

# Quality Control Check List

**Building Code:** \_\_\_\_\_ **Bldg. Manager:** \_\_\_\_\_ Tel \_\_\_\_\_

Bldg. name/address: \_\_\_\_\_ FL \_\_\_\_\_

Bldg. Supervisor \_\_\_\_\_ Beeper \_\_\_\_\_

**1) Entrances:**

- a) Plate glass cleaned ( )
- b) Bright metal work cleaned/polished ( )
- c) Floors cleaned ( )

**2) Offices/Conference Rooms/Reception Areas:**

- a) Trash cans/ash trays emptied/cleaned ( )
- b) Walls/doors/ledges spot cleaned ( )
- c) Horizontal/cleared surfaces dusted ( )
- d) Floors cleaned/vacuumed ( )

**3) Hallways/Elevators**

- a) Floors cleaned/vacuumed ( )
- b) Elevator tracks cleaned/vacuumed ( )
- c) Elevator cage cleaned/vacuumed ( )
- d) Elevator bright metal work cleaned/polished ( )
- e) Trash bags removed to designated area ( )

**4) Rest rooms:**

- a) Soap and paper supplies stocked/dispensers filled ( )
- b) Glass/mirrors cleaned ( )
- c) Fixtures cleaned/polished ( )
- d) Partitions dusted/cleaned ( )
- e) Floors scrubbed/cleaned ( )
- f) Wastebaskets emptied/fresh liners ( )

**5) Periodic assigned tasks:**

- a) Spray buffed ( )
- b) Stripped/waxed ( )
- c) High dusting ( )
- d) Other ( )

**6) Security check as per specs: ( )**

Inspection completed by \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_ .