

BOSTON PROPERTIES INC. - CAMBRIDGE CENTER CLEANING INSPECTION REPORT

BUILDING/FLOOR(S)	DATE	TENANT(S)	CONTACT
PROPERTY MANAGER Michael O'Hearn	RATING CODES: 1 = Unacceptable 2 = Acceptable 3 = Standard 4 = Above Standard		

AREAS OF SERVICE	RATING <small>(Circle the appropriate rate)</small>	DESCRIPTION OF CONDITION
FLOOR WORK <small>(sweeping, vacuuming, etc.)</small>	1 2 3 4	
DUSTING <small>(furniture, partitions sills, etc.)</small>	1 2 3 4	
RESTROOM CLEANING & CONDITION <small>(floors, toilets, stocking etc.)</small>	1 2 3 4	
CARPET CLEANING <small>(common areas or if applicable)</small>	1 2 3 4	
TRASH COLLECTION <small>(desk side and recycle)</small>	1 2 3 4	
LOBBY AREA - TENANT <small>(main lobby & tenant floor lobby)</small>	1 2 3 4	
GARAGE <small>(cleanliness, lighting, etc.)</small>	1 2 3 4	

Please write additional comments below and fax:

Attention: Francie Valentin
Property Management Coordinator
617.497.2138

Comments

TENANT SIGNATURE: _____