

Guilford County Schools 501 West Washington Street Greensboro, NC 27401	ADDENDUM # 1
	BID NO. 6120
	Commodity: Swann Middle School Custodial Services
	Using Agency Name: Guilford County Schools
	Date: May 07, 2019

Please see Attachment J, which is attached.

**Guilford County Schools
Quality Control Checklist**

Inspector: _____ **School:** _____

Classroom **Bldg** _____ **Room** _____

S	U	CLEANING FACTORS
<input type="checkbox"/>	<input type="checkbox"/>	Empty Trash/can clean/bag tied
<input type="checkbox"/>	<input type="checkbox"/>	Pencil Sharpeners Emptied
<input type="checkbox"/>	<input type="checkbox"/>	Sanitize primary table tops/counters
<input type="checkbox"/>	<input type="checkbox"/>	Sanitize Student Desks/no grafitti
<input type="checkbox"/>	<input type="checkbox"/>	Dust - High and Low
<input type="checkbox"/>	<input type="checkbox"/>	Dust AV equipment
<input type="checkbox"/>	<input type="checkbox"/>	White Board Cleaned
<input type="checkbox"/>	<input type="checkbox"/>	White board Trays Cleaned
<input type="checkbox"/>	<input type="checkbox"/>	Door Clean inside/outside-Sanitized
<input type="checkbox"/>	<input type="checkbox"/>	walls clean/scrubbed/marks removed
<input type="checkbox"/>	<input type="checkbox"/>	Sinks Cleaned & Sanitized
<input type="checkbox"/>	<input type="checkbox"/>	Clean return/supply air vents
<input type="checkbox"/>	<input type="checkbox"/>	Vacuum carpet
<input type="checkbox"/>	<input type="checkbox"/>	Floors Dust Mopped/Sweep & Mop Tile
<input type="checkbox"/>	<input type="checkbox"/>	

Restroom **Bldg** _____ **Room** _____

S	U	RESTROOM/LOCKER ROOM CLEANING
<input type="checkbox"/>	<input type="checkbox"/>	Empty Trash/can clean/bag tied
<input type="checkbox"/>	<input type="checkbox"/>	Feminine Napkin holder emptied
<input type="checkbox"/>	<input type="checkbox"/>	Door Clean inside/outside
<input type="checkbox"/>	<input type="checkbox"/>	Toilets,Urinals, Sinks clean & sanitized on top/inside and unerneath
<input type="checkbox"/>	<input type="checkbox"/>	Supplies Restocked,TP - PT - Soap
<input type="checkbox"/>	<input type="checkbox"/>	Ceiling Cleaned -paper free
<input type="checkbox"/>	<input type="checkbox"/>	supply ,return exhaust vents clean
<input type="checkbox"/>	<input type="checkbox"/>	Walls Clean and garaffiti free
<input type="checkbox"/>	<input type="checkbox"/>	Partitions Cleaned
<input type="checkbox"/>	<input type="checkbox"/>	Mirrors Cleaned
<input type="checkbox"/>	<input type="checkbox"/>	Floor Swept
<input type="checkbox"/>	<input type="checkbox"/>	Floors Mopped or Machine Cleaned

Classroom **Bldg** _____ **Room** _____

S	U	CLEANING FACTORS
<input type="checkbox"/>	<input type="checkbox"/>	Empty Trash/can clean/bag tied
<input type="checkbox"/>	<input type="checkbox"/>	Pencil Sharpeners Emptied
<input type="checkbox"/>	<input type="checkbox"/>	Sanitize primary table tops/counters
<input type="checkbox"/>	<input type="checkbox"/>	Sanitize Student Desks/no grafitti
<input type="checkbox"/>	<input type="checkbox"/>	Dust - High and Low
<input type="checkbox"/>	<input type="checkbox"/>	Dust AV equipment
<input type="checkbox"/>	<input type="checkbox"/>	White Boards Cleaned
<input type="checkbox"/>	<input type="checkbox"/>	White Board Trays Cleaned
<input type="checkbox"/>	<input type="checkbox"/>	Door Clean inside/outside-Sanitized
<input type="checkbox"/>	<input type="checkbox"/>	walls clean/scrubbed/marks removed
<input type="checkbox"/>	<input type="checkbox"/>	Sinks Cleaned & Sanitized
<input type="checkbox"/>	<input type="checkbox"/>	Clean return/supply air vents
<input type="checkbox"/>	<input type="checkbox"/>	Vacuum carpet
<input type="checkbox"/>	<input type="checkbox"/>	Floors Dust Mopped/Sweep & Mop Tile
<input type="checkbox"/>	<input type="checkbox"/>	

S **U** **MISCELLANEOUS FACTORS**

<input type="checkbox"/>	<input type="checkbox"/>	Room Secured/Locked
<input type="checkbox"/>	<input type="checkbox"/>	Lights Turned Off
<input type="checkbox"/>	<input type="checkbox"/>	Equipment Put Away

Comments: _____

Signed: _____

Date & Time _____