

Building Services Quarterly Report

U.S. Department of Housing  
and Urban Development

HI-00507R

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Office	Date
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A. During the last 30 days have the following services been performed on a "Daily Basis":

- |                         |     |    |
|-------------------------|-----|----|
| In the rest rooms have: | Yes | No |
|-------------------------|-----|----|
1. The floors been swept and wet mopped or scrubbed? \_\_\_ \_\_\_
  2. The water closets and urinals been washed and sanitized? (They should be free of rust or encrustation and odor free) \_\_\_ \_\_\_
  3. The washbasins been cleaned? \_\_\_ \_\_\_
  4. The mirrors, shelving, dispensers and chrome fixtures been damp wiped and polished? \_\_\_ \_\_\_
  5. The trash and waste receptacles been emptied? \_\_\_ \_\_\_
  6. The dispensers for soap, toilet paper, and towels been serviced/filled? \_\_\_ \_\_\_
  7. The sanitary napkin receptacles been emptied, cleaned, disinfected and provided a new paper liner? \_\_\_ \_\_\_

B. In the office space have:

1. The ash trays been emptied and wiped clean? \_\_\_ \_\_\_
2. The waste baskets been emptied and the waste paper and trash removed from the office area? \_\_\_ \_\_\_
3. The carpets been spot vacuumed to remove obvious surface dirt? \_\_\_ \_\_\_
4. The desks dusted (top surface only)? (Do not expected desks piled high with papers to be dusted) \_\_\_ \_\_\_
5. The carpet been spot cleaned to remove stains? \_\_\_ \_\_\_

C. In the lobbies and corridors have:

1. The complete carpet been vacuumed? \_\_\_ \_\_\_
2. The ash trays been emptied, washed and dried? \_\_\_ \_\_\_
3. The drinking fountains been cleaned and paper

cups if any, if any, replenished? \_\_\_\_\_

4. The stairs and landings been swept (vacuumed if carpeted), the handrails, fire apparatus, ledges, etc. been dusted? \_\_\_\_\_

5. The carpet been spot cleaned to remove stains? \_\_\_\_\_

D. During the past 30 day period have the following services been performed at least "weekly":

1. In the office have the horizontal surfaces of files, chairs, tables, bookcases and other furniture been dusted with a treated dust cloth? \_\_\_\_\_

2. In the lobbies:

a. Have resilient floors, if any, been damp mopped and buffed? \_\_\_\_\_

b. Have the hard floors, if any, been wet mopped? \_\_\_\_\_

3. At the outside entrances:

a. Have the landings, steps and sidewalks adjacent to entrances been hosed down (except in freezing weather) and the water removed? \_\_\_\_\_

b. Have all unpainted metal doors and handrails been damp wiped and polished? \_\_\_\_\_

E. During the past 30 day period have the following services been performed at least "once":

1. In the restrooms have: the waste receptacles been damp wiped inside and out, the stall partitions, doors, window frames and sills been damp wiped, the resilient floors been stripped, waxed and buffed? \_\_\_\_\_

2. In the office space have: all wall surfaces within 70" of the floor, vertical surfaces and under surfaces (knee wells, chair rungs, table legs, etc.) been dusted? \_\_\_\_\_

3. In the lobbies: and other heavy traffic areas has the resilient flooring, if any, been stripped, waxed and buffed?

F. During the past "120 days" have the following services been performed?

1. In the office space, lobbies and corridors:

a. Have the resilient floors been stripped, waxed and buffed? \_\_\_\_\_

- b. Have the metal door thresholds, if any, been cleaned and polished? \_\_\_\_\_
  
- 2. Have all venetian blinds and light fixtures been dusted? \_\_\_\_\_
  
- 3. Have all drapes been vacuumed in place? \_\_\_\_\_
  
- G. During the past "180 days" have the following services been performed?
  - 1. Have all glass deflectors, window glass, glass in partitions, doors, and transoms been washed? \_\_\_\_\_
  
  - 2. Have all balconies, ledges, courts, area-ways, and flat roofs been cleaned? \_\_\_\_\_
  
- H. During the past "365 days": Have all venetian blinds and light fixtures been washed? \_\_\_\_\_  
 Date: \_\_\_\_\_
  
- Have all carpets in the corridors and the lobbies been shampooed?  
 Date: \_\_\_\_\_
  
- I. During the past "three years": Have all carpets been shampooed? \_\_\_\_\_  
 Date: \_\_\_\_\_
  
- J. During the past "five years": Have the draperies been cleaned? \_\_\_\_\_  
 Date: \_\_\_\_\_
  
- K. In entrances, exits, corridors and stairways check the following:
  - 1. Are they clear of obstruction and meet handicapped clearances? \_\_\_\_\_
  
  - 2. Does each doorway swing freely and meet handicapped clearances? \_\_\_\_\_
  
  - 3. Does the doorway hardware (latch, hinges, etc.) operate correctly? \_\_\_\_\_
  
  - 4. Is the walking surface free from trip hazards, such as wrinkled or torn carpet, loose or broken tiles, telephone or electric outlet boxes? \_\_\_\_\_
  
  - 5. Do the stairs have safety treads in good condition? \_\_\_\_\_
  
  - 6. Is the drinking water chilled? \_\_\_\_\_
  
  - 7. Are all ceiling lights operating? (Do not include those lights disabled to conform to the energy conservation guidelines) \_\_\_\_\_

8. Are the light fixture diffuses clean?    
If not, when were they cleaned last? Date: \_\_\_\_\_

9. Is each emergency illumination device operating?    
(Test each by depressing test switch, if any)

10. Has each fire extinguisher been inspected by the appropriate persons and serviced if required?    
(Normally on an annual basis)

L. Signage: Check the following:

1. Are the building directories current?

2. Is each door identification sign accurate?

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APPENDIX 8

Yes No

3. Is each exit clearly marked for emergency evacuation?

4. Are the emergency evacuation routes posted within the office?

5. Have the emergency evacuation routes been reviewed and updated, if necessary, within the past 90 days?

M. Service Checks:

1. Does the lessor/GSA replace light bulbs, fluorescent or incandescent, and other lighting devices (ballasts, starters, switches, etc.,) in a timely manner?    
(Normally within 2 working days)

2. Does the lessor/GSA respond to "legitimate" calls requesting a temperature adjustment in a timely manner?    
(Normally within 4 working hours)

3. Does each hot water outlet provide hot water?    
(Normally 120 degrees Fahrenheit)

4. Normally the lessor/GSA should repaint the office space once every five years and the public areas once every three years at no cost to HUD.

a. When was the office space last painted at no cost to HUD? Date: \_\_\_\_\_

b. When was the public space last painted at no cost to HUD? \_\_\_\_\_

c. If the public or private space is within 180 days of the 3-5 year cycle has GSA been written to request the painting and for a specific schedule? \_\_\_\_\_

N. Pest Control

1. Has the building been thoroughly exterminated as required? If so when? Date: \_\_\_\_\_

O. Safety Checks:

1. Housekeeping

a. Are aisles, floors, stairs, etc. clear of obstacles, e.g. wiring, electrical and telephone boxes? \_\_\_\_\_

b. Are storage and piling of materials satisfactory? \_\_\_\_\_

c. Are loose, shelved materials securely stacked? \_\_\_\_\_

d. Is trash confined in adequate containers? \_\_\_\_\_

2. Floors

a. Are surfaces even? \_\_\_\_\_

b. Are non-slip surfaces used in slippery areas? \_\_\_\_\_

c. Are carpets and floor tiles secured? \_\_\_\_\_

3. Electrical

a. Are extension cords used in a safe manner (not overloaded, out of the way, use of flush, molded or channel type, heavy duty on coffee urns, etc.)? \_\_\_\_\_

b. Are machines properly grounded by use of 3-pronged plugs or other grounding materials? \_\_\_\_\_

4. Facilities

a. Are office and storage areas, etc sufficiently lighted and ventilated? \_\_\_\_\_

b. Are exit stairwells and ramps  
o properly lighted? \_\_\_\_\_

o equipped with emergency back-up lighting units? \_\_\_\_\_

o handrails in good condition? \_\_\_\_\_

- o steps in good condition? \_\_\_\_\_
  - o doors in the direction of flow and in good condition? \_\_\_\_\_
  - c. Are doors in good condition and not blocked? \_\_\_\_\_
5. Furniture
- a. Are desks, tables, bookcases, chairs, etc. in good condition? \_\_\_\_\_
  - b. Are file cabinets, shelving, costumers, area dividers, etc. stable? \_\_\_\_\_
  - c. Are wall-hung mirrors, pictures, boards, etc. adequately hung? \_\_\_\_\_
6. Office Equipment
- a. Are typewriters calculators, adding, copy machines, etc. properly placed and secured? \_\_\_\_\_
  - b. Are stepladders, stools, carts, fans, etc. in good condition? \_\_\_\_\_
  - c. Are noise levels satisfactory? \_\_\_\_\_
7. First Aid
- a. Are first-aid kits complete and available? \_\_\_\_\_
  - b. Are trained personnel available (CPR, etc.)? \_\_\_\_\_
  - c. Are blankets, stretchers, etc. available? \_\_\_\_\_
  - d. Are first-aid records maintained? \_\_\_\_\_
  - e. Are locator signs posted for CPR training? \_\_\_\_\_
8. Fire Protection
- a. Are extinguishers evenly distributed, identified, and in good condition? \_\_\_\_\_
  - b. Are trained personnel available on the use of extinguishers? \_\_\_\_\_
  - c. Are sprinkler systems in good condition? \_\_\_\_\_
  - d. Are smoke and fire alarms in good condition? \_\_\_\_\_
  - e. Are emergency exit signs properly illuminated and in good condition? \_\_\_\_\_
  - f. Are flammable liquids, oily rags, etc. properly

stored in secured containers? \_\_\_\_\_

9. Security

a. Are security guards in the building? \_\_\_\_\_

b. Are alarm systems in good condition? \_\_\_\_\_

c. Are doors, locks, panic bars, etc. in good condition? \_\_\_\_\_

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P. What actions have been taken to correct any deficiencies?

\_\_\_\_\_  
\_\_\_\_\_

Q. Do you have any outstanding request for work with GSA? \_\_\_\_\_ If yes:

a. What is the request for? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

b. How long has the request been pending? \_\_\_\_\_

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Prepared by: (Name, Title) \_\_\_\_\_ Reviewed by: (Signature, Date, Title) \_\_\_\_\_

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