

## **Appendix J Accountability Check-Off Sheets (Punch List)**

To provide better visibility of janitorial services to be accomplished each day and better accountability that they have been provided as specified in the Agreement, the Contractor shall use the attached Accountability Check-Off Sheets, also known as the “punch list,” which are attached hereto. The punch list is intended to reflect requirements cited in the Janitorial Task & Frequency Schedules in Appendices C, D and E.

The following guidance pertains to the punch list:

1. MTD will provide an initial set of the punch list for the Contractor to make copies for use by its personnel.
2. When not in use, the punch list for the Olive Terminal will be located on the Receptionist’s desk on the second floor of the Administration Building and the punch list for the Transit Center (TC) will be located in the TC office area.
3. Contractor personnel providing janitorial services (janitors) will use the forms to assist them in ensuring specified work is done each day and will check off work as it is accomplished or at the end of their shifts. Work specified for performance on other than a daily or weekly basis will be checked-off on the weekly punch list as it is accomplished. Weekly tasks will normally be performed the same day each week. Although other arrangements may be made with the designated MTD employee, tasks scheduled other than daily or weekly will be scheduled and accomplished during the following week of the month they are required to be performed:
  - a. Monthly – First week
  - b. Thrice Annually – Second week
  - c. Semi-Annually – Third week
  - d. Annually – Fourth week
4. At the end of each day work is performed the checked-off punch lists will be returned to the locations cited in “2” above.
5. On a day each week to be specified by MTD the Contractor’s supervisor of the work shall by signature on the punch list certify that the checked-off work for the prior week has been completed satisfactorily. This may require the supervisor to be on-site during the week to verify the work.
6. The certified punch list will be submitted to a designated MTD employee by the end of the next business day.
7. Space is provided on the punch list for notes by both the janitors and supervisors. Notes may include comments and questions and additional pages may be added if needed. Comments or questions that should be addressed sooner than the following week when the certified punch list will be reviewed by MTD should be provided by the Contractor’s supervisor to the designated MTD employee by email, written memo or phone.

OLIVE Janitorial Service Accountability Check-Off Sheet (Punch List) [Page 1 of 4]								
DAILY								
OLIVE TERMINAL BATHROOMS		S	M	T	W	T	F	S
1	Clean graffiti from bathroom walls, ceiling, stalls, fixtures, etc. (as needed)							
2	Dispose of all debris & trash on floors							
3	Empty wastebaskets							
4	Reline wastebaskets							
5	Dust-mop or vacuum non-carpeted floors							
6	Damp-mop, disinfect & deodorize non-carpeted floors							
7	Clean door glass & mirrors							
8	Spot clean walls, doors & partitions <i>including Admin-Building stairwells</i>							
9	Clean, disinfect & polish stainless steel & anodized fixtures							
10	Clean & disinfect toilets, urinals & basins							
11	Restock paper towels, toilet paper, seat covers & hand soap							
12	Damp-wipe all visible surfaces of <i>non-wood</i> furniture, cabinets & countertops							
OLIVE TERMINAL OFFICES				T			F	
13	Dispose of all debris & trash on floors							
14	Empty wastebaskets							
15	Reline wastebaskets (FRIDAY ONLY)							
16	Dust-mop or vacuum non-carpeted floors							
17	Damp-mop, disinfect & deodorize non-carpeted floors							
18	Vacuum carpeted floors, mats & runners							
19	Clean door glass & mirrors							
20	Dust horizontal surfaces of furniture, cabinets & countertops							
21	Spot clean walls, doors & partitions <i>including partition glass including Admin-Building stairwells</i>							
22	<i>Spot clean partition</i>	-	-	-	-	-	-	-
223	Dust window & partition sills							
234	Spot clean carpets							
245	Empty trash receptacles on front patio, outside front lobby & outside rear entry							
OLIVE TERMINAL MEETING ROOMS		S	M	T	W	T	F	S
256	Dispose of all debris & trash on floors							
267	Empty wastebaskets							
278	Reline wastebaskets (FRIDAY ONLY)							
289	Dust-mop or vacuum non-carpeted floors							
2930	Damp-mop, disinfect & deodorize non-carpeted floors							
304	Vacuum carpeted floors, mats & runners							
312	Clean door glass & mirrors							
323	Dust horizontal surfaces of furniture, cabinets & countertops							
334	Spot clean walls, doors & partitions							
35	<i>Spot clean partition</i>	-	-	-	-	-	-	-
346	Dust window & partition sills							
37	<i>Restock paper towels &amp; hand soap</i>	-	-	-	-	-	-	-
358	Spot clean carpets							
OLIVE TERMINAL ENTRIES, STAIRS, HALLWAYS		S	M	T	W	T	F	S
369	Dispose of all debris & trash on floors							
3740	Empty wastebaskets							

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3844	Reline wastebaskets (FRIDAY ONLY)								
3942	Dust-mop or vacuum non-carpeted floors								
403	Damp-mop, disinfect & deodorize non-carpeted floors								
414	Vacuum carpeted floors, mats & runners								
425	Clean door glass & mirrors								
436	Dust horizontal surfaces of furniture, cabinets & countertops								
447	Spot clean walls, doors & partitions								
48	Spot clean partition	-	-	-	-	-	-	-	-
45	Clean front & rear door entry glass								
469	Dust window & partition sills								
4750	Clean, disinfect & polish stainless steel & anodized fixtures								
4854	Spot clean carpets								
	<b>OLIVE TERMINAL LOUNGES &amp; KITCHENS</b>	S	M	T	W	T	F	S	
4952	Dispose of all debris & trash on floors								
503	Empty wastebaskets								
514	Reline wastebaskets								
525	Dust-mop or vacuum non-carpeted floors								
536	Damp-mop, disinfect & deodorize non-carpeted floors								
547	Vacuum carpeted floors, mats & runners								
558	Dust horizontal surfaces of furniture, cabinets & countertops								
569	Spot clean walls, doors & partitions								
60	Spot clean partition	-	-	-	-	-	-	-	-
57	Spot clean partition glass in drivers lounge								
6158	Dust window & partition sills								
6259	Clean, disinfect & polish stainless steel & anodized fixtures								
603	Damp-wipe all visible surfaces of non-wood furniture, cabinets & countertops								
614	Spot clean carpets								
62	Restock paper towels & hand soap								
	<b>WEEKLY</b>								
	<b>OLIVE TERMINAL BATHROOMS</b>								
635	Clean & disinfect toilet stalls/partitions & nearby wall tiles								
646	Clean & disinfect shower floors, walls, curtains & fixtures								
657	Clean doors including frame & hardware								
	<b>OLIVE TERMINAL MEETING ROOMS</b>								
668	Damp-wipe all visible surfaces of non-wood furniture, cabinets & countertops								
679	Clean partition & bulletin board glass up to 9'								
6870	Vacuum upholstered furniture								
6974	Clean interior wall & partition windows (glass) up to 9'								
	<b>OLIVE TERMINAL ENTRIES, STAIRS, HALLWAYS</b>								
7072	Damp-wipe all visible surfaces of non-wood furniture, cabinets & countertops								
713	Clean partition & bulletin board glass up to 9'								
724	Vacuum upholstered furniture								
735	Clean, disinfect & polish complete elevator								
746	Clean interior wall & partition windows (glass) up to 9'								
	<b>OLIVE TERMINAL LOUNGES &amp; KITCHENS</b>								
757	Damp-wipe all visible surfaces of non-wood furniture, cabinets & countertops								
768	Clean partition & bulletin board glass up to 9'								
779	Vacuum upholstered furniture								
7880	Clean interior wall & partition windows (glass) up to 9'								

Santa Barbara MTD

Janitorial Services SOW

7981	Wet wipe 4 refrigerators (upstairs, drivers' room, conf. room & Maintenance)			
	<b>MONTHLY</b>			
	<b>OLIVE TERMINAL BATHROOMS</b>			
8082	Clean & disinfect trash & recycling housing & receptacles			
813	Dust ceilings, non-tile walls & vents			
824	Clean & disinfect tile walls			
	<b>OLIVE TERMINAL OFFICES</b>			
83	Clean partition glass			
84	Clean & disinfect telephone handsets			
	<b>OLIVE TERMINAL MEETING ROOMS</b>			
855	Clean & disinfect trash & recycling housing & receptacles			
866	Dust ceilings, non-tile walls & vents			
877	Clean doors including frame & hardware			
888	Damp-wipe baseboards, window sills & partition sills			
899	Clean & polish all visible surfaces of wood furniture & banister			
9090	Clean & disinfect telephone handsets			
-	<b>OLIVE TERMINAL ENTRIES, STAIRS, HALLWAYS</b>			
9911	Clean & disinfect trash & recycling housing & receptacles			
922	Dust ceilings, non-tile walls & vents			
933	Clean doors including frame & hardware			
944	Damp-wipe baseboards, & window sills & partition sills			
955	Clean & polish all visible surfaces of wood furniture & banister			
-	<b>OLIVE TERMINAL LOUNGES &amp; KITCHENS</b>			
966	Clean & disinfect trash & recycling housing & receptacles			
977	Dust ceilings, non-tile walls & vents			
988	Clean doors including frame & hardware			
999	Damp-wipe baseboards &, window sills & partition sills			
100100	Clean & polish all visible surfaces of wood furniture & banister			
101401	Clean & disinfect telephone handsets			
102	Clean partition glass in drivers lounge			
102	Clean & disinfect tile walls	-	-	-
	<b>THRICE ANNUALLY</b>			
	<b>OLIVE TERMINAL BATHROOMS</b>	Jan	Apr	Oct
1033	Clean & disinfect vents, registers, grills & louvers			
-		Apr	Aug	Dec
1044	Strip bathroom floors			
	<b>OLIVE TERMINAL MEETING ROOMS</b>	Jan	Apr	Oct
1055	Clean & disinfect vents, registers, grills & louvers			
1066	Shampoo Carpets			
-	<b>OLIVE TERMINAL ENTRIES, STAIRS, HALLWAYS</b>	Jan	Apr	Oct
10707	Clean & disinfect vents, registers, grills & louvers			
1088	Shampoo Carpets			
	<b>OLIVE TERMINAL LOUNGES &amp; KITCHENS</b>	Jan	Apr	Oct
1099	Clean & disinfect vents, registers, grills & louvers			
11040	Shampoo Carpets			
		Apr	Aug	Dec
11144	Strip & polish floors including Maint. Bldg. employee lounge (breakroom)			
	<b>SEMI-ANNUALLY</b>			
	<b>OLIVE TERMINAL BATHROOMS</b>	Feb	Aug	
1122	Clean non-ceiling light fixtures & sconces			
1133	Buff tile			

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**TC Janitorial Service Accountability Check-Off Sheet (Punch List) [Page 1 of 2]**

<b>DAILY</b>		S	M	T	W	T	F	S
<b>TRANSIT CENTER BATHROOMS</b>								
1	Clean graffiti from bathroom walls, ceiling, stalls, fixtures, etc. (as needed)							
2	Dispose of all debris & trash on floors							
3	Empty wastebaskets							
4	Reline wastebaskets							
5	Dust-mop or vacuum non-carpeted floors							
6	Damp-mop, disinfect & deodorize non-carpeted floors							
7	Clean glass & mirrors							
8	Spot clean walls, doors & partitions							
9	Clean, disinfect & polish stainless steel & anodized fixtures							
10	Clean & disinfect toilets, urinals & basins							
11	Restock paper towels, toilet paper, seat covers & hand soap							
12	Damp-wipe all visible surfaces of <del>non-wood</del> furniture, cabinets & countertops							
<b>TRANSIT CENTER BUILDING INTERIOR</b>		S	M	T	W	T	F	S
13	Dispose of all debris & trash on floors							
14	empty wastebaskets							
15	Reline wastebaskets							
16	Dust-mop or vacuum non-carpeted floors							
17	Damp-mop, disinfect & deodorize non-carpeted floors							
18	Vacuum carpeted floors, mats & runners							
19	Clean door glass							
20	Dust horizontal surfaces of furniture, cabinets & countertops							
21	Spot clean walls, doors & partitions <b>including Admin Building stairwells</b>							
22	Spot clean <del>partition</del> TC plate glass up to 7'							
23	Dust window & partition sills							
24	Clean, disinfect & polish stainless steel & anodized fixtures							
25	Spot clean carpets							
<b>TRANSIT CENTER BUILDING EXTERIOR</b>		S	M	T	W	T	F	S
26	Dispose of all debris & trash on floors							
27	Empty wastebaskets							
28	Reline wastebaskets							
29	Clean door glass							
30	Spot clean TC plate glass up to 7'							
31	Clean, disinfect & polish stainless steel & anodized fixtures							
32	Sweep exterior passenger waiting area							
<b>WEEKLY</b>								
<b>TRANSIT CENTER BATHROOMS</b>								
33	Clean & disinfect toilet stalls/partitions & nearby wall tiles							
34	Clean doors including frame & hardware							
<b>TRANSIT CENTER BUILDING INTERIOR</b>								
35	Damp-wipe all visible surfaces of <del>non-wood</del> furniture, cabinets & countertops							
36	Clean partition & bulletin board glass up to 9'							
37	Vacuum upholstered furniture							
38	Clean & disinfect passenger benches							
<b>TRANSIT CENTER BUILDING EXTERIOR</b>								
39	Clean & disinfect passenger benches							

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| Week Ending \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

