

Minimum Expectations School \_\_\_\_\_ Date: \_\_\_\_\_

Cust/FSW Name: \_\_\_\_\_

Daily:

- \_\_\_ Trash
- \_\_\_ Bathrooms
- \_\_\_ Kitchen
- \_\_\_ Common spaces
- \_\_\_ Boys locker room
- \_\_\_ Girls locker room
- \_\_\_ Nurses Office
- \_\_\_ Clinic
- \_\_\_ Office Lobby
- \_\_\_ Drinking fountains
- \_\_\_ Main entry stairs
- \_\_\_ Main entry glass
- \_\_\_ FACS
- \_\_\_ Grafitti
- \_\_\_ Hall can liners

Every other day:

- \_\_\_ Room # \_\_\_\_\_
- \_\_\_ Room # \_\_\_\_\_
- \_\_\_ Room # \_\_\_\_\_
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- \_\_\_ Room # \_\_\_\_\_

- \_\_\_ Elevator
- \_\_\_ Teachers Lounge
- \_\_\_ Sweep stairs

Twice week:

- \_\_\_ Office areas

Weekly:

- \_\_\_ Mop/spot mop stairs
- \_\_\_ Spot public glass
- \_\_\_ Automatic halls
- \_\_\_ Spot extract carpet
- \_\_\_ Sweep behind doors
- \_\_\_ Replace bad light bulbs
- \_\_\_ Dust locker tops
- \_\_\_ Pick up grounds
- \_\_\_ Mop clinic

Turn checklist into Head Eng. daily

Signature: \_\_\_\_\_

\_\_\_\_\_ Special events, problems and comments on back

Minimum Expectations School \_\_\_\_\_ Date: \_\_\_\_\_

Night Engineer: Name: \_\_\_\_\_

Daily:

- \_\_\_ Boiler check
- \_\_\_ Pool check
- \_\_\_ Automation check
- \_\_\_ Trash
- \_\_\_ Bathrooms
- \_\_\_ Kitchen
- \_\_\_ Common spaces
- \_\_\_ Boys locker room
- \_\_\_ Girls locker room
- \_\_\_ Nurses Office
- \_\_\_ Clinic
- \_\_\_ Office Lobby
- \_\_\_ Drinking fountains
- \_\_\_ Main entry stairs
- \_\_\_ Main entry glass
- \_\_\_ FACS
- \_\_\_ Grafitti
- \_\_\_ Hall can liners

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- \_\_\_ Spot public glass
- \_\_\_ Automatic halls
- \_\_\_ Spot extract carpet
- \_\_\_ Sweep behind doors
- \_\_\_ Replace bad light bulbs
- \_\_\_ Dust locker tops
- \_\_\_ Pick up grounds
- \_\_\_ Clean pool deck
- \_\_\_ Mop clinic

Signature: \_\_\_\_\_

\_\_\_\_\_ Special events, problems and comments on back

Minimum Expectations

School \_\_\_\_\_

Date: \_\_\_\_\_

Head Engineer: Name: \_\_\_\_\_

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**Every other day:**

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