

Company ABC

Email To: John Doe

From:

SQUARE CARE
Phone: 602-437-9797

Company ABC			Start Date 10/01/2015 Completion Date 9/30/2016
Date	Building	Area	Progress Report
4/27/16	ABC		End of active freeze period at 9:00 AM
4/25/16	ABC		Start of active freeze period at 5:00 PM
4/22/16	ABC	12x	Completed cleaning of 12x area as requested by facilities.
4/22/16	ABC	12x4x	Completed scheduled carpet cleaning.
4/22/16	ABC	All Above Floor	Completed all above floor Zone 13.
4/21/16	ABC	All Above Floor	Completed all above floor clean Zones 11, 12 & 17.
4/20/16	ABC	Zone 12	Started sub-floor cleaning.
4/20/16	ABC	All Above Floor	Completed all above floor clean Zones 15 & 16.
4/19/16	ABC	All Above Floor	Completed all above floor clean Zones 14.
4/19/16	ABC	Zone 13	Continued sub-floor cleaning.
4/18/16	ABC	Zone 12	Completed lights, PDUs and CRAC unit cleaning.
4/18/16	ABC	Zone 13	Continued sub-floor cleaning.
4/3/16	ABC		End of active freeze period.
3/18/16	ABC		Start of active freeze period.
3/17/16	ABC	Zone 13	Started sub-floor cleaning.
3/17/16	ABC	Zone 13	Completed lights, PDUs and CRAC unit cleaning.
3/17/16	ABC	Zone 13	Completed server cabinet cleaning.

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3/16/16	ABC	12x Above Floor	Completed 12x above floor.
3/16/16	ABC	12x Admin Carpet	Completed 12x administration and engineering carpet.
3/16/16	ABC	Zone 13	Started lighting cleaning.
3/16/16	ABC	Zone 13	Continued server cabinet cleaning.
3/15/16	ABC	Zone 13	Started server cabinet cleaning.
3/15/16	ABC	Zone 17	Completed server cabinet cleaning.
3/14/16	ABC	Zone 17	Continued server cabinet cleaning.
3/13/16	ABC	Zone 17	Started server cabinet cleaning.
3/13/16	ABC	Zone 17	Completed lights, PDU's & CRAC Units.
2/24/16	ABC	12x	Completed 12x phase one first clean.
2/23/16	ABC	Quarterly Inspection	Completed quarterly inspection. All areas and our equipment are up to the expected standards, looks great.
2/19/16	ABC	12x Above Floor	Completed 12x above floor.
2/19/16	ABC	Zone 17	Continued lighting cleaning.
2/19/16	ABC	Zone 17	Completed sub-floor cleaning.
2/18/16	ABC	12x Above Floor	Started above floor cleaning.
2/18/16	ABC	Zone 17	Started sub-floor cleaning.
2/18/16	ABC	Zone 17	Continued lighting cleaning.
2/18/16	ABC	Zone 16	Completed server cabinet cleaning.
2/17/16	ABC	12x	Completed 12x phase one first clean.
2/17/16	ABC	Zone 17	Continued lighting cleaning.
2/17/16	ABC	Zone 16	Continued server cabinet cleaning.

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2/17/16	ABC	Zone 16	Completed sub-floor cleaning.
2/16/16	ABC	12x Admin Carpet	Completed scheduled admin carpet cleaning.
2/16/16	ABC	Zone 17	Started lighting cleaning.
2/16/16	ABC	Zone 16	Started server cabinet cleaning.
2/16/16	ABC	Zone 16	Started sub-floor cleaning.
2/15/16	ABC	Zone 16	Completed lights, PDU's & CRAC Units.
2/15/16	ABC	Zone 15	Completed server cabinet cleaning.
1/15/16	ABC	Wall to Wall Carpet	Completed all scheduled carpet cleaning except locked offices. Start of active freeze period.
1/15/16	ABC	All Above Floor	Completed all above floor clean Zones 11, 12, 13 & 17.
1/14/16	ABC	All Above Floor	Completed all above floor clean Zones 17.
1/14/16	ABC	Zone 15	Completed lights, sub-floor, PDU's & CRAC Units.
1/14/16	ABC	12x	Completed scheduled 12x cleaning.
1/13/16	ABC	All Above Floor	Completed all above floor clean Zones 16.
1/13/16	ABC	Zone 15	Continued sub-floor cleaning.
1/12/16	ABC	All Above Floor	Completed all above floor clean Zones 14 & 15.
1/12/16	ABC	Zone 15	Started sub-floor cleaning.
1/12/16	ABC	Zone 14	Completed server cabinet cleaning.
1/11/16	ABC	Zone 14	Started server cabinet cleaning.
1/11/16	ABC	Zone 14	Completed lights, PDU's & CRAC Units.
1/8/16	ABC		End of active freeze period.

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12/12/15	ABC		Start of active freeze period.
12/10/15	ABC	Zone 14	Completed sub-floor cleaning.
12/9/15	ABC	12x Admin Carpet	Completed scheduled admin carpet cleaning.
12/9/15	ABC	Zone 14	Continued sub-floor cleaning.
12/9/15	ABC	All Above Floor	Completed all above floor clean Zones 14 & 15.
12/8/15	ABC	Chiller Room	Completed epoxy floor cleaning and sealing. Floor showing lots of damage. Only able to remove 50% of glue and black paint over spray. Sealer signed off by Facilities.
12/8/15	ABC	Zone 14	Started sub-floor cleaning.
12/8/15	ABC	All Above Floor	Completed Zones 12, 13, 16 & 17 above floor cleaning.
12/7/15	ABC	Chiller Room	Started epoxy floor cleaning. Floor showing damage from pallets, glue and black paint from over spray.
12/7/15	ABC	All Above Floor	Completed Zone 11 above floor cleaning.
12/7/15	ABC	12x	Completed scheduled 12x cleaning.
11/12/15	ABC	12x	Completed scheduled 12x cleaning.
11/12/15	ABC	12x Above Floor	Completed above floor cleaning.
11/12/15	ABC	12x Admin Carpet	Completed scheduled admin carpet cleaning.
10/26/15	ABC	Quarterly Inspection	Completed quarterly inspection. All areas and our equipment are up to the expected standards, looks great.
10/16/15	ABC	12x 4x	Completed scheduled carpet cleaning

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10/16/15	ABC	12x	Completed scheduled 12x cleaning.
10/16/15	ABC	Zone 13	Completed above floor cleaning
10/16/15	ABC	Zone 12	Completed above floor cleaning. Note: Zone 12 cleaning was September work that could not be completed do to the unexpected freeze.
10/16/15	ABC	Zone 17	Completed above floor cleaning
10/15/15	ABC	Zone 17	Started above floor cleaning
10/15/15	ABC	Zone 16	Completed above floor cleaning.
10/15/15	ABC	Zone 15	Completed above floor cleaning.
10/15/15	ABC	Zone 12	Completed lights, server racks, PDU's & CRAC Units. Note: Zone 12 cleaning was September work that could not be completed do to the unexpected freeze.
10/14/15	ABC	Zone 15	Started above floor cleaning.
10/14/15	ABC	Zone 12	Completed sub-floor cleaning. Started server row and light cleaning. Note: Zone 12 cleaning was September work that could not be completed do to the unexpected freeze.
10/13/15	ABC	Zone 14	Completed above floor cleaning.
10/13/15	ABC	Zone 11	Completed 12x4x above floor cleaning.
10/13/15	ABC	Zone 12	Continued sub-floor cleaning. Note: Zone 12 cleaning was September work that could not be completed do to the unexpected freeze.
10/12/15	ABC	Zone 11	Started 12x4x above floor cleaning.

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10/12/15	ABC	Zone 12	Started sub-floor cleaning. Note: Zone1 2 cleaning was September work that could not be completed do to the unexpected freeze.
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