

Date _____

From: NASP, Facilities Management Department, 452-4515, Request # _____

Subj: CUSTODIAL CONTRACT SERVICES

1. Additional service to scheduled contract

- a. Date required _____ Activity _____
- b. Point of contact _____ Phone number _____
- c. _____ Every other day cleaning _____ Other _____
- d. Bldg. _____ Room _____ x _____ Square feet _____
Bldg. _____ Room _____ x _____ Square feet _____
Bldg. _____ Room _____ x _____ Square feet _____
Bldg. _____ Room _____ x _____ Square feet _____
Bldg. _____ Room _____ x _____ Square feet _____

2. Cancellation of service

- a. Date requested to remove from contract _____
- b. Point of contact _____ Phone number _____
- c. Activity _____
- d. Bldg. _____ Room _____ x _____ Square feet _____
Bldg. _____ Room _____ x _____ Square feet _____
Bldg. _____ Room _____ x _____ Square feet _____

3. Request for one time service (Indefinite Quantity, Blanket Delivery Order)

- a. Date required _____ Activity _____
- b. Point of contact _____ Phone number _____
- c. Type of service requested:
_____ Clean carpet _____ Mop, strip, wax floors
_____ Vacuum carpet _____ Clean bathrooms
_____ Other _____
- d. Bldg. _____ Room _____ x _____ Square feet _____
Bldg. _____ Room _____ x _____ Square feet _____
Bldg. _____ Room _____ x _____ Square feet _____
Bldg. _____ Room _____ x _____ Square feet _____
Bldg. _____ Room _____ x _____ Square feet _____