REDACTED

Your Logo

Add to Cart

Your Company Name

JANITORIAL SERVICE **QUALITY PLAN**

Origination Date: (month year)

Document Identifier:	Name, Number, Unique ID
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete

(Your Project Description)

July Speci

Under the Supervision of

(Your Customer Name)

This document describes the quality control plan for xxxxxx.

Page 1 of 14

Your Logo	Your Company Name	Quality Program
TBD		Rev: Orig

REVISION LOG

Issue	Date	Comment	Author	
0-0				
			, NO	
			.00	
			o.M	

<u> </u>	ssue Item		Reason for Cha	ange
			, O.,	
<u></u>				
		×	es,	
		Sec.		
	/.	SX		
	101			
	© 3°			
	N.			
: (9)			
.(()	▼			

Page 2 of 14

PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Issued". Date Printed:	Form Rev: Orig
-------------------------	---	----------------

Your Logo

TBD

Your Company Name

Quality Program

Rev: Orig

TABLE OF CONTENTS

SCOPE	4
RESPONSIBILITY AND AUTHORITY	4
SUBMITTALS	5
INSPECTION SYSTEM	6
TESTING	8
DOCUMENTS AND RECORDS	9
	9
DOCUMENTATION	10
WORKMANSHIP	10
LIST OF DEFINABLE FEATURES OF WORK	11
ACHMENT 1 - ORGANIZATION CHART	13
ACHMENT 2 - QC RESUMES	14
July Specialities	
Page 3 of 14	
4	RESPONSIBILITY AND AUTHORITY

Your Logo	Your Company Name	Quality Program
TBD		Rev: Orig

1.0 SCOPE

The Company's quality system has been fully documented and implemented and is maintained as needed to meet the requirements of the Company vision and governing policies.

The Company has adopted a process-oriented method of management. This approach emphasizes the importance of:

	~ 1 4
a)	
b)	180
c)	all
d)	
	0.5

The sequence and interaction of processes has been determined and are controlled by specific criteria and methods. Objectives are set for each process and then measured and monitored with appropriate data gathered and analyzed to ensure process effectiveness. During Management Review, process resources are discussed and allocated by management, as applicable. Corrective and preventive action is taken to ensure the processes achieve the desired results and continually improve.

2.0 RESPONSIBILITY AND AUTHORITY

All employees are empowered to request corrective or preventive action to prevent the occurrence of nonconformities relating to the service or the quality management system. The QC Manager oversees this effort and makes sure that such issues are identified and recorded, that solutions are transmitted to and resolved by the proper functions, and that the solutions are verified for effectiveness.

Project Superintendent

The Project Superintendent oversees all aspects of the job - responsibilities include:



•

The Project Superintendent has the authority to

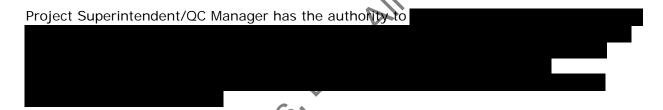
Page 4 of 14

Your Logo **Quality Program** Your Company Name TBD Rev: Orig

QC Manager

The Company's QC Manager verifies conformance to all Plans and Specifications responsibilities include but are not limited to:

well wide



Alternative Contractor Quality Control Representative

In the event the QC Manager is not present at the jobsite, the Alternative Quality Control Representative assumes all responsibilities and authorities. See attached letter signed by a responsible authority of the Company that outlines responsibilities of the Alternative Quality Control Representative, which includes

See Attachment Corganization chart that shows lines of authority with the QC Manager reporting to the Project Superintendent. See Attachment 2 qualifications in resume format for the duties, responsibilities and authorities of each person assigned a QC function.

SUBMITTALS

All submittals are

Contractor Prepared Submittal Register

The Submittal Register is tailored to meet project schedules and is used as a checklist to assure

Page 5 of 14

PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Issued". Date Printed:	Form Rev: Orig
-------------------------	---	----------------

Your Logo	Your Company Name	Quality Program
TBD		Rev: Orig

Prior to submittal, all items shall be checked and approved by the QC representative and each item shall be Submittals will include items such as:

The Submittal Register may not be all-inclusive and additional submittals may be required. The approved submittal register will become the scheduling document and will be used to

Scheduling Procedure

The Company uses software program (your software name) to assure delivery of submittals according to requirements of (your Customer doc) and upon completion of service according to requirements of (your Customer doc).

4.0 INSPECTION SYSTEM

Technical documentation and identified critical items including key characteristics provides the requirements for all work. In all cases, this must include

Incoming materials are inspected by Quality to ensure they meet requirements before use and as a means of monitoring ongoing Supplier quality.

Inspection consists of Preparatory, Initial and Follow-up Inspections and applicable records for each Inspection.

Preparatory Inspections

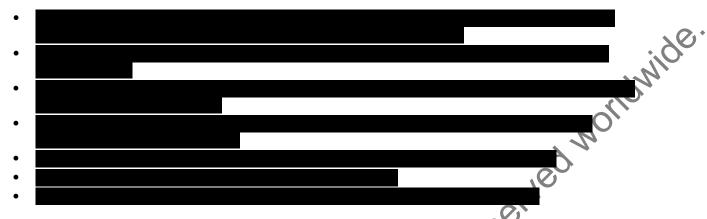
This inspection will be conducted prior to beginning all definable segments of work as well as at the beginning of all of the Phases of the Contract. The Customer/Inspector and other involved personnel will be notified twenty-four (24) hours in advance of this inspection.

reparatory Inspections may include:

PREPARATORY INSPECTION SHOULD BE POSTPONED UNTIL APPLICABLE SUBMITTALS ARE COMPLETED.

Page 6 of 14

Your Logo	Your Company Name	Quality Program
TBD		Rev: Orig

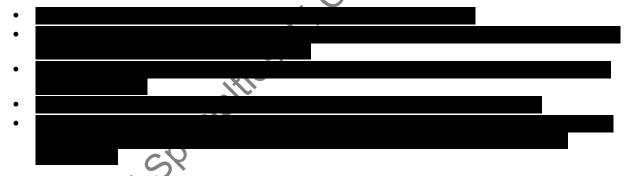


RECORD THE RESULTS OF THIS INSPECTION ON SEPARATE SHEETS AND ATTACH THEM TO THE DAILY REPORT.

Initial Inspections

This inspection will be held after a representative portion of the work has been accomplished. The Customer/Inspector and other involved personnel will be notified twenty-four (24) hours in advance of this inspection.

Initial Inspections may include:



RECORD THE RESULTS OF THIS INSPECTION ON SEPARATE SHEETS AND ATTACH THEM TO THE DAILY REPORT.

Follow-up Inspections

This inspection will be performed as required. The Customer/Inspector and other involved personnel may arrange with the QC Manager to be present for this inspection.

Follow-up Inspections may include:

•

Your Logo	Your Company Name	Quality Program
TBD		Rev: Orig

•		
		_ \@
•		(0)
		"W,
•		10"

Documentation and Control

Completion Inspection

Action Items:

The Project Superintendent and QC Manager shall conduct an inspection of the work and develop an action item list of nonconformances to the approved specifications.

The Responsible Authorities will document and include

Pre-Final Inspection

The Customer will perform this inspection to verify the work is complete. A Customer Pre-Final Action Item List may be developed as a result of this inspection. The QC Manager shall ensure

Final Acceptance Inspection

The QC Manager or other primary management personnel and the Customer Representative shall be in attendance at this inspection. The final acceptance inspection will be formally scheduled by the Project Superintendent based upon results of the Pre-Final Inspection. Notice shall be given by the Project Superintendent at least ?? days prior to the final acceptance inspection and shall include

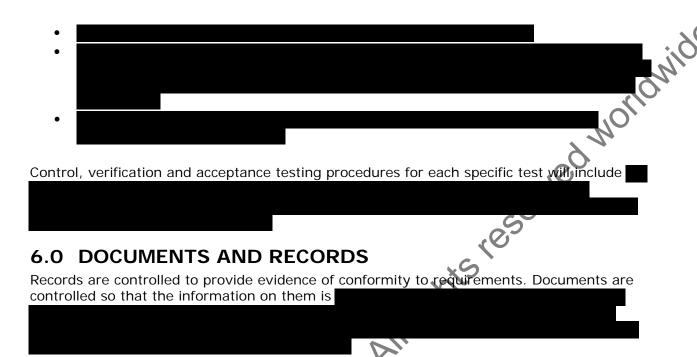
5.0 TESTING

The Testing Plan for the (your project name) is as follows:

Page 8 of 14

PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Issued". Date Printed:	Form Rev: Orig
-------------------------	---	----------------

Your Logo	Your Company Name	Quality Program
TBD		Rev: Orig



7.0 CONTROL OF NONCONFORMANCES

Work elements that are found to be nonconforming against specified requirements are identified, documented, segregated (if possible), evaluated and dispositioned to prevent unintended use. Necessary corrective and preventive actions are taken to contain the effect of the nonconformity on other services and actions are

REWORK PROCEDURES (

The Company has a long standing successful Noncompliance Management Program to ensure all deficiencies are recorded, logged and pursued from identification through acceptable corrective action. Upon identification of a deficiency, a noncompliance report will

A narrative will be provided describing

The deficiency will be noted on the Daily Report and tracked daily until

The Noncompliance Program will be maintained throughout the life of the project. Copies of all noncompliance reports will be available for review by the Customer/Inspector as well as any Subcontractor involved in the deficiency.

Page 9 of 14

Your Logo	Your Company Name	Quality Program
TBD		Rev: Orig

The Noncompliance Log will be updated monthly or as requested by the Project Superintendent.

8.0 DOCUMENTATION

Procedure

All reportable records shall include names of attendees.

All submittals of records will be maintained at the job site.

Moldwide, Test Reports will be attached to the Daily Report as they are received by the QCManager.

The QC Manager will submit all Inspection Reports not more than one (1) working day after each inspection.

Registers / Files Maintained at Job Site



9.0 WORKMANSHIP

The Company plans and carries out services that include workmanship requirements for:



Page 10 of 14

Your Logo	Your Company Name	Quality Program
TBD		Rev: Orig

(Tailor this section to address key elements of the project. A definable feature of work is a task that is separate and distinct from other tasks, has separate control requirements and may be identified by different trades or disciplines or it may be work by the same trade in a different environment. This list should be agreed upon during the coordinate.

For instance – breakdown each work element from your contract Plans and Specifications:

General Requirements

CLEANUNC DECLUDEMENTS

CLEANING REQUIREMENTS
1) CARPETING IN PUBLIC AREAS THROUGHOUT THE BUILDING.
2) CARPETING IN OFFICE AREAS. CLASSROOMS, CONFERENCE ROOMS, ETC.:
2) CART ETTING IN OTTICE AREAS. CEASSICOMS, CONTERENCE ROOMS, ETC
3) CHILD CARE CENTER
4) CORRIDORS, AREAWAYS AND BUILDING CONNECTING PASSAGEWAYS:
4) CORRIDORS, AREAWAYS AND BUILDING CONNECTING PASSAGEWAYS.
E) DECLONATED CHICKING ADEAC
5) DESIGNATED SMOKING AREAS:
8) ELEVATOR (PASSENGER and FREIGHT):
7) ENTRANCES AND LOBBIES:

Your Logo

TBD

Your Company Name

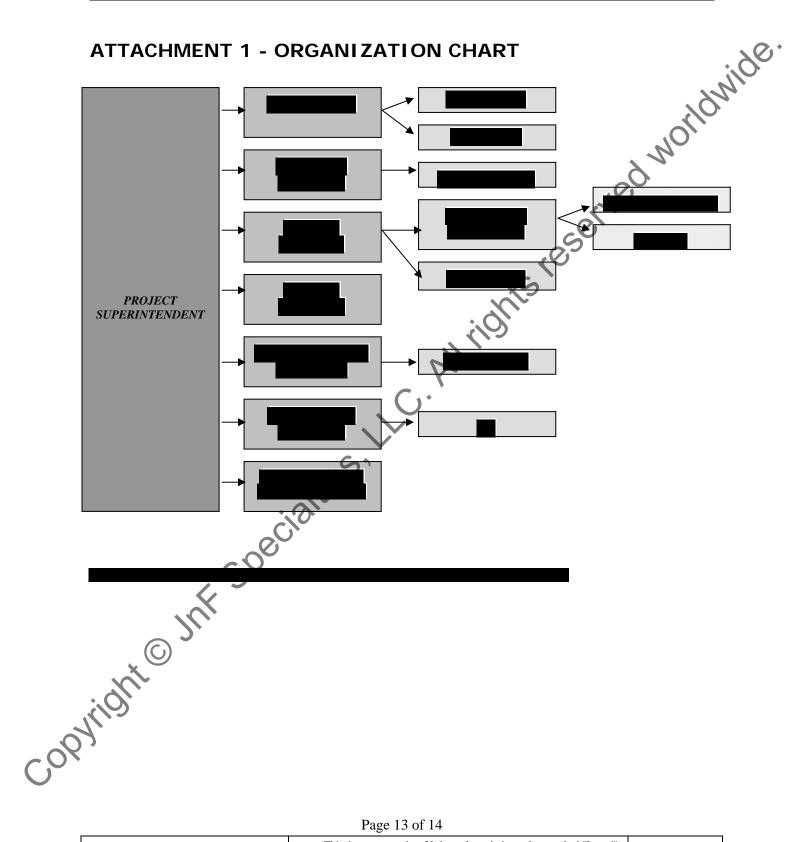
Quality Program

Rev: Orig

9)EXTERIOR GROUNDS, PARKING LOTS, GARAGE, BALCONIES, VEHICULE COURTS, DRIVEWAYS. ARCADES AND SIDEWALKS: Copyright July Specialties, L.C. All

Page 12 of 14

Your Logo	Your Company Name	Quality Program
TBD		Rev: Orig



Page 13 of 14

Your Logo TBD

Your Company Name

Quality Program

Rev: Orig

ATTACHMENT 2 - QC RESUMES

will verify addition, Mr/Mrs xxxxx is responsible for (your QC Manager) Mr/Mrs xxxxx is in charge of inspections and will verify (your QC Inspector)

Mr/Mrs xxxxx performs inspections to ensure conformance to quality, performance, safety

Copyright of July Specialties, I.C. Amigor

Page 14 of 14

Action Item List



Add to Cart