

ATTACHMENT 6 Janitorial Key Deliveries/ Inspection Checklist
US Forest Service, International Institute of Tropical Forestry (IITF) Janitorial Services

Area / Building	Key Deliverable	Frequency	Acceptance Criteria	Verification / Evidence
Main Building First floor and Second Floor (HQ)				
	Sweep the entrance	Daily	Cleanliness standard met; surfaces sanitized; debris removed	Inspection checklist
	Clean the restrooms (floor, toilets, urinals, countertop, and sink)	Daily	Fixtures sanitized; floors clean/dry; consumables stocked	Inspection checklist
	Remove restrooms trash	Daily	Fixtures sanitized; floors clean/dry; consumables stocked	Inspection checklist
	Sweep and mop the hallways	Three times a week	Floors clean/dry; streak-free finish	Inspection checklist
	Remove office trash	Three times a week	Bins emptied; liners replaced; no odors	Inspection checklist
	Sweep and mop the offices	Twice a week	Floors clean/dry; streak-free finish	Inspection checklist
	Policing grounds (collect all trash from the floor, and clear sidewalk debris with a handheld blower)	Twice a week	Bins emptied; liners replaced; no odors	Inspection checklist
	Clean the basement emergency stairs leading outside	Once a week	Treads/landings clean; handrails wiped; fixtures dust-free	Inspection checklist
	Sweep and mop the internal basement stairs (that leads to the first level)	Once a week	Floors clean/dry; streak-free finish	Inspection checklist
	Clean the basement emergency door	Once a week	Touchpoints sanitized; no fingerprints	Inspection checklist
	Clean the basement stairs (handrails, railings, light fixtures)	Once a week	Treads/landings clean; handrails wiped; fixtures dust-free	Inspection checklist
	Clean the wooden furniture in the first floor	Once a week	Surfaces dust-free; organized	Inspection checklist
	Clean the offices- desks, furniture, shelves, etc.	Once a week	Surfaces dust-free; organized	Inspection checklist
	Clean the main hallway carpets, or as needed	Once a week	Vacuumed; spots treated; pile groomed	Inspection checklist
	Elevator- sweep and mop , or as needed	Once a week	Floors clean/dry; streak-free finish	Inspection checklist
	Clean the elevator doors, or as needed	Once a week	Floor clean; thresholds clear; doors smudge-free	Inspection checklist
	Remove cobwebs from the main exterior door	Once a week	No cobwebs visible	Inspection checklist

Area / Building	Key Deliverable	Frequency	Acceptance Criteria	Verification / Evidence
Main Building First floor and Second Floor (HQ)				
	Sweep and mop the stairs to the second level (handrails, railings, light fixtures)	Once a week	Floors clean/dry; streak-free finish	Inspection checklist
	Clean the glass office doors, and bathroom mirrors or as needed	Once a week	Touchpoints sanitized; no fingerprints	Inspection checklist
	Clean the internal window glass and frames	Once a week	Glass streak-free; frames wiped	Inspection checklist
	Clean the second floor waiting room including the furniture	Once a week	Surfaces dust-free; organized	Inspection checklist
	Remove cobwebs	Once a week	No cobwebs visible	Inspection checklist
	Restrooms walls partitions	Monthly	Fixtures sanitized; floors clean/dry; consumables stocked	Inspection checklist
	Dust the basement pipes	Monthly	No dust accumulation	Inspection checklist
	Clean the ceiling fans	Monthly	Blades dust-free; housings wiped	Inspection checklist
	Clean the entrance windows	Monthly	Glass streak-free; frames wiped	Inspection checklist
	Spraying cleaning of the restroom's floors (first floors and second floors restrooms)	Monthly	Fixtures sanitized; floors clean/dry; consumables stocked	Inspection checklist
	Buff the floor first (floor and second floor Hallways)	Monthly	Even gloss; no swirl marks	Inspection checklist
Lunch room at the first floor main building	Key Deliverable	Frequency	Acceptance Criteria	Verification / Evidence
	Empty trash bin	Daily	Bins emptied; liners replaced; no odors	Inspection checklist
	Sweep and mop	Three times a week	Floors clean/dry; streak-free finish	Inspection checklist
	Clean tables, counters tops, and microwaves	Three times a week	Cleanliness standard met; surfaces sanitized; debris removed	Inspection checklist
	Clean the internal window glass and frames	Monthly	Glass streak-free; frames wiped	Inspection checklist
	Clean the doors	Monthly	Touchpoints sanitized; no fingerprints	Inspection checklist

Conference Room Building	Key Deliverable	Frequency	Acceptance Criteria	Verification / Evidence
	Clean the restrooms (floor, toilets, urinals, countertop, sink)	Daily	Fixtures sanitized; floors clean/dry; consumables stocked	Inspection checklist
	Remove restrooms trash	Daily	Fixtures sanitized; floors clean/dry; consumables stocked	Inspection checklist
	Sweep and mop	Twice a week	Floors clean/dry; streak-free finish	Inspection checklist
	Empty trash bins	Twice a week	Bins emptied; liners replaced; no odors	Inspection checklist
	Empty outdoor trash bins	Three times a week	Bins emptied; liners replaced; no odors	Inspection checklist
	Clear sidewalk debris with a handheld blower, and collect trash from the floor	Once a week	Bins emptied; liners replaced; no odors	Inspection checklist
	General cleaning, or as needed (counters, water fountain, windows, inside side of doors)	Once a week	Glass streak-free; frames wiped	Inspection checklist
	Remove cobwebs	Once a week	No cobwebs visible	Inspection checklist
	Clean outside side of the doors	Monthly	Touchpoints sanitized; no fingerprints	Inspection checklist
	Restrooms walls partitions	Monthly	Fixtures sanitized; floors clean/dry; consumables stocked	Inspection checklist
GIS Lab building	Key Deliverable	Frequency	Acceptance Criteria	Verification / Evidence
	Clean the restrooms (floor, toilets, urinals, countertop, sink,)	Daily	Fixtures sanitized; floors clean/dry; consumables stocked	Inspection checklist
	Sweep and mop the offices	Twice a week	Floors clean/dry; streak-free finish	Inspection checklist
	Empty trash bin	Three times a week	Bins emptied; liners replaced; no odors	Inspection checklist
	Clean the outdoor and indoor carpets	Three times a week	Vacuumed; spots treated; pile groomed	Inspection checklist
	Clean the water fountain	Once a week	Touchpoints sanitized; no scale	Inspection checklist
	Clean desks and shelves	Once a week	Surfaces dust-free; organized	Inspection checklist
	Clean the internal window glass, frames, and doors	Once a week	Glass streak-free; frames wiped	Inspection checklist
	Clear sidewalk debris with a handheld blower, and collect trash from the floor	Once a week	Bins emptied; liners replaced; no odors	Inspection checklist
	Remove cobwebs	Once a week	No cobwebs visible	Inspection checklist

	Clean the outside sides of the doors	Monthly	Touchpoints sanitized; no fingerprints	Inspection checklist
Human Resource office (HR), GYM, and apartment	Key Deliverable	Frequency	Acceptance Criteria	Verification / Evidence
	Clean the restrooms - HR , GYM , and apartment (floor, toilets, urinals, countertop, sink, and shower)	Daily	Fixtures sanitized; floors clean/dry; consumables stocked	Inspection checklist
	Sweep and mop the offices and the GYM	Twice a week	Floors clean/dry; streak-free finish	Inspection checklist
	sweep and mop the apartment	Twice a week	Floors clean/dry; streak-free finish	Inspection checklist
	Clean the gym (Exercise machines)	Twice a week	Touchpoints sanitized; no residue	Inspection checklist
	Empty outdoor trash bins	Twice a week	Bins emptied; liners replaced; no odors	Inspection checklist
	Empty offices trash bins	Three times a week	Bins emptied; liners replaced; no odors	Inspection checklist
	Clean the water fountain	Once a week	Touchpoints sanitized; no scale	Inspection checklist
	Remove cobwebs	Once a week	No cobwebs visible	Inspection checklist
	General cleaning (office desks, shelves, furniture etc.) including the apartment.	Once a week	Surfaces dust-free; organized	Inspection checklist
	Clear sidewalk debris with a handheld blower, and collect trash from the floor	Once a week	Bins emptied; liners replaced; no odors	Inspection checklist
	Clean the internal window glass and frames	Monthly	Glass streak-free; frames wiped	Inspection checklist
	Restrooms walls partitions	Monthly	Fixtures sanitized; floors clean/dry; consumables stocked	Inspection checklist
	Clean the doors (inside and outside)	Monthly	Touchpoints sanitized; no fingerprints	Inspection checklist
Library building	Key Deliverable	Frequency	Acceptance Criteria	Verification / Evidence
	Sweep and mop floors of the hallways	Daily	Floors clean/dry; streak-free finish	Inspection checklist
	Remove restroom trash	Daily	Fixtures sanitized; floors clean/dry; consumables stocked	Inspection checklist
	Clean the restrooms (floor, toilets, urinals, countertop, sink,)	Daily	Fixtures sanitized; floors clean/dry; consumables stocked	Inspection checklist
	Clean the library doors (inside and outside)	Once a week	Touchpoints sanitized; no fingerprints	Inspection checklist
	Clean the library windows	Once a week	Glass streak-free; frames wiped	Inspection checklist
	<u>Clean offices desks</u>	<u>Once a week</u>	<u>Surfaces dust-free; organized</u>	<u>Inspection checklist</u>

	Clean the shelves	Once a week	Cleanliness standard met; surfaces sanitized; debris removed	Inspection checklist
Library building	Key Deliverable	Frequency	Acceptance Criteria	Verification / Evidence
	Clear sidewalk debris with a handheld blower, and collect trash from the floor	Once a week	Bins emptied; liners replaced; no odors	Inspection checklist
	Remove cobwebs	Once a week	No cobwebs visible	Inspection checklist
	Sweep and mop the offices	Twice a week	Floors clean/dry; streak-free finish	Inspection checklist
	Buff hallways floor	Once a month	Even gloss; no swirl marks	Inspection checklist