

# EXHIBIT B

## JANITORIAL SERVICE SATISFACTION CHECKLIST

### For Services at:

1312 Fairlane Rd., 311 Fourth St., and 305 Butte St.  
Yreka CA 96097

#### DAILY (Consistently)

- |  |   |
|--|---|
| <input type="checkbox"/> Empty all trash receptacles and ashtrays      | <input type="checkbox"/> Spot vacuum/mop                          |
| <input type="checkbox"/> Thoroughly clean and disinfect countertops    | <input type="checkbox"/> Remove shredded paper (where applicable) |
| <input type="checkbox"/> Thoroughly clean and disinfect restrooms      | <input type="checkbox"/> Keep janitorial closet clean and orderly |
| <input type="checkbox"/> Sweep floors/stairs/elevators                 | <input type="checkbox"/> Set building alarm and lock doors        |
| <input type="checkbox"/> Thoroughly clean drinking fountains/handrails |   |
| <input type="checkbox"/> Return keys to pre-selected location          |   |

#### TWICE PER WEEK (Consistently)

- |  |   |
|--|---|
| <input type="checkbox"/> Vacuum all carpeted areas, including stairs | <input type="checkbox"/> Clean glass doors                                |
| <input type="checkbox"/> Thoroughly clean and disinfect kitchens     | <input type="checkbox"/> Mop all floors (hallway/entryway/restroom, etc.) |

#### MONTHLY (Consistently)

- Dust all exposed surfaces

#### TWICE PER YEAR (Date: \_\_\_\_\_)

- |  |  |
|--|--|
| <input type="checkbox"/> Scrub and wax all floors  | <input type="checkbox"/> Clean vents and louvers |
| <input type="checkbox"/> Dust all window coverings | <input type="checkbox"/> Clean carpets           |

#### AS NEEDED

- |   |  |
|---|--|
| <input type="checkbox"/> Replenish all restroom supplies                    | <input type="checkbox"/> Clean light covers      |
| <input type="checkbox"/> Clean noticeable spots on carpet                   | <input type="checkbox"/> Clean trash receptacles |
| <input type="checkbox"/> Clean interior glass when visibly dirty            | <input type="checkbox"/> Remove cobwebs          |
| <input type="checkbox"/> Scrub and wax basement floor (old Courthouse only) |  |

- OVERALL RATING:     Satisfactory  
                                   Needs Improvement  
                                   Unsatisfactory

#### COMMENTS:

By: \_\_\_\_\_  
**Name of County Department Head**

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