

JANITORIAL STANDARDS CHECKLIST

For use of this form, see TM 5-609; the proponent agency is USACE.

(Use reverse for remarks if additional space is required)

DATE

BUILDING	JANITORIAL EMPLOYEE	SUPERVISOR/FOREMAN
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CUSTODIAL SERVICES

(Place a check mark in the column after each entry to indicate the quality of work performed)

AREAS AND OPERATIONS		RATING STANDARD			AREAS AND OPERATIONS		RATING STANDARD			
		ABOVE	AVERAGE	BELOW			ABOVE	AVERAGE	BELOW	
FLOORS <i>(No toilets)</i>	MOPPING				HALLWAYS/CORRIDORS	DRINKING FOUNTAINS				
	SWEEPING					RAILINGS				
	WAXING					WAINSCOTING				
	BUFFING					SIGNS				
TOILETS	FLOORS	MOPPING					RADIATORS			
		SWEEPING					HARDWARE			
	STOOLS	SEATS					DOORS			
		BOWLS					WALLS			
		FIXTURES					SAND URNS			
	WASH BOWLS	BOWLS					CLOSETS			
		FIXTURES					VENTILATOR GRILLS			
	URI-NALS	PORCELAIN					WIN-DOWS	WASHING		
		FIXTURES				LEDGES				
		SOAP DISPENSERS				ENTRANCES	DOORS			
		TOWEL DISPENSERS					SCRAPERS			
		SANITARY NAPKIN DISPENSER					STEPS			
	MIRRORS				RUGS AND CARPETS					
	STALL PARTITIONS				RADIATORS					
	TOWEL DISPOSAL CAN				PICTURES					
	SANITARY NAPKIN DISPOSAL CAN				SIGNS					
	WALLS				TABLETS					
	DUSTING				KICK PLATES					
	LEDGES				HARDWARE					
VENETIAN BLINDS	WASHING				STAIRWAYS	STEPS				
	DUSTING					RAILINGS				
	ACCESSORIES					RADIATORS				
FURNITURE	DUSTING					STEP RISERS				
	WASHING					LANDINGS				
CLOSETS (Custodial)	DUSTING				MISCELLANEOUS	SMOKING STANDS				
	WASHING					WASTE PAPER BASKETS				
	ORDERLINESS					SUPPLY STORAGE ROOMS				
INTR GLASS	WASHING					WORKROOMS				
	DUSTING					LOCKER ROOMS				
WALLS/CEILINGS	WASHING				REMARKS (Note incidents to which particular attention should be focused)					
	DUSTING									
	HEATING UNITS									
	GRILLS									
	PICTURES									
LIGHT FIXTURES	WASHING									
	DUSTING									
	SWITCHES									