

**Exhibit 1**  
**Performance Inspection Checklist**  
**Department of Economic Opportunity**  
**Caldwell Building**  
**107 East Madison Street**  
**Tallahassee, FL 32399-4104**

Inspected By: \_\_\_\_\_

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

Must meet 90% (36 Deliverables)

Y – Meets Specifications

N – Not Completed/Doesn't Meet Specifications

**DAY PORTER SERVICES**

Daily Requirements		Location Inspected	Time of Inspection
Deliverable	Deliverables Met Y/N	Comments	
Restrooms cleaned, at a minimum, twice daily, this includes but is not limited to, toilets, sinks, counter tops, stall walls, floors			
All dispensers refilled (hand towels, toilet tissue, toilet seat covers, hand soap and sanitizers, deodorizers) as needed throughout the day			
Public areas spot cleaned, such as floors, doors, windows, tables, as needed and/or requested by the Building Manager or a designated Department Representative			
Computer rooms, mailroom, and other secured areas cleaned during normal working hours			
All drinking fountains washed and sterilized twice daily			
Trash cans emptied in conference rooms, restrooms or public areas as needed throughout the day			
Sub Total (6)			

Sidewalks and Exterior Areas Adjacent to the Building		Location Inspected	Time of Inspection
Deliverable	Deliverables Met/Not Met	Comments	
Sidewalks, all entrances to the building, and handicapped ramps immediately adjacent to and around the entire building maintained by sweeping and picking up trash			

Pick up all trash, empty trash cans; remove cigarette butts from cigarette receptacle which are adjacent to, and around the entire building and picnic areas			
Cigarette butt/waste containers emptied and washed out and liner bags replaced			
Conspicuous trash from driveway and parking lot and all landscaped areas adjacent to the building removed			
Trash from driveway and parking lot picked up			
All cardboard boxes broken down and placed in proper dumpster			
Sub Total (6)			

#### NIGHTLY REQUIREMENTS

Office Areas		Location Inspected	Time of Inspection
Deliverable	Deliverables Met/Not Met	Comments	
Trash (paper and cardboard) and recyclable materials gathered/emptied and placed in the proper outside receptacles/bins			
Carpeted areas spot cleaned or vacuumed as needed to remove loose dirt or stains			
Dust and fingerprints cleaned and removed from doors, light switch plates, walls, and all glass partitions			
Chairs properly arranged in offices after cleaning is completed			
All elevator cab doors/walls inside and outside cleaned and polished daily			
Floors and elevator cab floor Wet-mopped and sanitized with disinfectant cleaner			
Sub Total (6)			

<b>Restrooms, Break-Rooms, Lobbies and Public Areas</b>		Location Inspected	Time of Inspection
Deliverable	Deliverables Met/Not Met	Comments	
Trash (paper and cardboard) and recyclable materials gathered/emptied and placed in the proper outside receptacles/bins			
All fixtures, basins, dispensers, and chrome fittings cleaned, sanitized, and polished			
Mirrors and frames cleaned			
All walls, doors, doorframes, partitions, sills, ledges and counters dusted, cleaned and sanitized			
Inside and outside of all toilet bowls, toilet seats, urinals, and napkin receptacles, stall walls, tile walls cleaned and sanitized			
All dispensers (hand towels, toilet tissue, toilet seat covers and hand soap) refilled			
All carpeted areas vacuumed and spot cleaned to remove stains			
Both sides of all glass doors cleaned with a streak-free glass cleaner			
Fingerprints and/or any other markings from solid doors, light switch plates, walls, door hardware, and glass partitions and windows cleaned and removed			
Sub Total (9)			

<b>Floor Maintenance</b>		Location Inspected	Time of Inspection
Deliverable	Deliverables Met/Not Met	Comments	
All entrances, stairwells, concrete floors, supply rooms and handicapped ramps swept, mopped, disinfected or vacuumed			
All baseboards and cove bases cleaned			
All composition and tile floors thoroughly damp mopped			
All hallways composition/vinyl, and ceramic tile located throughout the building including but not limited to, lobbies, cafeteria, loading			

dock area, vending area, main and secondary entrances swept and mopped daily			
All mops cleaned and sanitized and hung-up to dry			
Sub Total (5)			

Materials on Hand	Quantity	Deliverables Met/Not Met
Multi-fold paper towels		
Toilet tissue		
Seat covers		
Pink lotion soap		
Small trash can liners 30 x 37		
Large trash can liners 40 x 48		
Waxed sanitary liners		
Urinal pads for the floors		
	Sub Total (8)	
	<b>TOTAL (40)</b>	