

Location:
 Time:
 Date:
 Inspected by:

, Ability Indiana Program

Revised 12.6.2019

INDOT Rest Area Inspection Guide

Contract Area	Scoring Item	Score (0-3)	Relevant Contract Section	Requirement
Restrooms	Doors and Doorways		Attachment B, Section D.13. & 14.	All walls, moldings and doors shall be thoroughly washed with an appropriate disinfectant on a regular basis. Doors and doorways shall be free of finger prints, dirt and buildup. Door frame free of dirt and dust. Threshold free of dirt, grit and water. Hinges free of dirt or buildup.
	Mirrors		Attachment B, Section D.4.	All mirrors shall be kept clean (top, bottom, and edges) and polished to remove streaks, spots, smudges and fingerprints.
	Baby Changing Station		Attachment B, Section D.10.	Clean and wipe diaper changing station regularly and remove dirt and/or buildup.
	Porcelain ware		Attachment B, Section D.1.	All commodes and urinals shall be kept thoroughly cleaned. Commodes are to be thoroughly disinfected, including both sides of the toilet seat and dried. Special care shall be taken to thoroughly clean porcelain toilet bases around floor areas taking care of spillage on floors. The contractor shall develop a schedule for the use of an acidic bowl cleaner which will be provided to the INDOT District Office. Care shall be taken to prevent cleaner from splashing onto floors.
	Polishing		Attachment B, Section D.2. & 11	All lavatories shall be kept clean. Bright work shall be polished and kept free of soap scum. Splash marks on walls shall also be removed. Do not use abrasive or corrosive cleaners on lavatory faucets. All fixtures shall be deep cleaned monthly
	Walls and partitions		Attachment B, Section D.5. & 13.	All toilet partitions shall be polished regularly using a non-streaking cleaner. Special care shall be taken to clean top and bottom of partitions. Toilet partitions must be spot cleaned as needed and all graffiti shall be removed as it occurs. Care shall be taken to prevent toilet bowl cleaner from splashing onto the sides of the partitions to prevent discoloration of the laminate. Damage to partitions from toilet cleaner could be subject to replacement by the Contractor. All walls, moldings and doors shall be thoroughly washed with an appropriate disinfectant on a regular basis.
	Wastebaskets		Attachment B, Section D.9.	All restroom waste receptacles shall be emptied regularly (at least once per shift).
	Sweeping		Attachment B, Section D.6.	Floors shall be swept and mopped in order to be kept clean at all times, free of debris, spills, dirt and streaks. Consisting of either wet or dry mopping to maintain a clean floor finish. Particular care shall be taken to avoid splash marks on walls, door and baseboards, especially in areas around and behind commodes.
	Mopping		Attachment B, Section D.6.	Floors shall be swept and mopped in order to be kept clean at all times, free of debris, spills, dirt and streaks. Consisting of either wet or dry mopping to maintain a clean floor finish. Particular care shall be taken to avoid splash marks on walls, door and baseboards, especially in areas around and behind commodes.
	Stripping/Waxing		Attachment B, Section C.1.	Where applicable, all floors shall be stripped and finished a minimum of twice per year. Deep or steam cleaning on all tile shall be completed monthly. Annual floor care shall be coordinated with the INDOT District Facility Manager.
	Supplies (Paper/Consumables)		Attachment B, Section B. & D.8.	Supplies must be provided by the vendor and approved by INDOT; Contractor shall maintain an inventory log sheet; Replace toilet paper if less than 1/4 roll remains in dispenser.

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Lobbies	Sweeping/Mopping		Attachment B, Section C.1.	All lobby floors shall be swept and mopped in order to be kept clean at all times, free of debris, spills dirt and streaks. Consisting of either wet or dry mopping to maintain a clean floor finish. Particular care shall be taken to avoid splash marks on walls, door and baseboards. Where applicable, all floors shall be stripped and finished a minimum of twice per year. Deep or steam cleaning on all tile shall be completed monthly. Annual floor care shall be coordinated with the INDOT District Facility Manager.
	Stripping/Waxing		Attachment B, Section C.1.	Where applicable, all floors shall be stripped and finished a minimum of twice per year. Deep or steam cleaning on all tile shall be completed monthly. Annual floor care shall be coordinated with the INDOT District Facility Manager.
	Buffing		Attachment B, Section C.10.	Buff floors as needed. Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces free of splashing and markings from the equipment. Uniform luster.
	Wastebaskets		Attachment B, Section F.2.	The Contractor shall be responsible fore the collection and dispose of all trash into the main trash containers located in the storage location. The Contractor shall provide special attention to ensure trash receptacles are not full. As trash receptacles become full the Contractor shall empty them immediately. INDOT will be responsible to dispose of the trash from the storage location.
	Vents		Attachment B, Section G.5.	Clean all exhaust fans and heat or air exchange vents weekly.
	Walls		Attachment B, Section C.9.	Thoroughly clean lobby walls regularly with an acceptable disinfectant cleaner. Spot clean walls regularly to remove fingerprints.
	Doors		Attachment B, Section C.6.	Glass and frames of entrance doors (inside and out) shall maintain a clean appearance free of streaks and smudges taking care to remove scuff marks from door bottoms. Clean door grills daily and wet-wipe as needed.
	Glass/Windows		Attachment B, Section C.11. & 12.	Plate glass windows and frames are to be thoroughly cleaned and polished, inside and out to remove finger prints, streaks, spots, and/or smudges. Spot clean all areas daily to remove smudge marks and fingerprints.; Completely wash all windows 9' and below, inside and out, once a month or more often as needed.
	Entry Mats		Attachment B, Section C.2.	Vacuum floor mats and carpeted areas in order to maintain a clean appearance and replace when dirty or worn. Replacements are to be provided by Contractor. Carpeted areas should be shampooed a minimum twice year in April and October
	Water Fountains		Attachment B, Section C.3.	All drinking fountains shall be kept cleaned and polished with a non-abrasive non-streaking cleaner.

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Exterior	Vending Area		Attachment B, Section C.	Contractor should follow requirements outline throughout Section C.
	Sidewalks		Attachment B, Section E.8. & 11.	Sweep and clean sidewalks to remove trash, debris (included cigarette butts), and removal of gum and weeds. Snow and ice will be removed from sidewalks and main entrance patio area to insure a safe condition. Salt or another type of ice deterrent will be applied as needed. No snow is to be piled along the curb line in front of the Motorists' Service Building.
	Picnic Tables/Benches		Attachment B, Section E.6.	Wash/wipe picnic table tops and seats shall be checked and washed. Picnic table tops shall be free of dirt, trash, debris and bird droppings.
	Curbs		Attachment B, Section E.1. & 11	Check curb areas regularly and sweep as needed to prevent litter and grit build up. No snow is to be piled along the curb line in front of the Motorists' Service Building.
	Picnic Shelters		Attachment B, Section E.5.	Check and clean shelter house. Sweep cement slab as needed. Shelter houses shall be free of dirt, trash, debris and bird droppings. Floors shall be free of dirt, trash, debris and bird droppings. Ceilings shall be free of debris, bird nests, and cobwebs.
	Leaves and Grass Clippings		Attachment B, Section E.10. & 15	Leaves shall be removed from around the building, flower beds and walkways; All grass clippings from mowing will be removed immediately from sidewalks, parking lots and picnic slabs
	Lawn Areas		Attachment B, Section E.14.	Grass areas shall be mowed as needed with the height of growth maintained between 3" and 4" in assigned areas. Trimming shall be done around all buildings, beds, sidewalks, sign posts and curbs with two (2) days of mowing. Mowing shall take place in designated areas as outlined by INDOT. Edging should also be performed as needed.
	Shrubbery/Trees		Attachment B, Section E.4.	Contractor shall weed shrub beds and spread mulch as needed. Maintenance of trees and shrubs will be the responsibility of the INDOT District Offices. Water plant material as needed.
	Trash Containers		Attachment B, Section E.2. & 13	Empty all trash barrels regularly when plastic bags are three-fourths (3/4) full, tied and placed in a dumpster provided by INDOT. Bags are to be carried in a cart, not dragged over the sidewalks or parking lot and spilled liquids are to be washed up immediately. Emptying of the dumpster is INDOT's responsibility. Trash barrels and lids shall be washed out a minimum of one (1) time per month and as needed thereafter to remove dirt, grime and spills. All trash containers shall be sprayed with an INDOT approved insecticide to control flies from April 1 to October 31.
	Eaves and Downspouts			

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Safety	Chemicals		Attachment B, Section B.2.	All supplies provided by the Contractor must meet with the approval of INDOT. Each provider will submit a list of all cleaning chemicals to be used at the Rest Park and/or Welcome Center for approval. See Attachment C. All chemical bottles shall be labeled with appropriate Hazardous Material Identification Labels (HMIS) labels.
	Walkways		Attachment B, Section A.17.	All walkways in janitor's area and maintenance area shall be unobstructed, clean, and free of dust, dirt or debris. Electrical panels shall not be blocked.
	Mops and Brooms		Attachment B, Section B.6.	Mops, brushes, brooms, etc. used in cleaning shall be disposed of when dirty, worn or unsanitary. The Contractor shall replace all worn items with new units in timely manner. No string mops are to be washed in the washing machine.
	Fire Extinguisher		Attachment B, Section A.19.	Facility fire extinguisher must remain easily accessible and all attendants must be trained in its use. INDOT will provide fire extinguisher(s) and ensure that they are inspected. Contractor will notify INDOT District when fire extinguisher(s) is discharged.
	MSDS		Attachment B, Section B.4.	Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) are to be kept on site for all consumable supplies in an area easily accessible by attendants, supervisors and INDOT staff. The Contractor's supervisor must be trained in the use of MSDS/SDS.
	Employee Uniform		Exhibit I	Shirts must be clean and free of stains; Company name and "Rest Area Attendant" permanently visible; Supervisor should have additional identification; Full length pants; no open-toed shoes

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