Bldg 9000 Camp Williams
Solicitation Number: GN26-5
Cost Summary with Proposed Minimum Daily Man Hours

Please fill in all Yellow cells.

Hours, wage & other expenses should be listed for the 1st contract year only. Your 'Year 2' 'Year 3' 'Year 4' "Year 5' Bid amounts should reflect any anticipated increases.

Contractor Name

| # of Employees | Position | Mon | Tue | Wed | Thur | Fri | Total Hrs/Week | Total Hrs/Month | Wage Rate/Hour |
|----------------|------------------------------------|----------|----------|----------|----------|----------|----------------|-----------------|----------------|
| | Supervisors* (Includes Drive Time) | 2 | | 2 | | 2 | 6 | 26 | \$22.50 |
| | Direct Labors w/out Disabilities | | | | | | 0 | 0 | |
| | Direct Labors with Disabilities | 3 | | 3 | | 3 | 9 | 39 | \$10.00 |
| | Other | | | | | | 0 | 0 | |
| | Total Direct Labor | 4 | 0 | 4 | 0 | 4 | 0 | 0 | |

*Please note here if assigned supervisors will help to meet the 75% ratio as stated in 63G-6A-805

No

Yr. 1 Anticipated Average Monthly Costs for Supplies, Equipment, and Employee Related Expenses and Supplies

\$ \$13,397.72

Yr. 1 Anticipated Average Monthly Cost for Management & Overhead

\$ \$5,625.86

Yr. 1 Anticipated Average Monthly Profit

\$ \$0.00

Anticipated Yearly Total Costs

Year 1 Bid: \$19,023.58

Year 2 Bid: \$19,784.53

Year 3 Bid: \$20,575.91

Year 4 Bid: \$21,398.94

Year 5 Bid: \$22,254.90

Total Contract Hours 3900

Total Bid \$103,037.86

| <u>Monday</u> | <u>Start</u> | <u>End</u> | <u>Time</u> | <u>Supervisor</u> | <u>DL 1</u> | <u>DL 2</u> | <u>DL 3</u> | <u>TOTAL</u> |
|---------------|--------------|------------|-------------|-------------------|-------------|-------------|-------------|--------------|
| Travel | 8:30 AM | 9:00 AM | 0.5 | 0.5 | | | | 0.5 |
| 9000 | 10:30 AM | 11:30 AM | 1 | 1 | 1 | 1 | 1 | 4 |
| Travel | 12:00 PM | 12:30 PM | 0.5 | 0.5 | | | | 0.5 |
| TOTAL | | | | 2 | 1 | 1 | 1 | 5 |

| <u>Wenesday</u> | <u>Start</u> | <u>End</u> | <u>Time</u> | <u>Supervisor</u> | <u>DL 1</u> | <u>DL 2</u> | <u>DL 3</u> | <u>TOTAL</u> |
|-----------------|--------------|------------|-------------|-------------------|-------------|-------------|-------------|--------------|
| Travel | 8:30 AM | 9:00 AM | 0.5 | 0.5 | | | | 0.5 |
| 9000 | 9:45 AM | 10:45 AM | 1 | 1 | 1 | 1 | 1 | 4 |
| Travel | 12:45 PM | 1:15 PM | 0.5 | 0.5 | | | | 0.5 |
| TOTAL | | | | 2 | 1 | 1 | 1 | 5 |

| <u>Friday</u> | <u>Start</u> | <u>End</u> | <u>Time</u> | <u>Supervisor</u> | <u>DL 1</u> | <u>DL 2</u> | <u>DL 3</u> | <u>TOTAL</u> |
|---------------|--------------|------------|-------------|-------------------|-------------|-------------|-------------|--------------|
| Travel | 8:00 AM | 8:30 AM | 0.5 | 0.5 | | | | 0.5 |
| 9000 | 10:45 AM | 11:45 AM | 1 | 1 | 1 | 1 | 1 | 4 |
| Travel | 11:45 AM | 12:15 AM | 0.5 | 0.5 | | | | 0.5 |
| | | | | 2 | 1 | 1 | 1 | 5 |

Quality Sign off Sheet

| Building 9000 | Done | Not Done |
|----------------------------------|------|----------|
| RESTROOMS | | |
| WIPE ENTIRE SINK & TILES | | |
| CLEAN INSIDE & OUT OF TOILET | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| SCRUB ENTIRE SHOWERS | | |
| SWEEP ALL CORNERS & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| MOVE SHOWER MAT | | |
| COMMON AREAS | | |
| VACUUM AND SWEEP CORNERS | | |
| WIPE OFF DOOR HANDLES | | |
| DUSTING OF LEDGES | | |
| LIGHT SWITCHES ARE CLEANED | | |
| SWEEP STAIRS AT ENTRANCE | | |
| FRONT ENTRANCES | | |
| CLEAN OFF ALL INSIDE WINDOWS | | |
| SWEEP ENTIRE ENTRANCE | | |
| SCRAPE ANY TAPE OR STICKINESS | | |
| WIPE ALL WINDOW LEDGES | | |
| VACUUM AND GET CORNERS | | |
| SWEEP AND MOP STAIRS | | |
| DRINKING FOUNTAINS | | |
| ALL HARD WATER REMOVED | | |
| ENTIRE SURFACE DISINFECTED | | |
| METAL IS POLISHED | | |
| BREAK ROOM | | |
| CLEAN OFF ALL TABLES | | |
| ARRANGE CHAIRS AROUND TABLE | | |
| SWEEP AND MOP HARD FLOOR | | |
| CLEAN OUT SINK AND POLISH | | |
| STOCK PAPER TOWELS | | |
| WIPE OFF CUPBOARDS | | |
| WASTE BASKETS | | |
| EMPTY BREAK ROOM | | |
| EMPTY COMMON AREAS | | |
| CLEAN OFF LIDS AND BEHIND CAN | | |
| EXTRA BAGS IN BOTTOM OF CAN | | |
| EMPTY ALL OFFICE TRASH | | |
| JANITORIAL CLOSETS | | |
| STOCKED WITH SUPPLIES | | |
| ORGANIZED AND THINGS PUT AWAY | | |
| CHANGE MOP HEADS AS NEEDED | | |
| SUPERVISOR DID OWN CHECKS | | |

| | | |
|----------------------------------|--|--|
| Work is completed satisfactorily | | |
|----------------------------------|--|--|

Name

Date

Janitorial Cost Proposal Form

Janitorial Services Various Bldgs Camp William
Solicitation Number: GN26-6

Cost Summary with Proposed Minimum Daily M

Please fill in all Yellow cells.

Hours, wage & other expenses should be listed for the 1st contract year only. Your 'Year 2' 'Year 3' 'Year 4' "Year

Contractor Name

| # of Employees | Position | Mon | Tue | Wed | Thur |
|----------------|------------------------------------|-------------|--------------|--------------|--------------|
| 1 | Supervisors* (Includes Drive Time) | 3.00 | 4.00 | 4.50 | 4.00 |
| 0 | Direct Labors w/out Disabilities | | | | |
| 3 | Direct Labors with Disabilities | 6.00 | 9.00 | 10.50 | 9.00 |
| | Other | | | | |
| | Total Direct Labor | 8.00 | 12.00 | 14.00 | 12.00 |

*Please note here if assigned supervisors will help to meet the 75% ratio as stated in 63G-6A-805

Yr. 1 Anticipated Average Monthly Costs for Supplies, Equip

Yr. 1 Anticipated Average Monthly Cost for Management &

Yr. 1 Anticipated Average Monthly Profit

Anticipated Yearly Total Costs

lan Hours

5' Bid amounts should reflect any anticipated increases.

| Fri | Total Hrs/Week | Total Hrs/Month | Wage Rate/Hour |
|------|----------------|-----------------|----------------|
| 3.25 | 18.75 | 81.25 | \$22.50 |
| | | | |
| 6.75 | 41.25 | 178.75 | \$10.00 |
| | | | |
| 9.00 | 55.00 | 238.33 | |

No

ment, and Employee Related Expenses and Supplies

\$ 61,406.23

Overhead

\$ 25,785.21

\$ 0.00

Year 1 Bid: \$87,191.44

Year 2 Bid: \$90,679.10

Year 3 Bid: \$94,306.26

Year 4 Bid: \$98,078.52

Year 5 Bid: \$102,001.66

Total Contract Hours 15,600

Total Bid \$472,256.98

| <u>Monday</u> | <u>Start</u> | <u>End</u> | <u>Time</u> | <u>Supervisor</u> | <u>DL 1</u> | <u>DL 2</u> | <u>DL 3</u> | <u>TOTAL</u> |
|----------------------|---------------------|-------------------|--------------------|--------------------------|--------------------|--------------------|--------------------|---------------------|
| Travel | 8:30 AM | 9:00 AM | 0.5 | 0.5 | | | | 0.5 |
| 6050 | 9:00 AM | 9:45 AM | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 3 |
| 7150 | 9:45 AM | 10:30 AM | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 3 |
| 6200 | 11:30 AM | 12:00 PM | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 2 |
| Travel | 12:00 PM | 12:30 PM | 0.5 | 0.5 | | | | 0.5 |
| TOTAL | | | | 3 | 2 | 2 | 2 | 9 |

| <u>Tuesday</u> | <u>Start</u> | <u>End</u> | <u>Time</u> | <u>Supervisor</u> | <u>DL 1</u> | <u>DL 2</u> | <u>DL 3</u> | <u>TOTAL</u> |
|-----------------------|---------------------|-------------------|--------------------|--------------------------|--------------------|--------------------|--------------------|---------------------|
| Travel | 8:15 AM | 8:45 AM | 0.5 | 0.5 | | | | 0.5 |
| 8400 | 8:45 AM | 9:45 AM | 1 | 1 | 1 | 1 | 1 | 4 |
| 6070 | 9:45 AM | 10:30 AM | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 3 |
| 6220 | 10:30 AM | 11:00 AM | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 2 |
| 6200 | 11:00 AM | 11:45 AM | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 3 |
| Travel | 11:45 AM | 12:15 PM | 0.5 | 0.5 | | | | 0.5 |
| TOTAL | | | | 4 | 3 | 3 | 3 | 13 |

| <u>Wenesday</u> | <u>Start</u> | <u>End</u> | <u>Time</u> | <u>Supervisor</u> | <u>DL 1</u> | <u>DL 2</u> | <u>DL 3</u> | <u>TOTAL</u> |
|------------------------|---------------------|-------------------|--------------------|--------------------------|--------------------|--------------------|--------------------|---------------------|
| Travel | 8:30 AM | 9:00 AM | 0.5 | 0.5 | | | | 0.5 |
| 8000 | 9:00 AM | 9:45 AM | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 3 |
| 7060 | 10:45 AM | 11:15 AM | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 2 |
| 1150 | 11:15 AM | 12:00 PM | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 3 |
| 6200 | 12:00 PM | 12:45 PM | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 3 |
| 3020 | 12:45 | 1:30 PM | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 3 |
| Travel | 12:45 PM | 1:15 PM | 0.5 | 0.5 | | | | 0.5 |
| TOTAL | | | | 4.5 | 3.5 | 3.5 | 3.5 | 15 |

| <u>Thursday</u> | <u>Start</u> | <u>End</u> | <u>Time</u> | <u>Supervisor</u> | <u>DL 1</u> | <u>DL 2</u> | <u>DL 3</u> | <u>TOTAL</u> |
|------------------------|---------------------|-------------------|--------------------|--------------------------|--------------------|--------------------|--------------------|---------------------|
| Travel | 8:30 AM | 9:00 AM | 0.5 | 0.5 | | | | 0.5 |
| 8400 | 9:00 AM | 10:00 AM | 1 | 1 | 1 | 1 | 1 | 4 |
| 1190 | 10:00 AM | 11:00 AM | 1 | 1 | 1 | 1 | 1 | 4 |
| 1170 | 11:00 AM | 11:30 AM | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 2 |
| 6200 | 11:30 AM | 12:00 PM | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 2 |
| Travel | 12:00 PM | 12:30 PM | 0.5 | 0.5 | | | | 0.5 |
| TOTAL | | | | 4 | 3 | 3 | 3 | 13 |

| <u>Friday</u> | <u>Start</u> | <u>End</u> | <u>Time</u> | <u>Supervisor</u> | <u>DL 1</u> | <u>DL 2</u> | <u>DL 3</u> | <u>TOTAL</u> |
|----------------------|---------------------|-------------------|--------------------|--------------------------|--------------------|--------------------|--------------------|---------------------|
| Travel | 8:00 AM | 8:30 AM | 0.5 | 0.5 | | | | 0.5 |
| 8160 | 8:30 AM | 9:30 AM | 1 | 1 | 1 | 1 | 1 | 4 |
| 8400 | 9:30 AM | 10:15 AM | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 3 |
| 6200 | 10:15 AM | 10:45 AM | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 2 |
| Travel | 11:45 AM | 12:15 AM | 0.5 | 0.5 | | | | 0.5 |
| | | | | 3.25 | 2.25 | 2.25 | 2.25 | 10 |

Quality Sign off Sheet

| Building 1050 | Done | Not Done |
|----------------------------------|------|----------|
| RESTROOMS | | |
| WIPE ENTIRE SINK & TILES | | |
| CLEAN INSIDE & OUT OF TOILET | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| SCRUB ENTIRE SHOWER | | |
| SWEEP ALL CORNERS & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| MOVE SHOWER MAT | | |
| COMMON AREAS | | |
| VACUUM AND SWEEP CORNERS | | |
| WIPE OFF DOOR HANDLES | | |
| DUSTING OF LEDGES | | |
| LIGHT SWITCHES ARE CLEANED | | |
| SWEEP STAIRS AT ENTRANCE | | |
| FRONT ENTRANCES | | |
| CLEAN OFF ALL INSIDE WINDOWS | | |
| SWEEP ENTIRE ENTRANCE | | |
| SCRAPE ANY TAPE OR STICKINESS | | |
| WIPE ALL WINDOW LEDGES | | |
| VACUUM AND GET CORNERS | | |
| SWEEP AND MOP STAIRS | | |
| DRINKING FOUNTAINS | | |
| ALL HARD WATER REMOVED | | |
| ENTIRE SURFACE DISINFECTED | | |
| METAL IS POLISHED | | |
| WASTE BASKETS | | |
| EMPTY BREAK ROOM | | |
| EMPTY COMMON AREAS | | |
| CLEAN OFF LIDS AND BEHIND CAN | | |
| EXTRA BAGS IN BOTTOM OF CAN | | |
| EMPTY ALL OFFICE TRASH | | |
| JANITORIAL CLOSETS | | |
| STOCKED WITH SUPPLIES | | |
| ORGANIZED AND THINGS PUT AWAY | | |
| CHANGE MOP HEADS AS NEEDED | | |
| SUPERVISOR DID OWN CHECKS | | |

| | | |
|----------------------------------|--|--|
| Work is completed satisfactorily | | |
|----------------------------------|--|--|

Name

Date

Signature

Quality Sign off Sheet

| Building 1170 | Done | Not Done |
|---|-------------|-----------------|
| OFFICE | | |
| VACUUM | | |
| EMPTY TRASH | | |
| RESTROOM | | |
| CLEAN TOILET | | |
| CLEAN SINK | | |
| CLEAN MIRROR | | |
| STOCK (PAPER TOWELS, SOAP, TOILET PAPER | | |
| MOP FLOOR | | |

| | | |
|----------------------------------|--|--|
| Work is completed satisfactorily | | |
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 Name

 Date

 Signature

Quality Sign off Sheet

| Building 1190 | Done | Not Done |
|----------------------------------|------|----------|
| RESTROOMS | | |
| WIPE ENTIRE SINK & TILES | | |
| CLEAN INSIDE & OUT OF TOILET | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| SCRUB ENTIRE SHOWER | | |
| SWEEP ALL CORNERS & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| MOVE SHOWER MAT | | |
| STOCK ALL PAPER PRODUCTS | | |
| COMMON AREAS | | |
| VACUUM AND SWEEP CORNERS | | |
| WIPE OFF DOOR HANDLES | | |
| DUSTING OF LEDGES | | |
| LIGHT SWITCHES ARE CLEANED | | |
| SWEEP STAIRS AT ENTRANCE | | |
| FRONT ENTRANCES | | |
| CLEAN OFF ALL INSIDE WINDOWS | | |
| SWEEP ENTIRE ENTRANCE | | |
| SCRAPE ANY TAPE OR STICKINESS | | |
| WIPE ALL WINDOW LEDGES | | |
| VACUUM AND GET CORNERS | | |
| SWEEP & MOP STAIRS | | |
| DRINKING FOUNTAINS | | |
| ALL HARD WATER REMOVED | | |
| ENTIRE SURFACE DISINFECTED | | |
| METAL IS POLISHED | | |
| BREAK ROOM | | |
| CLEAN OFF ALL TABLES | | |
| ARRANGE CHAIRS AROUND TABLE | | |
| SWEEP & MOP HARD FLOOR | | |
| CLEAN OUT SINK AND POLISH | | |
| STOCK PAPER TOWELS | | |
| WIPE OFF CUPBOARDS | | |
| WASTE BASKETS | | |
| EMPTY BREAK ROOM | | |
| EMPTY COMMON AREAS | | |
| CLEAN OFF LIDS AND BEHIND CAN | | |
| EXTRA BAGS IN BOTTOM OF CAN | | |
| EMPTY ALL OFFICE TRASH | | |
| JANITORIAL CLOSETS | | |
| STOCKED WITH SUPPLIES | | |
| ORGANIZED AND THINGS PUT AWAY | | |
| CHANGE MOP HEADS AS NEEDED | | |
| SUPERVISOR DID OWN CHECKS | | |

| | | |
|----------------------------------|--|--|
| Work is completed satisfactorily | | |
|----------------------------------|--|--|

Name

Date

Signature

Quality Sign off Sheet

| Building 3020 | Done | Not Done |
|--|------|----------|
| RESTROOMS | | |
| WIPE ENTIRE SINK & TILES | | |
| CLEAN INSIDE & OUT OF TOILET | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| SCRUB ENTIRE SHOWER | | |
| SWEEP ALL CORNERS & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| MOVE SHOWER MAT | | |
| STOCK WITH PAPER AND CLEANING SUPPLIES | | |
| COMMON AREAS | | |
| VACUUM AND SWEEP CORNERS | | |
| WIPE OFF DOOR HANDLES | | |
| DUSTING OF LEDGES | | |
| LIGHT SWITCHES ARE CLEANED | | |
| SWEEP STAIRS AT ENTRANCE | | |
| FRONT ENTRANCES | | |
| CLEAN OFF ALL INSIDE WINDOWS | | |
| SWEEP ENTIRE ENTRANCE | | |
| SCRAPE ANY TAPE OR STICKINESS | | |
| WIPE ALL WINDOW LEDGES | | |
| VACUUM AND SWEEP CORNERS | | |
| SWEEP & MOP STAIRS | | |
| WASTE BASKETS | | |
| EMPTY BREAK ROOM | | |
| EMPTY COMMON AREAS | | |
| CLEAN OFF LIDS AND BEHIND CAN | | |
| EXTRA BAGS IN BOTTOM OF CAN | | |
| EMPTY ALL OFFICE TRASH | | |

| | | |
|----------------------------------|--|--|
| Work is completed satisfactorily | | |
|----------------------------------|--|--|

 Name

 Date

 Signature

Quality Sign off Sheet

| Building 6050 | Done | Not Done |
|-------------------------------------|------|----------|
| RESTROOMS | | |
| WIPE ENTIRE SINK & TILES | | |
| CLEAN INSIDE & OUT OF TOILET | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| SCRUB ENTIRE SHOWER | | |
| SWEEP ALL CORNERS & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| STOCK ALL PAPER PRODUCTS | | |
| COMMON AREAS | | |
| VACUUM AND OR SWEEP | | |
| MOP ALL HARD FLOOR SURFACES | | |
| WIPE OFF DOOR HANDLES | | |
| DUSTING OF LEDGES & DOOR FRAMES | | |
| VACUUM ALL HALLWAYS & EDGES | | |
| LIGHT SWITCHES ARE CLEANED | | |
| FRONT ENTRANCES | | |
| CLEAN OFF ALL INSIDE WINDOWS | | |
| VACUUM ENTIRE ENTRANCE | | |
| WIPE ALL WINDOW LEDGES | | |
| SCRAPE ANY TAPE OR STICKINESS | | |
| BREAK ROOM | | |
| WIPE OFF COUNTER, SINK AND CABINETS | | |
| SWEEP AND MOP | | |
| WIPE OFF WATER DISPENSER | | |
| WIPE DOWN FRIDGE | | |
| OFFICE | | |
| VACUUM | | |
| WASTE BASKETS | | |
| EMPTY BREAK ROOM | | |
| EMPTY COMMON AREAS | | |
| EMPTY OFFICE | | |
| CLEAN OFF LIDS AND BEHIND CAN | | |
| EXTRA BAGS IN BOTTOM OF CAN | | |
| JANITORIAL CLOSETS | | |
| STOCKED WITH SUPPLIES | | |
| ORGANIZED AND THINGS PUT AWAY | | |
| SUPERVISOR DID OWN CHECKS | | |

| | | |
|----------------------------------|--|--|
| Work is completed satisfactorily | | |
|----------------------------------|--|--|

Name

Date

Signature

Quality Sign off Sheet

| Building 6070 | Done | Not Done |
|--|------|----------|
| RESTROOMS | | |
| WIPE ENTIRE SINK & TILES | | |
| CLEAN INSIDE & OUT OF TOILET | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| SCRUB ENTIRE SHOWER | | |
| SWEEP ALL CORNERS & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| MOVE SHOWER MAT | | |
| STOCK WITH PAPER AND CLEANING SUPPLIES | | |
| COMMON AREAS | | |
| VACUUM AND SWEEP CORNERS | | |
| WIPE OFF DOOR HANDLES | | |
| DUSTING OF LEDGES | | |
| LIGHT SWITCHES ARE CLEANED | | |
| SWEEP STAIRS AT ENTRANCE | | |
| FRONT ENTRANCES | | |
| CLEAN OFF ALL INSIDE WINDOWS | | |
| SWEEP ENTIRE ENTRANCE | | |
| SCRAPE ANY TAPE OR STICKINESS | | |
| WIPE ALL WINDOW LEDGES | | |
| VACUUM AND SWEEP CORNERS | | |
| SWEEP & MOP STAIRS | | |
| WASTE BASKETS | | |
| EMPTY BREAK ROOM | | |
| EMPTY COMMON AREAS | | |
| CLEAN OFF LIDS AND BEHIND CAN | | |
| EXTRA BAGS IN BOTTOM OF CAN | | |
| EMPTY ALL OFFICE TRASH | | |

| | | |
|----------------------------------|--|--|
| Work is completed satisfactorily | | |
|----------------------------------|--|--|

 Name

 Date

 Signature

Quality Sign off Sheet

| Building 6200-PX | Done | Not Done |
|---------------------------------------|------|----------|
| RESTROOMS | | |
| WIPE ENTIRE SINK & TILES | | |
| CLEAN INSIDE & OUT OF TOILET | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| SCRUB ENTIRE SHOWER | | |
| SWEEP ALL CORNERS & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| MOVE SHOWER MAT | | |
| COMMON AREAS | | |
| SANITIZE HANDRAILS | | |
| VACUUM AND SWEEP CORNERS | | |
| WIPE OFF DOOR HANDLES | | |
| DUSTING OF LEDGES | | |
| LIGHT SWITCHES ARE CLEANED | | |
| SWEEP STAIRS AND ENTRANCE | | |
| FRONT ENTRANCES | | |
| CLEAN OFF ALL INSIDE WINDOWS | | |
| SWEEP ENTIRE ENTRANCE | | |
| SCRAPE ANY TAPE OR STICKINESS | | |
| WIPE ALL WINDOW LEDGES | | |
| VACUUM AND GET CORNERS | | |
| SWEEP AND MOP STAIRS | | |
| DRINKING FOUNTAINS | | |
| ALL HARD WATER REMOVED | | |
| ENTIRE SURFACE DISINFECTED | | |
| METAL IS POLISHED | | |
| WASTE BASKETS | | |
| SCRAPE GUM FROM OUTSIDE WASTE BASKETS | | |
| EMPTY BREAK ROOM | | |
| EMPTY COMMON AREAS | | |
| CLEAN OFF LIDS AND BEHIND CAN | | |
| EXTRA BAGS IN BOTTOM OF CAN | | |
| EMPTY ALL OFFICE TRASH | | |
| JANITORIAL CLOSETS | | |
| KEEP IT STOCKED WITH SUPPLIES | | |
| ORGANIZED AND THINGS PUT AWAY | | |
| CHANGE MOP HEADS AS NEEDED | | |
| SUPERVISOR DID OWN CHECKS | | |
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| Work is completed satisfactorily | | |
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Name

Date

Signature

Quality Sign off Sheet

| Building 6220 | Done | Not Done |
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| RESTROOMS | | |
| WIPE ENTIRE SINK & TILES | | |
| CLEAN INSIDE & OUT OF TOILET | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| SWEEP ALL CORNERS & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| STOCK ALL PAPER PRODUCTS | | |
| COMMON AREAS | | |
| WIPE OFF ALL TABLES AND CHAIRS | | |
| LIGHT SWITCHES ARE CLEANED | | |
| DUSTING OF LEDGES | | |
| VACUUM ALL HALLWAYS | | |
| WIPE OFF DOOR HANDLES | | |
| SWEEP ALL CORNERS & MOP FLOOR | | |
| FRONT ENTRANCES | | |
| CLEAN OFF ALL INSIDE WINDOWS | | |
| WIPE ALL WINDOW LEDGES | | |
| SCRAPE ANY TAPE OR STICKINESS | | |
| WASTE BASKETS | | |
| EMPTY COMMON AREAS | | |
| CLEAN OFF LIDS AND BEHIND CAN | | |
| EXTRA BAGS IN BOTTOM OF CAN | | |
| BACK SITTING AREA | | |
| WIPE OFF TABLES | | |
| VACUUM ALL CARPET AREAS | | |
| REARRANGE CHAIRS AROUND TABLE | | |
| JANITORIAL AREA | | |
| STOCKED WITH SUPPLIES | | |
| ORGANIZED AND THINGS PUT AWAY | | |

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| Work is completed satisfactorily | | |
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 Name

 Date

 Signature

Quality Sign off Sheet

| Building 7060 | Done | Not Done |
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| RESTROOMS | | |
| WIPE ENTIRE SINK & TILES | | |
| CLEAN INSIDE & OUT OF TOILET | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| SWEEP ALL CORNERS & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| STOCK ALL PAPER PRODUCTS | | |
| SCRUB ENTIRE SHOWER | | |
| COMMON AREAS | | |
| WIPE OFF ALL TABLES AND CHAIRS | | |
| LIGHT SWITCHES ARE CLEANED | | |
| DUSTING OF LEDGES | | |
| VACUUM ALL HALLWAYS | | |
| WIPE OFF DOOR HANDLES | | |
| SWEEP ALL CORNERS AND MOP FLOOR | | |
| FRONT ENTRANCES | | |
| CLEAN OFF ALL INSIDE WINDOWS | | |
| WIPE ALL WINDOW LEDGES | | |
| SCRAPE ANY TAPE OR STICKINESS | | |
| WASTE BASKETS | | |
| EMPTY COMMON AREAS | | |
| CLEAN OFF LIDS AND BEHIND CAN | | |
| EXTRA BAGS IN BOTTOM OF CAN | | |
| JANITORIAL CLOSETS | | |
| STOCKED WITH SUPPLIES | | |
| ORGANIZED AND THINGS PUT AWAY | | |

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| Work is completed satisfactorily | | |
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 Name

 Date

 Signature

Quality Sign off Sheet

| Building 7150 RTI Latrines | Done | Not Done |
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| MEN'S RESTROOMS | | |
| FULL SINK CLEAN (4) | | |
| FULL TOILET & URINAL CLEAN (6) | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| FULL SHOWER SCRUB (5) | | |
| SWEEP & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| WOMEN'S RESTROOMS | | |
| FULL SINK CLEAN (4) | | |
| FULL TOILET CLEAN(4) | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| FULL SHOWER SCRUB (3) | | |
| SWEEP & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| SECOND MEN'S RESTROOM | | |
| FULL SINK CLEAN (3) | | |
| FULL TOILET & URINAL CLEAN (10) | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| SWEEP & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| SECOND WOMEN'S RESTROOM | | |
| FULL SINK CLEAN (4) | | |
| FULL TOILET CLEAN(4) | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| SWEEP & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| THIRD MEN'S RESTROOM | | |
| FULL SINK CLEAN (6) | | |
| FULL TOILET & URINAL CLEAN (9) | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| SWEEP & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| THIRD WOMEN'S RESTROOM | | |
| FULL SINK CLEAN (4) | | |
| FULL TOILET CLEAN(4) | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| SWEEP & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |

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| Work is completed satisfactorily | | |
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Name

Date

Signature

Quality Sign off Sheet

| Building 8000 | Done | Not Done |
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| RESTROOMS | | |
| WIPE ENTIRE SINK & TILES | | |
| CLEAN INSIDE & OUT OF TOILET | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| SWEEP ALL CORNERS & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| STOCK ALL PAPER PRODUCTS | | |
| SCRUB ENTIRE SHOWER | | |
| COMMON AREAS | | |
| VACUUM AND SWEEP CORNERS | | |
| MOP ALL HARD FLOOR SURFACES | | |
| DUSTING OF LEDGES | | |
| VACUUM ALL HALLWAYS | | |
| LIGHT SWITCHES ARE CLEANED | | |
| FRONT ENTRANCES | | |
| CLEAN OFF ALL INSIDE WINDOWS | | |
| SWEEP ENTIRE ENTRANCE | | |
| MOP ENTIRE FLOOR & CORNERS | | |
| WIPE OFF ALL BANISTERS | | |
| WIPE ALL WINDOW LEDGES | | |
| SCRAPE ANY TAPE OR STICKINESS | | |
| CONFERENCE ROOM | | |
| WIPE OFF ENTIRE TABLE | | |
| WIPE OFF CHAIRS | | |
| REARRANGE CHAIRS AT TABLE | | |
| VACUUM ENTIRE FLOOR | | |
| CLEAN OFF GLASS | | |
| WIPE WINDOW LEDGES | | |
| BREAK ROOM | | |
| WIPE OFF COUNTERS | | |
| WIPE OFF FRIDGE | | |
| WIPE OFF CUPBOARDS | | |
| SWEEP ENTIRE FLOOR | | |
| MOP ENTIRE FLOOR & CORNERS | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| WIPE WALL BEHIND TRASH CAN | | |
| WASTE BASKETS | | |
| EMPTY BREAK ROOM | | |
| EMPTY COMMON AREAS | | |
| EMPTY OUTSIDE TRASH | | |
| CLEAN OFF LIDS AND BEHIND CAN | | |
| EXTRA BAGS IN BOTTOM OF CAN | | |
| JANITORIAL CLOSETS | | |
| STOCKED WITH SUPPLIES | | |
| ORGANIZED AND THINGS PUT AWAY | | |
| SUPERVISOR DID OWN CHECKS | | |

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| Work is completed satisfactorily | | |
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Name

Date

Signature

Quality Sign off Sheet

| Building 8400 | Done | Not Done |
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| RESTROOMS | | |
| WIPE ENTIRE SINK & TILES | | |
| CLEAN INSIDE & OUT OF TOILET | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| SWEEP ALL CORNERS & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| STOCK ALL PAPER PRODUCTS | | |
| SCRUB ENTIRE SHOWER | | |
| COMMON AREAS | | |
| VACUUM AND SWEEP CORNERS | | |
| MOP ALL HARD FLOOR SURFACES | | |
| DUSTING OF LEDGES | | |
| VACUUM ALL HALLWAYS | | |
| LIGHT SWITCHES ARE CLEANED | | |
| FRONT ENTRANCES | | |
| CLEAN OFF ALL INSIDE WINDOWS | | |
| SWEEP ENTIRE ENTRANCE | | |
| MOP ENTIRE FLOOR & CORNERS | | |
| WIPE OFF ALL BANISTERS | | |
| WIPE ALL WINDOW LEDGES | | |
| SCRAPE ANY TAPE OR STICKINESS | | |
| DRINKING FOUNTAINS | | |
| ALL HARD WATER REMOVED | | |
| ENTIRE SURFACE DISINFECTED | | |
| METAL IS POLISHED | | |
| WASTE BASKETS | | |
| EMPTY COMMON AREAS | | |
| EMPTY OUTSIDE TRASH | | |
| CLEAN OFF LIDS AND BEHIND CAN | | |
| EXTRA BAGS IN BOTTOM OF CAN | | |
| JANITORIAL CLOSETS | | |
| STOCKED WITH SUPPLIES | | |
| ORGANIZED AND THINGS PUT AWAY | | |
| SUPERVISOR DID OWN CHECKS | | |

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| Work is completed satisfactorily | | |
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 Name

 Date

 Signature

Quality Sign off Sheet

| Building 8160 | Done | Not Done |
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| RESTROOMS | | |
| WIPE ENTIRE SINK & TILES | | |
| CLEAN INSIDE & OUT OF TOILET | | |
| WIPE TILES, DISPENSERS & HANDLES | | |
| SCRUB ENTIRE SHOWER | | |
| SWEEP ALL CORNERS & MOP FLOOR | | |
| CHECK & CHANGE AIR FRESHNER | | |
| TAKE ALL TRASH OUT & WIPE CAN | | |
| MOVE SHOWER MAT | | |
| COMMON AREAS | | |
| VACUUM AND SWEEP CORNERS | | |
| WIPE OFF DOOR HANDLES | | |
| DUSTING OF LEDGES | | |
| LIGHT SWITCHES ARE CLEANED | | |
| SWEEP STAIRS AT ENTRANCE | | |
| FRONT ENTRANCES | | |
| CLEAN OFF ALL INSIDE WINDOWS | | |
| SWEEP ENTIRE ENTRANCE | | |
| SCRAPE ANY TAPE OR STICKINESS | | |
| WIPE ALL WINDOW LEDGES | | |
| VACUUM AND SWEEP CORNERS | | |
| SWEEP & MOP STAIRS | | |
| DRINKING FOUNTAINS | | |
| ALL HARD WATER REMOVED | | |
| ENTIRE SURFACE DISINFECTED | | |
| METAL IS POLISHED | | |
| CAFETERIA AREA | | |
| SINK | | |
| COUNTER | | |
| FLOOR | | |
| WASTE BASKETS | | |
| EMPTY BREAK ROOM | | |
| EMPTY COMMON AREAS | | |
| CLEAN OFF LIDS AND BEHIND CAN | | |
| EXTRA BAGS IN BOTTOM OF CAN | | |
| EMPTY ALL OFFICE TRASH | | |
| JANITORIAL CLOSETS | | |
| STOCKED WITH SUPPLIES | | |
| ORGANIZED AND THINGS PUT AWAY | | |
| CHANGE MOP HEADS AS NEEDED | | |
| SUPERVISOR DID OWN CHECKS | | |

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| Work is completed satisfactorily | | |
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Name

Date

Signature