Operational Service Standard Report

Submitted By:	Divya	
For the Month of:	April	2023
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Operational Service Score		Services	Values
Professionalism	1	Personal grooming	1
	2	Professional Knowledge	1
	3	Customer Service	1
Service Quality	1	Cleaning and inspection frequencies	2
	2	No. of substantiated complaints / feedback received	0
	3	Timely joint inspection	3
	4	Meet submission timeline for monthly report	5
	5	Content of report is clear and comply to Clause 19 of the Requirement Specifications.	5
Health and Safety	1	Adhere to safe working procedures (including working on powered cleaning equipment)	1
	2	Personal protective equipment (PPE)	2
Care for the Environment	1	Using eco-friendly cleaning chemicals	1
	2	Using eco-friendly paper products and liners	2
	3	Recycling efforts	1

Operational Service Score:	[(25.0/Max 42 points)*60%] = 35.71
Cleaning Performance Score:	20.0

S/N	Score components	Weightage	Actual Score	% of the total score for the
1	**Operational Service Score**	**60**	**25.0**	**35.71**
2	**Cleaning Performance Score**	**40**	**20.0**	**8.0**
	TOTAL	**100**		**43.71**