

Attachment I

Task Reporting Requirements

**ATTACHMENT I
TASK REPORTING REQUIREMENTS**

<u>Due</u>	<u>Date</u>	<u>Description</u>
With Offer		Safety & Health Plan
Contract Award Date + 15 As revised		List of employees List of employees
Contract Award Date + 15 As revised		Work schedules Work schedules
Contract Award Date + 15		Quality Assurance Plan (QAP)
Contract Award Date + 15 As revised and with a copy to EMO		Material Safety Data Sheets (MSDS) Material Safety Data Sheets (MSDS)
Contract Award Date + 30 As revised		Employee training records Employee training records
24 hours after mishap		NASA Mishap Report, Form 1627
Monthly	1 st	Work Request & Emergency Service Report
Monthly	1 st	Quality Inspection & Deficiency Report
Monthly	1 st	List of work accomplished for long- range cleaning tasks, such as: - window washing - carpet & mat cleaning - restroom perimeter wall washing - cleaning of HVAC ceiling vents
Monthly	1 st	Report on Safety Training
Yearly	11/30	List of supplies purchased
End of contract or Upon Request	11/30	List of carpet installations
End of contract or Upon Request	11/30	List of Medical Waste Collected