

TOUCHPOINTS

	Areas	Location Name	✓
1	All	Door frames	
2	All	Door handles	
3	All	Elevator buttons	
4	All	Elevator cars	
5	All	Filing cabinet handles (include underside)	
6	All	Filing cabinets	
7	All	Hole punches	
8	All	Light switches	
9	All	Phone handles	
10	All	Phone touchscreens	
11	All	Printer paper trays	
12	All	Printer touchscreens	
13	All	Scissors	
14	All	Stairway door handles	
15	All	Stairway railings	
16	All	Staplers	
17	All	Tape dispensers	
18	Breakrooms	Chairs	
19	Breakrooms	Coffee grounds holder handles (include underside)	
20	Breakrooms	Coffee maker buttons	
21	Breakrooms	Coffee pot handles (include underside)	
22	Breakrooms	Cookie container lid	
23	Breakrooms	Cookie scoop handles (include underside)	
24	Breakrooms	Counters	
25	Breakrooms	Microwave handles (include underside)	
26	Breakrooms	Microwave touchscreens	
27	Breakrooms	Refrigerator handles (include underside)	

	Areas	Location Name	✓
28	Breakrooms	Refrigerator ice scoop handles (include underside)	
29	Breakrooms	Refrigerators	
30	Breakrooms	Sink handles (include underside)	
31	Breakrooms	Sinks	
32	Breakrooms	Tables	
33	Breakrooms	Water cooler handles (include underside)	
34	Breakrooms	Water coolers	
35	Entryway	Chairs	
36	Entryway	Doors	
37	Entryway	Tables	
38	Offices	Computer keyboards	
39	Offices	Computer mice	
40	Offices	Computer monitors	
41	Offices	Computer on/off switches	
42	Offices	Chair backs	
43	Offices	Chair armrests	
44	Offices	Desk drawers	
45	Restrooms	Counters	
46	Restrooms	Doors	
47	Restrooms	Faucets	
48	Restrooms	Sinks	
49	Restrooms	Toilets	
50	Restrooms	Paper towel dispensers	
51	Restrooms	Toilet paper dispensers	
52	Restrooms	Soap dispensers	
53	Security	Clip boards/pens	
54	Security	Computer equipment	
55	Security	Counters	
56	Shipping	Door(s)	
57	Shipping	Mail bins	
58	Shipping	Postage machine	

Additional Items:

Client signature:

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