Facility Quality Assurance Specialist ZONE #:

Location_No:
Assessment Date
Assessment_No:

AREAS / SPECIFICS OBSERVED AT THE TIME OF ASSESSMENT

Health and Sanitation

- 1. Commodes / Urinals
- 2. Fixtures / Brightwork
- 3. Partitions /Doors
- 4. Mirrors
- 5. Dispensers
- 6. Sinks and associated counters
- 7. Ceiling
- 8. Bathroom walls
- 9. Bathroom Floors
- 10. Shower Area
- 11. Toilet Seats
- 12. Water Fountains
- 13. Lockers / Benches
- 14. Top Down Restroom Cleaning

Common Cleaning

- 15. Counter Tops
- 16. Dusting
- 17. Doors
- 18. Baseboards / Kickplates
- 19. Windows / Window Sills / Frames
- 20. Walls
- 21. Blinds / Verticals / Curtains
- 22. Window Screens
- 23. Somat Extractor
- 24. Furniture

Floor Care

- 25. Sweeping
- 26. Mopping
- 27. Vacuuming
- 28. Treads / Landings
- 29. Vestibules
- 30. Elevators
- 31. High Speed Burnishing
- 32. Strip/Scrub
- 33. Carpet Spotting

Physical Plant

- 34. Mechanical / Electrical Rooms
- 35. Light Diffuser Covers
- 36. Exterior Walls
- 37. Roof Drains / Debris / Vegetation
- 38. Ceiling
- 39. Covered Walkways
- 40. Signage
- 41. Exterior Stairs / Ramps
- 42. Interior / Exterior Floor Drains / Grates
- 43. Parking Area / Striping/Asphalt Repair
- 44. Flags (US/State)
- 45. Chiller Plant / Cooling tower

HVAC / Mechanical

- 46. A/C Vents and return grilles
- 47. Ceiling Tiles Surrounding A/C Vents
- 48. Exhaust Vents
- 49. Kitchen Hood / Filters/Fans
- 50. A/C Filters
- 51. Air Handling Units

Grounds

- 52. Dumpster Pad / Drain Plugs Dumpster Enclosure
- 53. Fencing / Gates
- 54. Drives / Curbing
- 55. Walks
- 56. Debris
- 57. Irrigation / Lawns
- 58. Weeds / Planting beds
- 59. Trees / Shrubs / Hedges

Plant Safety

- 60. Lighting
- 61. Exterior Lightning
- 62. Battery / Emergency Lighting
- 63. Exit Lights
- 64. Fire Extinguishers
- 65. Electrical
- 66. Playground Equipment / Athletic Fields
- 67. Emergency Egress
- 68. Storage Areas
- 69. Furnishings
- 70. Chemicals

Plant Operations

- 71. A/C Filter Log (Monthly Report)
- 72. Equipment Care
- 73. Unlabeled / Unapproved Cleaning Chemicals
- 74. Employee Training
- 75. Cleaning Schedules
- 76. MSDS Manuals
- 77. Mandatory Staff Training
- 78. Summer Cleaning Supplies
- 79. Emergency Supplies
- 80. Facility Serviceperson Supply Areas
- 81. Existing Work Orders

Supervisor II / Quality Assurance Specialist Support ☐ Requested ☐ Recommended ☐ Required

<u>Comments</u>					
Facilities Serviceperson			Visually		
Work Schedules:			Verified		
Quality Assurance Check Lists:	1		Visually Verified		
Comments					
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Facility Staffing

				activity Citari	<u> </u>		
Allocation	n Funded S	taff					
Jol	b Title	Wor Hou		ool Operations Supervisory	Staff Assigned to Cleaning Area	Other	Total Allocated Staff:
Building Oper	ations Superv	visor					1
HFSP	w/ Gr. & Mnr	. Rpr.					Actual Supervisory:
Asst. HFSP El	ementary						Cupervisory.
Asst. HFSP Mi	ddle / High / 0	Center					Actual Cleaning
Facilities Serviceperson							Staff:
Facilities Serv	iceperson						
Facilities Serv	iceperson						Actual Other Staff:
Facilities Serv	iceperson Aid	le					Otali.
Substitute Faci	lities Service	persor					Actual Total
On Site Repair	rperson						Staff:
Yardperson							
				School Hou	ırs		,
School [Days:						
After							
Comm. Sc	hool.						
	ther:						
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		<u>'nysicai P</u>	riant / Cus	stodiai Equ	ipment Comm	<u>ients</u>	
These work orders have been generated as a result of this assessment							
DATE	W/O #			DESC	RIPTION		
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PICTURES			

PICTURES	

REQUIRED CORRECTIVE ACTION