

HOUSE SERVICE INSPECTION
AND QUALITY MEASUREMENT

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1. GENERAL

1.01 House service may be defined as those efforts exerted on an ongoing basis in maintaining the appearance and cleanliness of a building, its fixtures, furniture, and grounds, but excluding its mechanical and electrical system space.

1.02 This section is reissued to replace AT&T Section 770-120-070. It is issued to set forth the house service inspection guidelines for Southwestern Bell. Whenever this section is reissued, the reason(s) for reissue will be listed in this paragraph.

1.03 This section outlines a procedure for inspecting and evaluating the quality of house service in telephone buildings as well as the thoroughness in which it is accomplished. It is intended to serve as an aid to those supervisory personnel responsible for the administration of this function on an in-house basis as well as those responsible for the administration of contracts with house service contractors. It further serves as a guide for maintainin a sound, attractive, and safe environment i and around telephone buildings.

1.04 It is intended that inspections, under this plan, will be made by personnel qualified to recognize and evaluate the physical condition of the building to:

- (1) Determine the quality of the house service function as a whole and whether its various phases are in good balance.
- (2) Determine that contractors are performing the house service function in strict accordance with the terms and conditions of the executed contract.
- (3) Determine that the work is being performed in accordance with approved practices.

(4) Recommend corrective measures if the quality of the work, methods employed, or work frequencies require them. The plan for inspection outlined herein does not supersede day-to-day supervisory observations and correction of deficiencies, but should supplement them.

1.05 References made herein were current at the time of this issue. Subsequent changes in reference material should be researched by the user.

1.06 Frequency of Inspections: House service inspections are scheduled at such intervals as local conditions may require. It is recommended, however, that this inspection format be used by local management to complete a building inspection at least annually at each location.

2. INSPECTION FORM AND CHECKLIST

2.01 For the purpose of inspection, house service is divided into the following ten classifications:

- (1) Floors.
- (2) Restrooms.
- (3) Walls, Partitions, Doors, and Ceilings.
- (4) Exterior and Grounds.
- (5) Waste Disposal.
- (6) Furniture, Lockers, and Files.
- (7) Windows and Window Treatment.
- (8) Lighting Fixtures.
- (9) Kitchens, Stairwells, Closets, Shafts, and Elevator Cabs.
- (10) Supplies, Tools, and Service Quarters.

2.02 An inspection report, Form SW-6435, shall be used for guidance in making a building inspection.

2.03 Form SW-6435 is available through hard copy requisition procedures. The minimum order through these procedures is 500 copies of the form.

2.04 A copy of this form completed for a typical inspection along with example checklists is shown in Exhibit 1. The form provides a list of the classifications as well as space for general information regarding the building under inspection. Part two of the form contains a checklist and space for notes. Typical conditions to be observed are contained in paragraphs 5.01 through 14.03 in this section and in the checklist.

2.05 For ease of identification, notes made referring to items requiring attention should be referenced by the classification number to which they pertain with specifics as to location.

2.06 The form also includes a table for evaluating house service results. Numerical values of 0 through 10 are established for each of the ten classifications, and each will be multiplied by the assigned weighting factor. The inspection plan thus indicates whether a balanced job is being done and, if not, where attention is necessary to bring all classifications to the desired level. This may be accomplished by additional or redirected effort, more supervisory attention, better administration of house service contracts, further training, or other action.

2.07 The conditions observed under each classification are initially considered in terms of Higher Than Objective Band (10.0 - 8.6), Within the Objective Band (8.5 - 8.0), Lower Than Objective Band (7.9 - 6.0), and Unsatisfactory Band (5.9 - 0) with the

appropriate quality rating number assigned. For example, thoroughly clean, properly dressed, and polished resilient floors are rated in the Objective Band. Further definition of the bands is as follows:

(H) Higher Than Objective Band--more than demands and possibly not cost effective.

(O) Within the Objective Band--within service demands and cost effective.

(L) Lower Than Objective Band--less than satisfactory, service level needs improvement.

(U) Unsatisfactory Band--unsatisfactory service level, immediate attention required.

2.08 Care should be exercised in assigning quality ratings to the various classifications. They should be assigned on an impartial basis and should be based on conditions that exist at the time of the inspection, although consideration should be given to the elapsed time since the last scheduled day-to-day operation. For instance, a resilient floor could not be expected to be free of dust at 4:00 P.M. when it was last swept at 9:00 P.M. the previous evening. Inspections should be omitted in areas undergoing painting or alteration activities. A notation to this effect should be made on the form.

2.09 Appearance is a factor to be considered in assigning quality ratings. Generally, a good house service job and good appearance go hand in hand, but occasionally walls or floors, for example, may look poorly because of the need for repainting or for the replacement of worn, broken, or missing floor tile. In determining the quality ratings, care should be exercised not to penalize an otherwise good house service job because of poor building maintenance.

2.10 A factor that will influence the total quality value is the absence of one or more classifications in a particular building. For example, if a building does not contain windows, the letters N/A (Not Applicable) would be entered in the column adjacent to this classification. The absence of quality ratings in the missing category would reflect a total quality value lower than if it were included.

2.11 A single form may be used for one building. In the case of a large multistory building, several floors may be selected as representative of the entire building. On subsequent inspections, other floors should be considered for inspection. The selected floors should be noted on the form. A quality result for the entire building is determined from the conditions observed on the selected floors. If a more detailed report is desired, or the size of the building warrants, each floor may be entered on separate forms. These can be averaged and consolidated on a single form to establish an overall quality index for the building.

3. PRELIMINARY PROCEDURE

3.01 Before starting the actual inspection, fill in the data on the inspection form, i.e., the date, building name, address city and state, geographic location code, sector and zone, building square footage, lawn area square footage, population, clearance group, cleaning frequency, estimated work hours per month if in-house labor contract cost per month if contracted, the average monthly cost per 1,000 square feet and the average monthly state cost per 1,000 square feet.

3.02 The population includes all Bell System employees and non-company employees regularly housed in the building.

4. INSPECTION--GENERAL

4.01 Inspection is performed by observation of all items shown in the following paragraphs and of any others observed while walking around the building or through the building from roof to basement. The exterior is viewed from as many points as practicable.

4.02 The items listed in subsequent paragraphs under headings corresponding to the subdivisions of the inspection form are those points that should be considered in rating the quality of the house service job being performed. Items found that are not the responsibility of the house service force should be noted for future reference to the appropriate party but not considered in rating the work operation under this section.

4.03 It should be noted that the following list is by no means complete, but will serve as a base for evaluating the house service job being performed.

4.04 The checklist contains two columns adjacent to the principal conditions to be observed. The first is for indicating the condition and should be noted [(deviation), OK, N/A (Not Applicable)]. The second is for notes made on major items requiring attention and may be used for reference in preparing annual budgets for house service work.

5. FLOORS--CLASSIFICATION 1

5.01 Smooth Finished:

.Dusty--Dust does not accumulate on fingertips when rubbed over the floor surface nor does the surface appear dusty when viewed toward light.

.Streaked--No residue of scouring powder or soap resulting from improper cleaning or rinsing. No scuff marks due to improper cleaning.

.No dirty areas--In paths of traffic, under desk wells, at base of furniture, and equipment along baseboards.

.Note if spot cleaning is required.

.Dirty Overall--No general darkening or discoloration.

.Note if overall stripping, cleaning, and redressing is required.

.Dressing--Floor adequately dressed, not worn thin in spots, or overall.

.Free of wax buildup.

.Buffing--Surface in traffic lanes not dull. Overall surface not generally dull.

.Slip resistant.

.No wet areas (Slip Hazard)--Look for cause of wet areas, such as dripping pipes, condensation, or spattering from drinking fountains, failure to provide walk-off mats, etc.

5.02 Carpets and Rugs:

.Dusty--Surfaces do not show signs of dust or evidence of cigarette ashes or other debris.

.Dirty--No embedded dirt indicating insufficient sweeping or vacuuming.

.Stained--No spotty stains or general dullness or discolorations.

.Note if spot cleaning or overall shampooing is required.

6. RESTROOMS--CLASSIFICATION 2

6.01 General--All parts of washrooms including wash basins, toilets, urinals, dispensers, receptacles, walls, partitions, floors, and doors should be hygienically clean and all facilities should be in good operating condition at all times. The use of disinfectants or deodorants are not necessary if a proper cleaning job is being performed.

6.02 Dispensers:

.Soap dispensers and valves clean.

.Glass bowls not dirty on insides.

.Soap not cloudy, does not contain sediment, no hardened soap deposits at outlets.

.Toilet paper and paper towel dispensers, sanitary napkin vending machines not dusty, dirty, stained, have no paint droppings.

.Receptacles not streaked, stained, dusty, dirty.

.Receptacles do not need emptying.

6.03 Mirrors and shelves:

.Glass, frames, or brackets not dusty, dirty, smeared, tarnished.

6.04 Toilets:

.Seats are not dull, not discolored and are of clean appearance.

.Hinges not dirty, tarnished, loose.

.Bowls not chipped, scratched, or stained.

6.05 Urinals:

.Not dirty, stained.

.No odor because of deposits in traps or accumulations underneath edges of the fixtures.

.Note if flushometer fittings require replating.

6.06 Lavatories:

.Not streaked, dirty.

.No ring around inside of basin.

.Not rust stained.

.Adjacent walls not stained from spattered soap.

.Note if basin is cracked, checked, or chipped.

6.07 Stall Partitions:

.Not dirty. (Determined by viewing them at an angle facing the source of light.)

.Check for stains and spattering from cleaning solutions.

7. WALLS, PARTITIONS, DOORS, AND CEILINGS--
CLASSIFICATION 3

7.01 Walls, Partitions:

- .Not dusty--Adjacent to ventilators, windows and window sills, give particular attention to interior surfaces of outside walls.
- .No fingermarks--Adjacent to doors, windows, light switches, and columns. Review spot washing frequencies.
- .Not dirty--In specific areas or overall.
- .Masonry Walls--Not stained, discolored.
- .Note if patching is required.
- .Baseboards--No dusty ledges, not stained from unclean mops, wax buildup.
- .Fire Extinguishers--Not dusty or dirty.

7.02 Doors:

- .General--Not dusty, fingermarked, marked by foot contact, metalware tarnished, generally dirty.
- .Note if repolishing, refinishing, or kickplates are required.
- .Glass--Not smeared or dirty.

7.03 Ceilings:

- .General--Not dirty overall or around heating and air-conditioning outlets.
- .No moisture stains from condensation or leaks.

8. EXTERIOR AND GROUNDS--CLASSIFICATION 4

A. Building Exterior

8.01 Entrances:

- .Not dusty, dirty.
- .No stained masonry.
- .No accumulated debris.

8.02 Building Signs:

- .Not dusty, dirty.
- .Do not require polishing.

8.03 Base Course:

- .Not soiled, stained.
- .Not marked with graffiti, heel marks.

8.04 Trim:

- .Not dusty, dirty.
- .No uneven weathering.
- .Does not require oil treatment.

8.05 Shutters:

- .Not dusty, dirty.

8.06 Fire Escapes:

- .No debris, not dirty, stained.

8.07 Roofs:

- .No debris and foreign objects.
- .No clogged drains.

8.08 Flags:

.Not soiled, worn.

8. Grounds

8.09 Sidewalks:

.Do not require sweeping, washing,
removal of chewing gum, and graffiti.

8.10 Driveways, Areaways:

.Do not require sweeping, raking.

.No blocked drains.

8.11 Parking Areas:

.No debris.

.Do not require sweeping, raking.

.Note if realignment of parking barriers
or markers is required.

8.12 Lawns and Shrubbery:

.No debris.

.Grass does not require cutting.

.Hedges do not require trimming.

.Note if reseeding is required.

8.13 Trees:

.Good general appearance.

.No broken or dead limbs.

.Note if spraying or pruning is required.

8.14 Drains:

.Not blocked.

9. WASTE DISPOSAL--CLASSIFICATION 5

9.01 General:

.Receptacles adequate, kept in clean
and sanitary condition.

.Accumulations not allowed to exist.

.Storage areas and bins adequate, do
not present fire, health, or other
hazardous conditions.

10. FURNITURE, LOCKERS, AND FILES--
CLASSIFICATION 6

10.01 General:

.Not dusty, high, or low--On tops and
side surfaces, underneath objects such
as clocks on desks, bookcases, etc--
Ash trays do not need emptying and
wiping, drinking fountains clean.

.No marks, smears or residue build-up--
at handles of desk drawers, file
cabinets, lockers and chair arms.

.Note if spot cleaning is required
where occupant sits at desk.

.Not dirty--Generally, requiring
overall washing and polishing.

11. WINDOWS AND WINDOW TREATMENT--
CLASSIFICATION 7

11.01 Windows:

.Glass--Not dirty, rainspotted, no
smears on inside surfaces.

.Frames--Not dusty, dirty.

.Sills--Not dusty, dirty, scratched.

11.02 Venetian Blinds:

.Not dusty, dirty, tapes not stained, worn, or faded.

.Note if tapes or cords require replacing.

11.03 Awnings:

.Not dirty, stained, or worn.

11.04 Drapes:

.Not dusty, dirty, stained, wrinkled.

.Note if major cleaning is required.

11.05 Window Screens:

.Not dusty, dirty.

12. LIGHTING FIXTURES--CLASSIFICATION 8

12.01 Ceiling and Wall Mounted:

.Not dusty, dirty.

.Note if lenses require major cleaning.

.Lamp replacement not required.

12.02 Portable:

.Not dusty, dirty.

.Cords not frayed or do not present tripping hazard.

.Note if shades are discolored, torn, or loose.

13. KITCHENS, STAIRWELLS, CLOSETS, SHAFTS, AND ELEVATOR CABS--CLASSIFICATION 9

13.01 Kitchens:

.Not dusty, dirty.

.Note if grease buildups exist around base of equipment or at base of walls.

.Exhaust hoods are not dirty and do not present fire hazard.

13.02 Stairwells:

.Not dusty, dirty.

.Handrails do not require cleaning and polishing.

.Note if landings are being used for storage.

13.03 Shafts:

.Not dusty, dirty.

.Note if areas are being used for storage of combustible material.

13.04 Elevator Cabs:

.Not dusty, dirty, carpet does not require vacuuming.

.Metal work free of stains and finger-marks.

14. SUPPLIES, TOOLS, AND SERVICE QUARTERS--CLASSIFICATION 10

14.01 Cleaning Supplies:

.General--Stored in a neat and orderly manner, quantities neither excessive nor inadequate, no nonrecommended, hazardous, or materials of unknown compositions. Standard quality products used.

14.02 Cleaning Tools:

.General--Properly stored, in good clean condition, buffing machines are not dusty, dirty, do not drip oil, cords not defective. Vacuum cleaners clean, bag or dust receptacle not defective, nor need cleaning, cords not defective.

.Divide the Total Q.V. by the Total W.F. and enter result in the Quality Index space.

.Enter in the Band space the alphabetical band (H, O, L, or U) which corresponds to the numerical Quality Index.

.Note any unusual conditions.

14.03 Service Sink Rooms:

.General--Floors, walls, shelving, service sinks are not dusty, dirty, stained, nor have musty odor.

15. SUMMARY

15.01 The following is a summary of the overall inspection and quality measurement process.

.Fill in the general data regarding the building on Form SW-6435.

.Walk through the building, noting all deviations on the checklist.

.Review checklist, completing all spaces. (Ensure that no items are missed.)

.Enter numerical ratings in the Quality Rating (Q.R.) column for all classifications rated.

.Multiply each Q.R. by the assigned Weighting Factor (WF) and enter the resultant figure in the Quality Value (Q.V.) column.

.Total the individual Q.V.'s and enter in the Total Q.V.

.Add the WF's of all classifications rated.

SW-4438
4-83

Retain 1 year, until SUPRECEDED
(REF B.S.P. 770-200-903SW)

HOUSE SERVICE INSPECTION

Date 7-14-83

Building Name SANDY VALLEY #2 ESS
 Address 123 OAK STREET
 City & State ANYTOWN, USA
 Geo. Loc. Code XX D000
 Sector/Zone 1 / WEST
 Bldg. 5,084 Lawn Area 15,000
 Population 3 Cl. Grp. 2
 Cleaning Frequency 2 X / WEEK
 If In-house, Est. Work Hrs./Mo. N/A
 If Contract, Contract Cost/Mo. \$ 150.00
 Avg. Monthly Cost/ (000) \$ 192.00
 Avg. State Cost/ (000) \$ 214.00

Q.R.—Quality Rating (Use Tenths)
 Q.V.—Quality Value (Use Hundredths)
 W.F.—Weighting Factor

	H	O	L	U
	Higher Than Objective	Objective Band	Lower Than Objective	Unsatisfactory Band
	10.0—8.6	8.5—8.0	7.9—6.0	5.9—0
	Classification		Q.R.	W F
				Q.V.
1	Floors	8.2	2.0	16.40
2	Restrooms	8.0	2.0	16.00
3	Walls, Partitions, Doors, Ceilings	8.3	1.5	12.45
4	Exterior And Grounds	8.2	1.0	8.20
5	Waste Disposal	8.0	1.0	8.00
6	Furniture, Lockers, Files	8.2	.5	4.10
7	Windows and Window Treatment	NA	.5	N/A
8	Lighting Fixtures	8.0	.5	4.00
9	Kitchens, Stairwells, Shafts, Closets, Elevator Cabs	8.0	.5	4.00
10	Supplies, Tools, Service Quarters	7.9	.5	3.95
Total Q.V.				77.10
Total W.F.			9.5	

$$\text{Quality Index} = \frac{\text{Total Q.V.}}{\text{Total W.F.}} = \frac{77.10}{9.5} = 8.1 \text{ Band } 0$$

Note Any Unusual Conditions Below

#10: REARRANGEMENT OF HOUSESERVICE SUPPLIES WAS IN PROGRESS

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EXHIBIT 1 (Cont.)

Part II

HOUSE SERVICE CHECKLIST

Check Items As Indicated
Status (✓ Dev., OK, N/A)

Bldg. SANDY VALLEY #2 ESS

Floor 1

1. FLOORS	STATUS	LOCATION, NOTES, ETC.
.01 Smooth Finished	<input checked="" type="checkbox"/>	
Not Dusty	<input checked="" type="checkbox"/>	ENTRANCE TO PWR. RM., OFFICE
Not Streaked	OK	
No Dirty Areas	✓	BASEMENT LOUNGE
Not Dirty Overall	OK	
Adequately Dressed	OK	
Free Wax Build-Up	OK	
Slip Resistant	OK	
No Wet Areas	OK	
.02 Carpets and Rugs	<input checked="" type="checkbox"/>	
Not Dusty	N/A	
Not Dirty	"	
Not Stained	"	
2. RESTROOMS	STATUS	
.01 General	<input checked="" type="checkbox"/>	
All Parts Hygienically Clean	✓	MEN'S RM. 1 ST FLR.
.02 Dispensers-Receptacles	<input checked="" type="checkbox"/>	
Soap Dispensers And Valves Clean	OK	
Glass Bowls Not Dirty	N/A	
Soap-No Sediment, Deposits	"	
Paper Dispensers Not Dusty	OK	
Paper Dispensers Not Dirty, Stained	OK	
Receptacles Not Dusty	OK	
Receptacles Not Streaked, Dirty, Stnd.	✓	MEN'S RM. 1 ST FLR.
Receptacles Not Overflowing	OK	
.03 Mirrors And Shelves	<input checked="" type="checkbox"/>	
Glass Clean	OK	
Frames Not Dusty, Smearred	✓	MEN'S RM. 1 ST FLR.
.04 Toilets	<input checked="" type="checkbox"/>	
Seats Clean, Not Discolored	OK	
Hinges Clean, Not Tarnished	OK	
Bowls Clean, Top & Under	OK	
Bowls Not Stained	OK	
.05 Urinals	<input checked="" type="checkbox"/>	
Not Dirty, Stained-Top & Under	✓	MEN'S RM. 1 ST FLR.
No Bad Odors	OK	
No Deodorants Used	OK	
.06 Lavatories	<input checked="" type="checkbox"/>	
Not Streaked, Dirty	✓	MEN'S RM. 1 ST FLR.
No Ring Inside Basin	OK	
Not Rust Stained	OK	
Adjacent Walls Clean	OK	
.07 Stall Partitions	<input checked="" type="checkbox"/>	
Not Dusty, Dirty	OK	
Not Stained, Streaked, No Graffiti	OK	

NOTES:

3. WALLS, PARTITIONS, DOORS AND CEILINGS	STATUS	LOCATION, NOTES, ETC.
.01 Walls, Partitions	<input checked="" type="checkbox"/>	
Not Dusty	OK	
No Finger Marks	OK	
Not Dirty — Spot Or Overall	OK	
Masonry Walls Not Stained	OK	
Base Boards Not Dusty, Stained	OK	
Fire Extinguishers Not Dusty	<input checked="" type="checkbox"/>	GEN. CONDITION
.02 Doors	<input checked="" type="checkbox"/>	
Not Dusty, Finger Marked	<input checked="" type="checkbox"/>	SWITCHROOM - BSMT.
Metal Ware Not Tarnished	OK	
Glass Not Smearred, Dirty	OK	
.03 Ceilings	<input checked="" type="checkbox"/>	
Not Dirty Overall	OK	
Not Dirty Around Air Outlets	OK	
No Moisture Stains	OK	
4. EXTERIOR AND GROUNDS	STATUS	
.01 Entrances	<input checked="" type="checkbox"/>	
Not Dusty, Dirty	OK	
No Stained Masonry	OK	
No Debris Accumulation	<input checked="" type="checkbox"/>	FRONT ENTRANCE
.02 Building Signs	<input checked="" type="checkbox"/>	
Not Dusty, Dirty	OK	
Do Not Require Polishing	OK	
.03 Base Course	<input checked="" type="checkbox"/>	
Not Soiled, Stained	OK	
No Graffiti, Heel Marks	OK	
.04 Trim	<input checked="" type="checkbox"/>	
Not Dusty, Dirty	N/A	
No Leaven Weathering	"	
Does Not Require Oil Treatment	"	
.05 Shutters .06 Fire Escapes	<input checked="" type="checkbox"/>	
Not Dusty, Dirty	N/A	
No Debris, Not Stained	"	
.07 Roofs	<input checked="" type="checkbox"/>	
No Debris, Foreign Objects	OK	
No Clogged Drains	<input checked="" type="checkbox"/>	NE CORNER
.08 Flags	<input checked="" type="checkbox"/>	
Not Soiled, Worn	N/A	
.09 Sidewalks	<input checked="" type="checkbox"/>	
Not Dusty, Dirty, No Graffiti	<input checked="" type="checkbox"/>	FRONT - DUSTY
.10 Driveways .11 Parking Areas	<input checked="" type="checkbox"/>	
No Debris, Not Dirty	<input checked="" type="checkbox"/>	MAIN DRIVE
.12 Lawns, Shrubbery, Trees	<input checked="" type="checkbox"/>	
No Debris	OK	
Properly Trimmed, Cut	OK	
No Dead Spots, Shrubs	OK	
Good General Appearance	OK	
.13 Drains	<input checked="" type="checkbox"/>	
Not Blocked	OK	

NOTES:

EXHIBIT 1 (Cont.)

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5. WASTE DISPOSAL	STATUS	LOCATION, NOTES, ETC.
.01 General	 	
Receptacles Adequate, Clean Liners	✓	MEN'S RM. 1 ST FLR.
No Accumulations	✓	" " " "
Storage Area Clean, Adequate	OK	
6. FURNITURE, LOCKERS, FILES	STATUS	
.01 General	 	
Not Dusty, High Or Low	✓	OFFICE - 1 ST FLR.
No Marks, Smears, Residue Build-Up	OK	
Fabric Furn. Not Dusty, Stained	OK	
Drinking Fountains Clean	OK	
Ash Tray Urns Clean	OK	
7. WINDOWS AND TREATMENT	STATUS	
.01 Windows	 	
Glass Not Dirty, Smeard	N/A	
Frames, Not Dusty, Dirty	"	
Sills, Not Dusty, Dirty	"	
.02 Venetian Blinds	 	
Not Dusty, Dirty, Stained	N/A	
Tapes Not Stained, Worn	"	
Cords Not Frayed	"	
.03. Awnings	 	
Not Dirty, Stained, Worn	N/A	
.04 Drapes	 	
Not Dusty, Dirty, Stained	N/A	
Not Wrinkled	"	
.05 Window Screens	 	
Not Dusty, Dirty	N/A	
8. LIGHTING FIXTURES	STATUS	
.01 Ceiling & Wall Types	 	
Not Dusty Dirty	✓	GEN. CONDITION
Lenses, Reflectors Clean	✓	" "
Lamps, Not Burned Out	OK	
.02 Portable Types	 	
Not Dusty, Dirty	N/A	
Cords, Not Frayed	"	
No Tripping Hazards	"	
Shades Not Discolored, etc.	"	

NOTES:

- (1.) #8 : RELAMPING WORK IS SCHEDULED FOR
NEXT MONTH

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9. KITCHENS, CLOSETS, SHAFTS, ELEVATOR CABS	STATUS	LOCATION, NOTES, ETC.
.01 Kitchens	X	
Not Dusty, Dirty	N/A	
No Grease Build-Up	"	
Exhaust Hoods Not Dirty	"	
.02 Stairwells	X	
Not Dusty, Dirty	✓	TOP LANDING
Hand Rails, Clean, Polished	OK	
Landings, Not Used/Storage	✓	TOP LANDING PARTIALLY BLOCKED
.03 Shafts	X	
Not Dusty, Dirty	OK	
Not Used For Storage, No Debris	✓	BSMT. AREA USED AS STORAGE
.04 Elevator Cabs	X	
Not Dusty, Dirty	NA	
Carpet Clean/Vacuumed	"	
10. SUPPLIES, TOOLS & SERVICE QUARTERS	STATUS	
.01 Cleaning Supplies	X	
Property Stored	✓✓	GEN. CONDITION
Not Excessive Or Inadequate	OK	
No Nonrecommended Materials	OK	
System Standard Supplies	OK	
.02 Cleaning Tools	X	
Property Stored	✓	NO
Clean, Good Condition	✓	NO
Machine Cords, Good Condition	✓	BUFFER CORD CUT
Vacuum Cleaners, Good Condition	N/A	
.03 Service Sink Rooms	X	
Floors, Walls, Shelving, Clean	✓	GEN. CONDITION
Sinks Not Dirty, Stained	✓	" "

NOTES:

- (1.) REARRANGEMENT OF HOUSE SERVICE SUPPLY STORAGE WAS IN PROGRESS DURING THE SURVEY.