

Attachment 3: SAMPLE Quality Control Plan

SAMPLE QUALITY CONTROL PLAN

Purpose: This Quality Control Plan is our companies plan to assure procedures for measuring, tracking, reporting and analyzing janitorial performance.

Responsibility for Quality Assurance: Our Company is responsible for quality control and management actions to meet the performance requirements and terms of the Contract.

Monitoring Methods: Our Company will monitor tasks to commercial standard cleaning procedures and contract requirements. When applicable a Quality Control Monitor will be identified to inspect tasks. The Quality Control Monitor will identify deficiencies and record the deficiencies and time of corrections. Inspection documents will be made available to the Contracting Officer and Contracting Officer Representative (COR) when requested.

Security Measures: Our Company will provide security of government provided property. If a government key is issued and lost we will notify the COR immediately and take corrective action.

Customer comments/feedback: Our Company is available to receive any comments or feedback.