

District Office Inspection Form

Date of Inspection:

Location:

Area	Statement of Standard	Frequency	Clearly meets standards as described	Work has been performed, but there is some need for improvement	Work has been performed poorly, needs attention, or not done at all
RESTROOMS:					
Doors and Doorways	Door free of fingerprints, dirt and build up. Door frame free of dirt, dust. Threshold free of dirt, grit and water. Hinges free of dirt or build up.				
Mirrors	Clean and free of dirt, dust, streaks and spots.				
Porcelain ware	Sinks, toilets, and urinals clean and bright. No dust, spots, rust, green mold encrustation or excess moisture. No buildup under lips of toilets or around chrome fixtures.				
Polishing	Metal, chrome, and stainless steel surfaces free of smears, stains and finger marks. Clean, bright, and polished to uniform luster				
Walls and Partitions	Walls and partitions clean, free of finger marks, smudges and graffiti. Tops of partitions free of dust. Kick plates free of dust, dirt, or buildup.				
Wastebaskets	Free of dust, debris and residue. Not over 3/4 full.				
Sweeping	Floors clean and free of trash and foreign matter. No dirt in corners, behind radiators, under furniture or behind doors.				
Wet Mopping, Damp Mopping, Spray Buffing	Floors free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces free of splashings and markings from the equipment. Uniform luster.				
Stripping	Old finish or wax removed. No evidence of gum, rust, burns or scuff marks. No buildup in corners, on baseboards or in crevices. Floors sufficiently rinsed to remove residual finish before applying new finish. Final rinse with commercial neutralizer to reduce alkalinity.				

Frequency Legend: **D**=Daily, **2xW**= twice per week, **W**=Weekly, **M**= Monthly, **AsNd**= As Needed, **Qtr**= Quarterly, **SemiAn**= Semi-Annually, **Ann**= Annually

Overall Comments/Recommendations on Lobbies: