



Date: 1/18/19

Purchasing Department  
[purchasing@sinclair.edu](mailto:purchasing@sinclair.edu)

**ADDENDUM #2**

**REFERENCE: RFP #PUR201901 CUSTODIAL SERVICES**

**This addendum incorporates the following language as additional requirements to be included in the contract award and it also addresses questions received from vendors:**

**Language:**

1. The Sinclair Police Department runs local background checks on potential new hires before they are hired.
2. The vendor who has the new contract must advise their employees that they will take a polygraph if one is deemed appropriate by Sinclair Police. The polygraph will most likely be administered by the Dayton Police Department once a criminal complaint is completed and investigated by Sinclair Police who will identify the most likely suspect

**Questions:**

1. Are floor plans available for each building?
  - Yes, floor plans are available upon request
2. Can you provide floor finishes by type (carpet, laminate, vct, tile, stone, etc.) and square footage for each building?
  - Floor finishes carpet vs. hard surface (see Attachment A).
3. What is current spend for this contract?
  - We are not at liberty to divulge this information.
4. Is the current service provider union?
  - No.
5. Is Sinclair willing to partner with a non-union service provider for this contract?
  - Yes.
6. When is the Bid Guaranty and Contract Bond due?
  - Once the contract is awarded and executed, the bid guaranty and contract bond must be in place by July 1, 2019.



7. Do you have a sample Service Level Agreement including examples of penalties and incentives?
  - We are not at liberty to divulge this information.
  
8. 4.01 Objectives, page 17 – Please provide more detail on the required light maintenance service for the Learning Centers.
  - Replace burned out light bulbs, addressing clogged toilets, and light furniture moves.
  
9. 4.2 Requirements, page 18 – If 80% of cleaning is performed after normal business hours, please provide in detail what is to be cleaned the other 20% during business hours (site, square footage, frequency).
  - Current list (see Attachment B).
  
10. When including 40 hours annually for each site to cover emergencies, events, etc., does “site” refer to each location/campus (downtown Dayton campus, Learning Centers, Courseview and Centerville) or each specific building located at each location?
  - Annual total of 40 hours covers all location.
  
11. 4.3 Tasks, page 20 – How are the supplies per the statement “The contractor shall provide all cleaning supplies including but not limited to toilet paper; trashcan liners; tampon disposal liners, paper towels, liquid/foam hand soap and feminine hygiene products.” to be accounted for in our proposal? Since the usage of these items can vary, will Sinclair pay for the actual usage of these supplies on a monthly basis or are we to incorporate a fixed price for these items into our bid?
  - Fixed price based on population of campus.
  
12. Please provide a usage breakdown of these supplies (paper, plastic, soap, etc.) if a fixed price is required.
  - Current quantities (see Attachment C).
  
13. Is a 6 cu yd waste container for the Courseview Campus required as part of this contract?
  - No.
  
14. Appendix B, Cleaning Schedule – Can you provide a more detailed schedule by site and frequency that addresses the following questions?
  - Classes are held during our Normal Business Hours and volume will fluctuate based on enrollment. Our Normal Business have changed. The new corrected hour for all locations are:
    - 8:00 AM – 10:30 PM Monday through Friday
    - 8:00 AM – 5:00 PM Saturday
    - 9:00 AM – 4:00 PM Sunday



15. Are the cleaning requirements on Saturday and Sunday the same as Monday through Friday? If not, please explain.
  - Yes.
16. What business sensitive areas (building and square footage) require day cleaning?
  - See response to Question 9.
17. Are there any other day cleaning requirements such as porters to service restrooms, break areas, common areas, etc?
  - Yes, to ensure proper service during high volume times of use as required.
18. Do all buildings require 7 day per week service, or are some buildings only 5 days per week, and if so, which buildings?
  - Buildings 12,19,13,14, require 7 days per week and others as required.
19. Are there specific portering requirements during the normal hours of 7am – 10:30pm? I.e. Does Sinclair expect x amount of employees for onsite coverage in certain buildings during those hours, or are we at liberty to staff the porter service as we decide?
  - Provide adequate staff to accommodate service requirements.
20. Sinclair has provided the type of consumable supplies currently used, however this a direct cost and is also dependent on the current volume. Can Sinclair provide the annual volume of consumable products being used?
  - See response to Question 12.
21. The due date for proposals on page 6 states January 7, and elsewhere is stated as January 18. Please confirm that the due date is January 18.
  - Due date has been adjusted per Addendum 1.
22. Do you know how many square feet of exterior windows are required to be cleaned?
  - Information not available.
23. When will the answers to these questions be provided?
  - Answers will be provided in Addendum #2 on January 18, 2019.
24. What are Sinclair Standards for background checks as specified on page 17?
  - Multiple screening methods should include:
    - SSN Trace
    - Multi-State Criminal Database Search
    - OFAC Terrorist Watch List
    - Nationwide Criminal Search
    - County Criminal Search (7-year address history)



- Federal Criminal Search (7-year address history)
  - Local Background Check by Sinclair Police
  - Polygraph Requirement
  - OIG/SAM Healthcare Sanctions Search
  - AKA Searches and Up to Three Are Screened Per Check
25. There was some discussion during the walk-through at Courseview about the requirement for a dumpster. Please confirm whether or not we are required to provide.
- No dumpster required.
26. What tasks are considered to be light maintenance at the Learning Centers as specified on page 17?
- See response to Question 9.
27. Will the selected vendor be provided with an office and internet service on campus?
- Yes.
28. Are there any requirements for employer portion of OPERS, SERS, or any other similar retirement plan?
- No.
29. Page 25 lists daily tasks. Are these tasks 5, 6 or 7 days per week? What are the expected services on the weekends?
- Same as daily tasks except for special event
30. Please provide the last 6 months of the current scorecards.
- We are not at liberty to divulge this information.
31. What is the amount of the current contract? Has any scope been added to this RFP that is not included in the current contract, i.e. square feet of buildings, window washing, trash removal at Courseview, expected APPA level of cleanliness?
- No current contract amount available; all included in current contract; no dumpsters in contract; APPA Level 2.
32. The RFP requires no less than APPA 2. Over the last 6 months has the level of cleanliness met this requirement?
- No.
33. Please provide any sample inspection reports used to quantify level of cleanliness.
- Sample inspection report attached (see Attachment D).
34. How is the special event support requested? If possible, please provide a list or other document – this will help us accurately budget hours for event support.
- Through internal email and weekly meetings (see Attachment F).



35. Page 24 lists specific products. May we propose similar products? All substitutes would be submitted for approval to the college prior to placing in service.
  - Substitutes may be submitted for review and consideration.
36. Page 24 lists products, can the college provide use history?
  - See response to Question 12.
37. What is the projected Faculty/staff FTE population for spring 2019? What is the expected FTE equivalent students for spring 2019?
  - Staff FTE: 554, Faculty FTE 340, Student FTE: 8,977.
38. Can you characterize building use during the summer versus the spring or fall terms?  
80%, 50%, same...
  - Estimated at 50%.
39. Currently, are the windows on the Dayton Campus washed 2x year? Who is the current Contractor?
  - 2x year external, Internal as needed; I Do Windows is the current provider.
40. Page 25 states that services are provided on a daily basis after normal work hours. What, if any, are the requirements for porters/matrons during the day
  - Clean business sensitive areas; restock restrooms and address spills and our cleaning services not able to be address during the after-hours shift.
41. Describe the cleaning requirements in the auto shops. Typically, trash is removed and floors are scrubbed, sinks washed, but work tables and tools boxes, shelving and equipment areas are the responsibility of the teacher and students.
  - The above description is accurate.
42. Please provide a calendar of events for the Ponitz Center and expectations for custodial support.
  - Calendar of events are provided two weeks in advance due to the ever changing events schedule. Cleaning services support for events includes but is not limited to trash removal, address spills, event clean up, floor cleaning, clean and stock restrooms, etc.). Cleaning personnel are to be present and available due the entire event.
43. There are a series of enclosed corridors connecting the buildings. Does the supplied cleanable square feet include this space?
  - No.
44. Page 5, 1.4 Type of Contract – “...it will be the standard contract used by Sinclair.” Please provide standard contract.



- The standard contract used by Sinclair is the Personal Services Contract (PSC); (see Attachment E).
45. Is the bond to be included with the proposal?
- Please see the response to question #6.
46. Page 8, 1.21 Bonding – “...must be provided by the successful bidder”.
- Please see the response to question #6.
47. Page 15, 2.11 Bonding – “...must be provided by the successful bidder”.
- Please see the response to question #6.
48. We are one of the firms participating in the custodial RFP. In our pre-bid meeting on Monday, we understood that the campus was open, and that we were at liberty to inspect the buildings to ensure an accurate bid. One of our employees assisting with our bid preparation was on site this morning to inspect but found some of the buildings to be locked. He located a security employee and was led into the building. I just wanted to make sure that this was OK. We would like to continue our inspections if possible and may request entry into other buildings if this is permissible.
- No. Safe and security considerations take precedence. All site inspections are to be conducted during normal hours of operation.
49. In order to best assess equipment, consumable and supplies, could you please give me some information in terms of Custodial Closets and where they are located in the buildings? A general explanation is sufficient. For example, is there one on every floor, etc.?
- There are 2 custodial closets in all buildings except Buildings 19 and 17 which have one.
50. Are there trash dumpsters at every building?
- No. They are located on the Dayton Campus at Buildings 12, 6, 17, 19, 20, and 13.
51. What is your recycling program look like?
- Our recycling program is performed in-house.
52. What is the square footage of the Scope of Work?
- This information was provided during the Pre-Bid Meeting.
53. What are the evaluation factors?
- APPA Standards and the attached (see Attachment D).

ATTACHMENT A

## SINCLAIR BUILDING

### Dayton Campus

Building	Cleanable SF
1	57,381
2	61,416
3	54,999
4	45,437
5	55,139
6	46,302
7	65,698
8	124,736
9	53,627
10*	61,633
11	53,754
12	121,649
13	142,877
14	105,608
17	9,138
18	3,697
19	18,398
20	66,644
LIB	68,387
Eaker St.	44,250

### Courseview Campus

Building	Cleanable SF
CVA	15,523
CVB	20,252

### Learning Centers

Building	Cleanable SF
ELC	14,263
HHLC	14,223

### Centerville Campus

Building	Cleanable SF
CENT	58,576

\*Under Construction; Cleanable SF will change slightly

# HARD SURFACE VS CARPET SF

Hard Surface SF	Carpet SF
13,882	43,499
16,555	44,861
25,086	29,913
17,753	27,685
8,634	46,505
6,897	39,405
26,970	38,728
102,771	21,965
10,978	42,648
N/A	N/A
11,139	42,615
32,159	89,490
59,867	83,010
49,535	56,073
8,242	896
3,406	291
8,137	10,261
44,888	21,756
1,044	67,343
26,924	17,326
5,313	10,210
5,032	15,220
1,863	12,400
1,860	12,363
17,754	40,822



**ATTACHMENT B**

**BUSINESS SENSITIVE DAY CLEANING AREAS**

<b>BUILDING</b>	<b>SF</b>
Library	4,684
6	3,110
7	25,970
9	10,408
10	3,324
12	3,653
13	15,284
14	85
17	973

**ATTACHMENT C**

**CUSTODIAL SUPPLIES PER MONTH**

<b>ITEM</b>	<b>QTY</b>
8 Inch Paper Towels	100 Cases
10 Inch Paper Towels	60 Cases
Toilet Paper	100 Cases
Foam Hand Soap	40 Cases
Tampax Tampons	2 Cases
Maxithin Pads	4 Cases



# SINCLAIR COLLEGE

## OVERVIEW

This document is designed to help you understand the APPA requirements and how they relate to the space in your building. It has forms to print for use for individual room audits; and it can compile the average cleaning score for each space type and the overall score to be reported.

## INSTRUCTIONS FOR USING THE AUDIT WORKBOOK

1. Identify all of the space types in your building and list each space type in the General Building Information tab. Some of your space types may not be listed, in which case you should try to match them with the most similar predetermined category. We can create additional checklists.
2. Determine the total number of rooms and total square footage per each space type and enter this information in the General Building Information tab.
3. After you have filled out the entire General Building Information tab, the cells to the right of "number of rooms to audit" in the Roster of Audit Spaces tab should be auto-populated with a number. That value should guide the number of rooms you audit. In the spaces below the heading "Space ID," include the names of the rooms you have randomly chosen to audit and include their square footage. You will know if you've met the minimum square meterage requirement if the answer to the question "Area of Audit Spaces Adequate?" pops up as "YES." If the answer is "NO," choose alternative rooms to audit so that the sum of the rooms' square footage is equivalent to at least 10% of the total square footage of the space type.

## MISSION

To develop operate and maintain a SAFE campus that is sustainable. Mission Statement The mission of the Facilities Management department is to sustain Sinclair Community College's overall appearance value standard by maintaining the college's buildings, grounds, utilities, equipment, mechanical and electrical systems in a cost effective manner, thereby providing an aesthetic, safe, healthy and comfortable environment for the college community.

## ATTACHMENT D



### APPA Cleaning Levels at Sinclair College

#### **Level 1 - Orderly Spotlessness**

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints. Lights all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor free. Supplies are adequate.
- Trash containers hold only daily waste, are clean and are odor free.

#### **Level 2 - Orderly Tidiness**

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days worth of dust, dirt, stains or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable upon close observation. Lights all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor free. Supplies are adequate.
- Trash containers hold only daily waste, are clean and are odor free.

#### **Level 3 - Casual Inattention**

- Floors are swept or vacuumed clean, but upon close observation there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges and fingerprints. Lights all work and fixtures are clean.
- Trash containers hold only daily waste, are clean and are odor free.

#### **Level 4 - Moderate Dinginess**

- Floors are swept or vacuumed clean, but are dull, dingy and stained. There is an obvious buildup of dirt and/or floor finish in corners and along walls.
- There is a dull path and/or obviously matted carpet in the walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, marks, smudges and fingerprints. Lights fixtures are dirty and some (up to 5%) lamps are burned out.
- Trash containers have old trash. They are stained and marked. Trash containers smell sour.

#### **Level 5 - Unkempt Neglect**

- Floors and carpets are dull, dirty, dingy, scuffed and/or matted. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls. Base molding is dirty, stained and streaked. Gum, stains, dirt, dust balls and trash are broadcast.

- All vertical and horizontal surfaces have major accumulations of dust, dirt, marks, smudges and fingerprints, all of which will be difficult to remove. Lack of attention is obvious.
- Lights fixtures are dirty with dust balls and flies. Many (over 5%) lamps are burned out.
- Trash containers overflow. They are stained and marked. Trash containers smell sour.


ATTACHMENT D


GENERAL BUILDING INFORMATION						
Number of Space Types:						
Space Type	Floor Type	Area (sq ft)	Number of Rooms	Floor Area to Audit (sq ft)	Minimum # of Rooms to Audit (If 5 rooms or fewer, ALL rooms must be audited)	Average Scores
Break Rooms				0	0	#DIV/0!
Conference Rooms				0	0	#DIV/0!
Copy/Mail Room				0	0	#DIV/0!
Common Areas				0	0	#DIV/0!
Elevators				0	0	#DIV/0!
Entrances				0	0	#DIV/0!
Loading Dock				0	0	#DIV/0!
Lobby				0	0	#DIV/0!
Office Area				0	0	#DIV/0!
Restrooms				0	0	#DIV/0!
Stairs				0	0	#DIV/0!
Locker Rooms				0	0	#DIV/0!
Non-Audited Spaces						
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>#DIV/0!</b>






ATTACHMENT D


<b>BREAK ROOM AUDIT FORM</b>		 <b>SINCLAIR</b> COLLEGE		<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect	
Space ID:		Space SQ FT:		Break Room Average Score: #DIV/0!	
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)	
Floors	52			0	
Horizontal Surfaces	13			0	
Lighting and Light Fixtures	3			0	
Trash Containers	15			0	
Vertical Surfaces	8			0	
Sinks/Counters	9			0	
<b>Total Raw Score</b>				<b>0</b>	
<b>Level = Raw Score / 100</b>				<b>0</b>	

<b>BREAK ROOM AUDIT FORM</b>		 <b>SINCLAIR</b> COLLEGE		<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect	
Space ID:		Space sq ft:			
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)	
Floors	52			0	
Horizontal Surfaces	13			0	
Lighting and Light Fixtures	3			0	
Trash Containers	15			0	
Vertical Surfaces	8			0	
Sinks/Counters	9			0	
<b>Total Raw Score</b>				<b>0</b>	
<b>Level = Raw Score / 100</b>				<b>0</b>	

<b>BREAK ROOM AUDIT FORM</b>		 <b>SINCLAIR</b> COLLEGE		<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect	
Space ID:		Space sq ft:			
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)	
Floors	52			0	
Horizontal Surfaces	13			0	
Lighting and Light Fixtures	3			0	
Trash Containers	15			0	
Vertical Surfaces	8			0	
Sinks/Counters	9			0	
<b>Total Raw Score</b>				<b>0</b>	
<b>Level = Raw Score / 100</b>				<b>0</b>	



**BREAK ROOM AUDIT FORM**




**SINCLAIR COLLEGE**

Appearance Level Key:  
 1 – Orderly Spotlessness  
 2 – Ordinary Tidiness  
 3 – Casual Inattention  
 4 – Moderate Dinginess  
 5 – Unkempt Neglect

Space ID: \_\_\_\_\_ Space sq ft: \_\_\_\_\_

Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	52			0
Horizontal Surfaces	13			0
Lighting and Light Fixtures	3			0
Trash Containers	15			0
Vertical Surfaces	8			0
Sinks/Counters	9			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

**BREAK ROOM AUDIT FORM**




**SINCLAIR COLLEGE**

Appearance Level Key:  
 1 – Orderly Spotlessness  
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Space ID: \_\_\_\_\_ Space sq ft: \_\_\_\_\_

Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	52			0
Horizontal Surfaces	13			0
Lighting and Light Fixtures	3			0
Trash Containers	15			0
Vertical Surfaces	8			0
Sinks/Counters	9			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

**BREAK ROOM AUDIT FORM**




**SINCLAIR COLLEGE**


Appearance Level Key:  
 1 – Orderly Spotlessness  
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Space ID: \_\_\_\_\_ Space sq ft: \_\_\_\_\_

Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	52			0
Horizontal Surfaces	13			0
Lighting and Light Fixtures	3			0
Trash Containers	15			0
Vertical Surfaces	8			0
Sinks/Counters	9			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>


ATTACHMENT D

COMMON AREA AUDIT FORM		 <span style="font-size: 2em; font-weight: bold; vertical-align: middle;">SINCLAIR</span> <span style="font-size: 1.5em; vertical-align: middle;">COLLEGE</span>		Appearance Level Key: 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect	
Space ID:		Space sq ft:		Common Area	
				Average Score: #DIV/0!	
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)	
Floors	80			0	
Horizontal Surfaces	9			0	
Lighting and Light Fixtures	3			0	
Trash Containers	5			0	
Vertical Surfaces; walls, doors, windows, vents, blinds	3			0	
<b>Total Raw Score</b>				<b>0</b>	
<b>Level = Raw Score / 100</b>				<b>0</b>	

COMMON AREA AUDIT FORM		 <span style="font-size: 2em; font-weight: bold; vertical-align: middle;">SINCLAIR</span> <span style="font-size: 1.5em; vertical-align: middle;">COLLEGE</span>		Appearance Level Key: 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect	
Space ID:		Space sq ft:			
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)	
Floors	80			0	
Horizontal Surfaces	9			0	
Lighting and Light Fixtures	3			0	
Trash Containers	5			0	
Vertical Surfaces; walls, doors, windows, vents, blinds	3			0	
<b>Total Raw Score</b>				<b>0</b>	
<b>Level = Raw Score / 100</b>				<b>0</b>	

COMMON AREA AUDIT FORM		 <span style="font-size: 2em; font-weight: bold; vertical-align: middle;">SINCLAIR</span> <span style="font-size: 1.5em; vertical-align: middle;">COLLEGE</span>		Appearance Level Key: 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect	
Space ID:		Space sq ft:			
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)	
Floors	80			0	
Horizontal Surfaces	9			0	
Lighting and Light Fixtures	3			0	
Trash Containers	5			0	
Vertical Surfaces; walls, doors, windows, vents, blinds	3			0	
<b>Total Raw Score</b>				<b>0</b>	
<b>Level = Raw Score / 100</b>				<b>0</b>	

COMMON AREA AUDIT FORM




# SINCLAIR COLLEGE

Appearance Level Key:  
 1 – Orderly Spotlessness  
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 3 – Casual Inattention  
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 5 – Unkempt Neglect

Space ID: \_\_\_\_\_ Space sq ft: \_\_\_\_\_

Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	80			0
Horizontal Surfaces	9			0
Lighting and Light Fixtures	3			0
Trash Containers	5			0
Vertical Surfaces; walls, doors, windows, vents, blinds	3			0
Total Raw Score				0
Level = Raw Score / 100				0

COMMON AREA AUDIT FORM




# SINCLAIR COLLEGE

Appearance Level Key:  
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Space ID: \_\_\_\_\_ Space sq ft: \_\_\_\_\_

Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	80			0
Horizontal Surfaces	9			0
Lighting and Light Fixtures	3			0
Trash Containers	5			0
Vertical Surfaces; walls, doors, windows, vents, blinds	3			0
Total Raw Score				0
Level = Raw Score / 100				0

COMMON AREA AUDIT FORM




# SINCLAIR COLLEGE


Appearance Level Key:  
 1 – Orderly Spotlessness  
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Space ID: \_\_\_\_\_ Space sq ft: \_\_\_\_\_

Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	80			0
Horizontal Surfaces	9			0
Lighting and Light Fixtures	3			0
Trash Containers	5			0
Vertical Surfaces; walls, doors, windows, vents, blinds	3			0
Total Raw Score				0
Level = Raw Score / 100				0


ATTACHMENT D

CONFERENCE ROOM AUDIT FORM	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	Appearance Level Key: 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect		
Space ID: _____		Space sq ft: _____		
		Conference Room Average Score: #DIV/0!		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	3			0
Trash Containers	20			0
Vertical Surfaces	7			0
Tables/Chairs	13			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

CONFERENCE ROOM AUDIT FORM	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	Appearance Level Key: 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect		
Space ID: _____		Space sq ft: _____		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	3			0
Trash Containers	20			0
Vertical Surfaces	7			0
Tables/Chairs	13			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

CONFERENCE ROOM AUDIT FORM	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	Appearance Level Key: 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect		
Space ID: _____		Space sq ft: _____		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	3			0
Trash Containers	20			0
Vertical Surfaces	7			0
Tables/Chairs	13			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

CONFERENCE ROOM AUDIT FORM




# SINCLAIR COLLEGE

Appearance Level Key:  
 1 – Orderly Spotlessness  
 2 – Ordinary Tidiness  
 3 – Casual Inattention  
 4 – Moderate Dinginess  
 5 – Unkempt Neglect

Space ID: \_\_\_\_\_ Space sq ft: \_\_\_\_\_

Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	3			0
Trash Containers	20			0
Vertical Surfaces	7			0
Tables/Chairs	13			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

CONFERENCE ROOM AUDIT FORM




# SINCLAIR COLLEGE

Appearance Level Key:  
 1 – Orderly Spotlessness  
 2 – Ordinary Tidiness  
 3 – Casual Inattention  
 4 – Moderate Dinginess  
 5 – Unkempt Neglect

Space ID: \_\_\_\_\_ Space sq ft: \_\_\_\_\_

Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	3			0
Trash Containers	20			0
Vertical Surfaces	7			0
Tables/Chairs	13			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

CONFERENCE ROOM AUDIT FORM




# SINCLAIR COLLEGE


Appearance Level Key:  
 1 – Orderly Spotlessness  
 2 – Ordinary Tidiness  
 3 – Casual Inattention  
 4 – Moderate Dinginess  
 5 – Unkempt Neglect


Space ID: \_\_\_\_\_ Space sq ft: \_\_\_\_\_

Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	3			0
Trash Containers	20			0
Vertical Surfaces	7			0
Tables/Chairs	13			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

ATTACHMENT D

COPY/MAIL ROOM AUDIT FORM		 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>		Appearance Level Key: 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect
Space ID:		Space sq ft:		Copy/Mail Room Average Score: #DIV/0!
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	3			0
Trash Containers	20			0
Vertical Surfaces	7			0
Tables/Chairs	13			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

COPY/MAIL ROOM AUDIT FORM		 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>		Appearance Level Key: 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect
Space ID:		Space sq ft:		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	3			0
Trash Containers	20			0
Vertical Surfaces	7			0
Tables/Chairs	13			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

COPY/MAIL ROOM AUDIT FORM		 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>		Appearance Level Key: 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect
Space ID:		Space sq ft:		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	3			0
Trash Containers	20			0
Vertical Surfaces	7			0
Tables/Chairs	13			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

COPY/MAIL ROOM AUDIT FORM



# SINCLAIR COLLEGE

Appearance Level Key:  
1 – Orderly Spotlessness  
2 – Ordinary Tidiness  
3 – Casual Inattention  
4 – Moderate Dinginess  
5 – Unkempt Neglect

Space ID:

Space sq ft:

Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	3			0
Trash Containers	20			0
Vertical Surfaces	7			0
Tables/Chairs	13			0
Total Raw Score				0
Level = Raw Score / 100				0

COPY/MAIL ROOM AUDIT FORM



# SINCLAIR COLLEGE

Appearance Level Key:  
1 – Orderly Spotlessness  
2 – Ordinary Tidiness  
3 – Casual Inattention  
4 – Moderate Dinginess  
5 – Unkempt Neglect

Space ID:

Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	3			0
Trash Containers	20			0
Vertical Surfaces	7			0
Tables/Chairs	13			0
Total Raw Score				0
Level = Raw Score / 100				0

COPY/MAIL ROOM AUDIT FORM




# SINCLAIR COLLEGE


Appearance Level Key:  
1 – Orderly Spotlessness  
2 – Ordinary Tidiness  
3 – Casual Inattention  
4 – Moderate Dinginess  
5 – Unkempt Neglect


Space ID:

Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	3			0
Trash Containers	20			0
Vertical Surfaces	7			0
Tables/Chairs	13			0
Total Raw Score				0
Level = Raw Score / 100				0

ATTACHMENT D

<b>ELEVATOR AUDIT FORM</b>		 <b>SINCLAIR</b> COLLEGE		Appearance Level Key: 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect
Space ID:		Space sq ft:		Elevator Average Score: #DIV/0!
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	3			0
Lighting and Light Fixtures	7			0
Brightwork (Pieces of varnished wood or polished metal)	16			0
Vertical Surfaces	29			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

<b>ELEVATOR AUDIT FORM</b>		 <b>SINCLAIR</b> COLLEGE		Appearance Level Key: 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect
Space ID:		Space sq ft:		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	3			0
Lighting and Light Fixtures	7			0
Brightwork (Pieces of varnished wood or polished metal)	16			0
Vertical Surfaces	29			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

<b>ELEVATOR AUDIT FORM</b>		 <b>SINCLAIR</b> COLLEGE		Appearance Level Key: 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect
Space ID:		Space sq ft:		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	3			0
Lighting and Light Fixtures	7			0
Brightwork (Pieces of varnished wood or polished metal)	16			0
Vertical Surfaces	29			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>



ELEVATOR AUDIT FORM



# SINCLAIR COLLEGE

Appearance Level Key:  
1 – Orderly Spotlessness  
2 – Ordinary Tidiness  
3 – Casual Inattention  
4 – Moderate Dinginess  
5 – Unkempt Neglect

Space ID:

Space sq ft:

Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	3			0
Lighting and Light Fixtures	7			0
Brightwork (Pieces of varnished wood or polished metal)	16			0
Vertical Surfaces	29			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

ELEVATOR AUDIT FORM



# SINCLAIR COLLEGE

Appearance Level Key:  
1 – Orderly Spotlessness  
2 – Ordinary Tidiness  
3 – Casual Inattention  
4 – Moderate Dinginess  
5 – Unkempt Neglect

Space ID:

Space sq ft:

Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	3			0
Lighting and Light Fixtures	7			0
Brightwork (Pieces of varnished wood or polished metal)	16			0
Vertical Surfaces	29			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

ATTACHMENT D

ENTRANCE AUDIT FORM	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect
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Space ID:	Space sq ft:	Entrance Average Score:	#DIV/0!
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Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Outside walks & Ramps (to 10')	10			0
Lighting and Light Fixtures	5			0
Trash Containers	7			0
Vertical Surfaces	18			0
Matting/Grates	15			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

ENTRANCE AUDIT FORM	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect
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Space ID:	Space sq ft:		
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Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Outside walks & Ramps (to 10')	10			0
Lighting and Light Fixtures	5			0
Trash Containers	7			0
Vertical Surfaces	18			0
Matting/Grates	15			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

ENTRANCE AUDIT FORM	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect
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Space ID:	Space sq ft:		
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Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Outside walks & Ramps (to 10')	10			0
Lighting and Light Fixtures	5			0
Trash Containers	7			0
Vertical Surfaces	18			0
Matting/Grates	15			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

ENTRANCE AUDIT FORM



# SINCLAIR COLLEGE

Appearance Level Key:  
1 – Orderly Spotlessness  
2 – Ordinary Tidiness  
3 – Casual Inattention  
4 – Moderate Dinginess  
5 – Unkempt Neglect

Space ID:		Space sq ft:		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Outside walks & Ramps (to 10')	10			0
Lighting and Light Fixtures	5			0
Trash Containers	7			0
Vertical Surfaces	18			0
Matting/Grates	15			0
Total Raw Score				0
Level = Raw Score / 100				0

ENTRANCE AUDIT FORM





# SINCLAIR COLLEGE


Appearance Level Key:  
1 – Orderly Spotlessness  
2 – Ordinary Tidiness  
3 – Casual Inattention  
4 – Moderate Dinginess  
5 – Unkempt Neglect

Space ID:		Space sq ft:		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Outside walks & Ramps (to 10')	10			0
Lighting and Light Fixtures	5			0
Trash Containers	7			0
Vertical Surfaces	18			0
Matting/Grates	15			0
Total Raw Score				0
Level = Raw Score / 100				0

ATTACHMENT D

LOADING DOCK AUDIT FORM		 <b>SINCLAIR</b> COLLEGE		Appearance Level Key: 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect	
Space ID:		Space sq ft:		Loading Dock Average Score: #DIV/0!	
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)	
Floors	70			0	
Horizontal Surfaces	9			0	
Lighting and Light Fixtures	3			0	
Trash Containers	10			0	
Vertical Surfaces	8			0	
<b>Total Raw Score</b>				<b>0</b>	
<b>Level = Raw Score / 100</b>				<b>0</b>	

LOADING DOCK AUDIT FORM		 <b>SINCLAIR</b> COLLEGE		Appearance Level Key: 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect	
Space ID:		Space sq ft:			
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)	
Floors	70			0	
Horizontal Surfaces	9			0	
Lighting and Light Fixtures	3			0	
Trash Containers	10			0	
Vertical Surfaces	8			0	
<b>Total Raw Score</b>				<b>0</b>	
<b>Level = Raw Score / 100</b>				<b>0</b>	

LOADING DOCK AUDIT FORM		 <b>SINCLAIR</b> COLLEGE		Appearance Level Key: 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect	
Space ID:		Space sq ft:			
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)	
Floors	70			0	
Horizontal Surfaces	9			0	
Lighting and Light Fixtures	3			0	
Trash Containers	10			0	
Vertical Surfaces	8			0	
<b>Total Raw Score</b>				<b>0</b>	
<b>Level = Raw Score / 100</b>				<b>0</b>	

LOADING DOCK AUDIT FORM



# SINCLAIR COLLEGE

Appearance Level Key:  
 1 – Orderly Spotlessness  
 2 – Ordinary Tidiness  
 3 – Casual Inattention  
 4 – Moderate Dinginess  
 5 – Unkempt Neglect

Space ID:

Space sq ft:

Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	70			0
Horizontal Surfaces	9			0
Lighting and Light Fixtures	3			0
Trash Containers	10			0
Vertical Surfaces	8			0
Total Raw Score				0
Level = Raw Score / 100				0

LOADING DOCK AUDIT FORM




# SINCLAIR COLLEGE


Appearance Level Key:  
 1 – Orderly Spotlessness  
 2 – Ordinary Tidiness  
 3 – Casual Inattention  
 4 – Moderate Dinginess  
 5 – Unkempt Neglect


Space ID:

Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	70			0
Horizontal Surfaces	9			0
Lighting and Light Fixtures	3			0
Trash Containers	10			0
Vertical Surfaces	8			0
Total Raw Score				0
Level = Raw Score / 100				0

ATTACHMENT D

LOCKER ROOMS AUDIT FORM	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect		
Space ID: <b>3</b>	Space sq ft:	Locker Rooms Average Score: #DIV/0!		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	42			0
Showers and drains, including shower floor	37			0
Lighting and Light Fixtures	1			0
Trash Containers	3			0
Lockers and Benches	9			0
Vertical Surfaces; walls, doors, windows, vents, partitions	10			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

LOCKER ROOMS AUDIT FORM	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect		
Space ID:	Space sq ft:			
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	42			0
Showers and drains, including shower floor	37			0
Lighting and Light Fixtures	1			0
Trash Containers	3			0
Lockers and Benches	9			0
Vertical Surfaces; walls, doors, windows, vents, partitions	10			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

LOCKER ROOMS AUDIT FORM	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect		
Space ID:	Space sq ft:			
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	42			0
Showers and drains, including shower floor	37			0
Lighting and Light Fixtures	1			0
Trash Containers	3			0
Lockers and Benches	9			0
Vertical Surfaces; walls, doors, windows, vents, partitions	10			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

LOCKER ROOMS AUDIT FORM



# SINCLAIR COLLEGE

Appearance Level Key:  
 1 – Orderly Spotlessness  
 2 – Ordinary Tidiness  
 3 – Casual Inattention  
 4 – Moderate Dinginess  
 5 – Unkempt Neglect

Space ID:		Space sq ft:		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	42			0
Showers and drains, including shower floor	37			0
Lighting and Light Fixtures	1			0
Trash Containers	3			0
Lockers and Benches	9			0
Vertical Surfaces; walls, doors, windows, vents, partitions	10			0
Total Raw Score				0
Level = Raw Score / 100				0

LOCKER ROOMS AUDIT FORM





# SINCLAIR COLLEGE


Appearance Level Key:  
 1 – Orderly Spotlessness  
 2 – Ordinary Tidiness  
 3 – Casual Inattention  
 4 – Moderate Dinginess  
 5 – Unkempt Neglect

Space ID:		Space sq ft:		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	42			0
Showers and drains, including shower floor	37			0
Lighting and Light Fixtures	1			0
Trash Containers	3			0
Lockers and Benches	9			0
Vertical Surfaces; walls, doors, windows, vents, partitions	10			0
Total Raw Score				0
Level = Raw Score / 100				0

ATTACHMENT D

<p>LOBBY AUDIT FORM</p>	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<p>Appearance Level Key:                      1 – Orderly Spotlessness                      2 – Ordinary Tidiness                      3 – Casual Inattention                      4 – Moderate Dinginess                      5 – Unkempt Neglect</p>		
<p>Space ID: _____ Space sq ft: _____</p>		<p>Lobby Average Score: #DIV/0!</p>		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	2			0
Trash Containers	9			0
Vertical Surfaces; walls, doors, windows, vents, blinds	20			0
Matting/Grates	12			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

<p>LOBBY AUDIT FORM</p>	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<p>Appearance Level Key:                      1 – Orderly Spotlessness                      2 – Ordinary Tidiness                      3 – Casual Inattention                      4 – Moderate Dinginess                      5 – Unkempt Neglect</p>		
<p>Space ID: _____ Space sq ft: _____</p>				
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	2			0
Trash Containers	9			0
Vertical Surfaces; walls, doors, windows, vents, blinds	20			0
Matting/Grates	12			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

<p>LOBBY AUDIT FORM</p>	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<p>Appearance Level Key:                      1 – Orderly Spotlessness                      2 – Ordinary Tidiness                      3 – Casual Inattention                      4 – Moderate Dinginess                      5 – Unkempt Neglect</p>		
<p>Space ID: _____ Space sq ft: _____</p>				
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	2			0
Trash Containers	9			0
Vertical Surfaces; walls, doors, windows, vents, blinds	20			0
Matting/Grates	12			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>



LOBBY AUDIT FORM



# SINCLAIR COLLEGE

Appearance Level Key:  
 1 – Orderly Spotlessness  
 2 – Ordinary Tidiness  
 3 – Casual Inattention  
 4 – Moderate Dinginess  
 5 – Unkempt Neglect

Space ID:		Space sq ft:		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	2			0
Trash Containers	9			0
Vertical Surfaces; walls, doors, windows, vents, blinds	20			0
Matting/Grates	12			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

LOBBY AUDIT FORM





# SINCLAIR COLLEGE


Appearance Level Key:  
 1 – Orderly Spotlessness  
 2 – Ordinary Tidiness  
 3 – Casual Inattention  
 4 – Moderate Dinginess  
 5 – Unkempt Neglect

Space ID:		Space sq ft:		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	45			0
Horizontal Surfaces	12			0
Lighting and Light Fixtures	2			0
Trash Containers	9			0
Vertical Surfaces; walls, doors, windows, vents, blinds	20			0
Matting/Grates	12			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

ATTACHMENT D

OFFICE AREA AUDIT FORM	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect		
Space ID:	Space sq ft:	Office Area		
		Average Score:      #DIV/0!		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	55			0
Horizontal Surfaces	12			0
Lighting & Light Fixtures	3			0
Trash Containers	23			0
Vertical Surfaces	7			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

OFFICE AREA AUDIT FORM	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect		
Space ID:	Space sq ft:			
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	55			0
Horizontal Surfaces	12			0
Lighting & Light Fixtures	3			0
Trash Containers	23			0
Vertical Surfaces	7			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

OFFICE AREA AUDIT FORM	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect		
Space ID:	Space sq ft:			
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	55			0
Horizontal Surfaces	12			0
Lighting & Light Fixtures	3			0
Trash Containers	23			0
Vertical Surfaces	7			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

OFFICE AREA AUDIT FORM



# SINCLAIR COLLEGE


Appearance Level Key:  
 1 – Orderly Spotlessness  
 2 – Ordinary Tidiness  
 3 – Casual Inattention  
 4 – Moderate Dinginess  
 5 – Unkempt Neglect


Space ID:		Space sq ft:		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	55			0
Horizontal Surfaces	12			0
Lighting & Light Fixtures	3			0
Trash Containers	23			0
Vertical Surfaces	7			0
Total Raw Score				0
Level = Raw Score / 100				0


Space ID:		Space sq ft:		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	55			0
Horizontal Surfaces	12			0
Lighting & Light Fixtures	3			0
Trash Containers	23			0
Vertical Surfaces	7			0
Total Raw Score				0
Level = Raw Score / 100				0


Space ID:		Space sq ft:		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	55			0
Horizontal Surfaces	12			0
Lighting & Light Fixtures	3			0
Trash Containers	23			0
Vertical Surfaces	7			0
Total Raw Score				0
Level = Raw Score / 100				0


ATTACHMENT D


RESTROOMS AUDIT FORM	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<p>Appearance Level Key:                      1 – Orderly Spotlessness                      2 – Ordinary Tidiness                      3 – Casual Inattention                      4 – Moderate Dinginess                      5 – Unkempt Neglect</p>		
Space ID:	Space sq ft:	Restrooms Average Score: #DIV/0!		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	13			0
Toilets, Urinals, Washbowls, Soap & Drying Fixtures	67			0
Lighting and Light Fixtures	1			0
Trash Containers	6			0
Vertical Surfaces; walls, doors, windows, vents, partitions	13			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

RESTROOMS AUDIT FORM	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<p>Appearance Level Key:                      1 – Orderly Spotlessness                      2 – Ordinary Tidiness                      3 – Casual Inattention                      4 – Moderate Dinginess                      5 – Unkempt Neglect</p>		
Space ID:	Space sq ft:			
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	13			0
Toilets, Urinals, Washbowls, Soap & Drying Fixtures	67			0
Lighting and Light Fixtures	1			0
Trash Containers	6			0
Vertical Surfaces; walls, doors, windows, vents, partitions	13			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>


RESTROOMS AUDIT FORM	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<p>Appearance Level Key:                      1 – Orderly Spotlessness                      2 – Ordinary Tidiness                      3 – Casual Inattention                      4 – Moderate Dinginess                      5 – Unkempt Neglect</p>		
Space ID:	Space sq ft:			
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	13			0
Toilets, Urinals, Washbowls, Soap & Drying Fixtures	67			0
Lighting and Light Fixtures	1			0
Trash Containers	6			0
Vertical Surfaces; walls, doors, windows, vents, partitions	13			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>


<b>RESTROOMS AUDIT FORM</b>	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect		
<b>Space ID:</b>		<b>Space sq ft:</b>		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	13			0
Toilets, Urinals, Washbowls, Soap & Drying Fixtures	67			0
Lighting and Light Fixtures	1			0
Trash Containers	6			0
Vertical Surfaces; walls, doors, windows, vents, partitions	13			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>


<b>RESTROOMS AUDIT FORM</b>	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect		
<b>Space ID:</b>		<b>Space sq ft:</b>		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	13			0
Toilets, Urinals, Washbowls, Soap & Drying Fixtures	67			0
Lighting and Light Fixtures	1			0
Trash Containers	6			0
Vertical Surfaces; walls, doors, windows, vents, partitions	13			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

<b>RESTROOMS AUDIT FORM</b>	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect		
<b>Space ID:</b>		<b>Space sq ft:</b>		
Appearance Items	Weighting Factor	Appearance Level (1-5)	Notes	Item Raw Score (factor x level)
Floors	13			0
Toilets, Urinals, Washbowls, Soap & Drying Fixtures	67			0
Lighting and Light Fixtures	1			0
Trash Containers	6			0
Vertical Surfaces; walls, doors, windows, vents, partitions	13			0
<b>Total Raw Score</b>				<b>0</b>
<b>Level = Raw Score / 100</b>				<b>0</b>

ATTACHMENT D

<b>STAIRS AUDIT FORM</b>	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect	
Space ID: _____		Space sq ft: _____	Stairs Average: #DIV/0!
Appearance Items	Weighting Factor	Appearance Level (1-5)	Item Raw Score (factor x level)
Floors	80		0
Horizontal Surfaces	9		0
Lighting and Light Fixtures	3		0
Trash Containers	5		0
Vertical Surfaces	3		0
<b>Total Raw Score</b>			<b>0</b>
<b>Level = Raw Score / 100</b>			<b>0</b>

<b>STAIRS AUDIT FORM</b>	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect	
Space ID: _____		Space sq ft: _____	
Appearance Items	Weighting Factor	Appearance Level (1-5)	Item Raw Score (factor x level)
Floors	80		0
Horizontal Surfaces	9		0
Lighting and Light Fixtures	3		0
Trash Containers	5		0
Vertical Surfaces	3		0
<b>Total Raw Score</b>			<b>0</b>
<b>Level = Raw Score / 100</b>			<b>0</b>

<b>STAIRS AUDIT FORM</b>	 <h1 style="margin: 0;">SINCLAIR</h1> <h2 style="margin: 0;">COLLEGE</h2>	<b>Appearance Level Key:</b> 1 – Orderly Spotlessness 2 – Ordinary Tidiness 3 – Casual Inattention 4 – Moderate Dinginess 5 – Unkempt Neglect	
Space ID: _____		Space sq ft: _____	
Appearance Items	Weighting Factor	Appearance Level (1-5)	Item Raw Score (factor x level)
Floors	80		0
Horizontal Surfaces	9		0
Lighting and Light Fixtures	3		0
Trash Containers	5		0
Vertical Surfaces	3		0
<b>Total Raw Score</b>			<b>0</b>
<b>Level = Raw Score / 100</b>			<b>0</b>

STAIRS AUDIT FORM



**SINCLAIR**  
COLLEGE

Appearance Level Key:  
 1 – Orderly Spotlessness  
 2 – Ordinary Tidiness  
 3 – Casual Inattention  
 4 – Moderate Dinginess  
 5 – Unkempt Neglect

Space ID:		Space sq ft:		
Appearance Items	Weighting Factor	Appearance Level (1-5)		Item Raw Score (factor x level)
Floors	80			0
Horizontal Surfaces	9			0
Lighting and Light Fixtures	3			0
Trash Containers	5			0
Vertical Surfaces	3			0
Total Raw Score				0
Level = Raw Score / 100				0

STAIRS AUDIT FORM



**SINCLAIR**  
COLLEGE

Appearance Level Key:  
 1 – Orderly Spotlessness  
 2 – Ordinary Tidiness  
 3 – Casual Inattention  
 4 – Moderate Dinginess  
 5 – Unkempt Neglect

Space ID:		Space sq ft:		
Appearance Items	Weighting Factor	Appearance Level (1-5)		Item Raw Score (factor x level)
Floors	80			0
Horizontal Surfaces	9			0
Lighting and Light Fixtures	3			0
Trash Containers	5			0
Vertical Surfaces	3			0
Total Raw Score				0
Level = Raw Score / 100				0

STAIRS AUDIT FORM



**SINCLAIR**  
COLLEGE

Appearance Level Key:  
 1 – Orderly Spotlessness  
 2 – Ordinary Tidiness  
 3 – Casual Inattention  
 4 – Moderate Dinginess  
 5 – Unkempt Neglect

Space ID:		Space sq ft:		
Appearance Items	Weighting Factor	Appearance Level (1-5)		Item Raw Score (factor x level)
Floors	80			0
Horizontal Surfaces	9			0
Lighting and Light Fixtures	3			0
Trash Containers	5			0
Vertical Surfaces	3			0
Total Raw Score				0
Level = Raw Score / 100				0

**ATTACHMENT E**

**OLR #** \_\_\_\_\_

**PROFESSIONAL SERVICES CONTRACT**

This Professional Services Contract ("Contract") is entered into as of the last date signed below, between Sinclair College ("College") and

\_\_\_\_\_ ("Contractor").

**CONTRACTOR'S BUSINESS ADDRESS:**

\_\_\_\_\_

**CONTRACTOR PROPOSAL?**       **NO**                       **YES**

**If YES, proposal dated:** \_\_\_\_\_

If YES, Contractor's proposal is attached as Schedule A and incorporated herein by reference. Unless otherwise stated, in the event of any inconsistency between the proposal and any term of this Contract, this Contract prevails.

**I. REPORTING**

**In performing services, CONTRACTOR SHALL REPORT TO:**

**SINCLAIR EMPLOYEE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**II. PERIOD OF SERVICE**

**FROM:** \_\_\_\_\_

**TO:** \_\_\_\_\_

**III. CONTRACT COSTS**

**Payment(s) for services shall not exceed:** \_\_\_\_\_

**Travel costs shall not exceed:** \_\_\_\_\_



**IV. Contractor shall provide the following services**

**Description:**

--

**Deliverables (e.g. milestones, benchmarks, related documentation) & if applicable, payment based on these deliverables:**

--

**V. GENERAL PROVISIONS**

- A. In performing services under this Contract, Contractor shall be deemed to be an independent contractor, and neither Contractor nor any person acting on behalf of Contractor shall be deemed to be an employee of College.
- B. No agency relationship or partnership shall exist between Contractor and College.
- C. Contractor may not subcontract or assign any aspect of this Contract without the express written authorization of College’s Manager of Purchasing or Director of Business Services. If Contractor is authorized by College to subcontract any aspect of this Contract and if funding for this Contract is from Federal grant monies, Contractor will take affirmative steps as prescribed by Federal grant regulations to assure that minority businesses, women’s business enterprises and labor surplus area firms are used as subcontractors, when possible.
- D. Contractor shall comply with all applicable laws, rules, and regulations, and all College policies relative to conduct on College premises.
- E. Contractor will not receive any fringe benefits including, but not limited to, unemployment compensation benefits, workers’ compensation insurance or benefits, or withholdings by College from Contractor’s fees for income taxes or any other purposes.
- F. Contractor shall be solely responsible for payment of its own taxes and any taxes relating in any way to Contractor’s provision of services under this Contract.

**VI. TERMINATION**

- A. Either party may terminate this Contract by giving 30 days prior written notice to the other party. College may immediately terminate this Contract if Contractor breaches any provision of this Contract.
- B. In addition to a breach of any provision of this Contract, the following shall be grounds for termination:
  - 1. Contractor ceases to do business.
  - 2. Contractor files for protection under any state or federal bankruptcy or similar laws.
  - 3. Contractor makes an assignment for the benefit of its creditors.
  - 4. A receiver, trustee, liquidator or conservator is appointed for Contractor.
- C. In the event of termination, Contractor shall be paid for the work completed as of the date of termination as reasonably determined by College.

**VII. TIMELY PERFORMANCE AND LOCATION OF PERFORMANCE**

- A. Contractor shall perform all work required of it under this Contract in a timely manner. Any unreasonable delay by Contractor in the performance of such work shall be a breach of this contract.

- B. Contractor will perform all work required of it under this Contract at a location to be agreed upon by Contractor and College.

#### **VIII. INVOICE AND PAYMENT**

- A. Unless otherwise specified in Section IV. Deliverables, Contractor shall submit its invoice following completion of all work under the Contract. The invoice(s) shall specify the dollar rates and time spent, if such are set forth in this Contract or any attached Schedule or Exhibit as a method of calculating payment.
- B. Travel expenses, if applicable, must be itemized separately in the invoice and be in compliance with College's Travel Policy. This policy can be found at: <http://www.sinclair.edu/about/offices/accounting-travel-policies>.
- C. Any reimbursable expenses other than travel authorized in this Contract, such as supplies, photography, communications, or reproduction, shall be billed to College at cost. In order to be reimbursed, documentation of the cost of each item and a description of the relationship of each item to the project must be provided.

#### **IX. RECORDS AUDIT**

During the term of this Contract and for a period of three years after its completion, Contractor shall maintain auditable records, including books, documents or papers, of all charges pertaining to this Contract and shall make such records available to College, and if funding for this contract is from a Federal grant, to the Federal grant awarding agency or Federal representatives, as College may reasonably require.

#### **X. USE OF COLLEGE NAME AND LOGOS**

Contractor may not use the name, logos or marks of College without written approval from College's Director of Business Services.

#### **XI. TECHNICAL INFORMATION, RECORDS AND REPORTS**

Any notes, designs, drawings, memoranda, reports, computer programs (including supporting data which may be included in cards, tapes, discs, drums and the like), and other technical data developed by Contractor in the course of or in connection with this Contract shall become the property of College. All such notes, designs, drawings, memoranda, reports and other technical data shall be delivered to College upon demand, and College shall have the right to use them for any purpose which it may deem desirable without compensating Contractor or any other person or persons for the use thereof. No information, reports, etc., developed herein may be reproduced without the written consent of College.

#### **XII. PATENTS AND COPYRIGHT**

- A. In the event any invention or discovery is made or conceived by Contractor in the course of or in connection with this Contract, Contractor shall furnish College with complete information with

respect thereto, and College shall have the sole authority to determine whether and where a patent application shall be filed. College shall also determine the disposition of title to and all rights regarding any application or patent that may result. Contractor shall, at College's expense, execute all documents and do all things necessary or proper with respect to such patent application.

- B. Whenever any copyright is secured in connection with the transcription or publication of the results of research financed by this Contract, title and all rights to such copyright shall vest in College.
- C. If the Contract is funded under a Government Prime Contract or Grant, which provides a different disposition for items A. and B. above, the Government Prime Contract or Grant shall govern.

### **XIII. CONFIDENTIALITY**

- A. Contractor shall consider all information furnished by College to be confidential and shall not disclose any such information to any person, or use such information for any purpose other than performing this Contract, unless Contractor obtains written permission from College to do so. This provision applies to drawings, specifications and any and all other materials prepared by Contractor for College in connection with this Contract.
- B. Unless otherwise agreed in writing, no commercial, financial or technical information disclosed in any manner or at any time by Contractor to College shall be deemed secret or confidential.
- C. Confidential Information
  - 1. "Confidential Information" is defined as any and all information whose collection, disclosure, protection, and disposition is governed by state or federal law or regulation, including but not limited to, information subject to the Family Educational Rights and Privacy Act (FERPA), the Gramm- Leach-Bliley Act (GLBA), or sections 1347 and 1349 of the Ohio Revised Code. "Confidential Information" includes, but is not limited to, Social Security Numbers, personally identifiable information from education records, financial records regarding students or their parents or sponsors, and records regarding College employees which are not public records under Ohio law.
  - 2. Contractor agrees to hold any and all Confidential Information obtained from College, its students, faculty, staff, or other agents in the performance of this Contract in strictest confidence, and not to use or disclose such Confidential Information except as permitted or required by this Contract or by law, or as otherwise agreed to in writing by College.
  - 3. Contractor shall comply with FERPA, GLBA and other applicable federal and state statutes. In particular, Contractor shall comply with the limitations on re-disclosure of personally identifiable information from education records set forth in FERPA, 34 CFR § 99.33(a) (2), which provides generally that the officers, employees, and agents of a party that receives personally identifiable information from an education record may use the information, but only for the purposes for which the disclosure was made.

4. In the event of a security breach covered under sections 1347 and 1349 of the Ohio Revised Code, Contractor shall bear all responsibility and expense for complying with the disclosure and notification requirements of these statutes.
5. Contractor shall protect the Confidential Information it receives according to commercially acceptable standards and no less rigorously than it protects its own Confidential Information. Specifically, Contractor shall implement, maintain, and use appropriate administrative, technical, and physical security measures to preserve the confidentiality, integrity, and availability of all electronically managed Confidential Information.
6. Contractor agrees that within 30 days of termination, expiration, or other conclusion of this Contract, it shall return to College or if return is not feasible, destroy and not retain any copies (and furnish College with an appropriate Certificate of Destruction) of any and all Confidential Information in its possession.
7. The obligations of this section shall not apply to any information which is/was (a) already in the public domain through no breach of this Contract, including but not limited to information available through College's web site(s); (b) lawfully in Contractor's possession prior to receipt from College, its faculty, staff or students; or (c) received by Contractor independently from a person or entity free to lawfully disclose such information other than College, its faculty, staff, or students.

#### **XIV. DRUG FREE WORKPLACE**

Contractor shall comply with all applicable federal, state and local laws regarding drug free work places and shall ensure that any of its employees or permitted subcontractors engaged in work under this Contract do not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs.

#### **XV. LIABILITY; INDEMNIFICATION**

College has no liability to Contractor or any third party for any damages resulting from or arising out of this Contract or Contractor's performance under this Contract. Contractor shall indemnify and hold harmless College from any and all claims for such liability or damages.

#### **XVI. OHIO ETHICS LAWS; CONFLICT OF INTEREST; SUSPENSION/DEBARMENT/DISQUALIFICATION**

- A. Contractor acknowledges that both Contractor and College and their respective employees are subject to Ohio's ethics laws. Contractor agrees to abide by all requirements of the Ohio ethics laws, including but not limited to Ohio Revised Code Sections 102.03 and 102.04 (hereafter "Ohio ethics laws"). Contractor affirms that to the best of its knowledge, there exist no actual or potential violations of the Ohio ethics laws and no conflict of interest between Contractor and College or between Contractor and any employee of College relating in any way to Contractor's services under this Contract.
- B. Contractor shall not employ or hire as an independent contractor or make any payment of any kind, for any reason to any person who is also an employee of College, without the express written authorization of College's Manager of Purchasing or Director of Business Services.

- C. Contractor shall immediately inform College regarding any possible violations of Ohio ethics laws or other conflict of interest which may arise during the term of this Contract.
- D. Contractor shall immediately notify College in the event Contractor is suspended, debarred or disqualified by any state or Federal department or agency, or upon receipt of a notice of proposed suspension or debarment during the performance of this Contract.

**XVII. EQUAL OPPORTUNITY AND NON-DISCRIMINATION**

Contractor shall comply with all applicable federal, state and local statutes, regulations, and rules pertaining to equal opportunity and non-discrimination in employment and with and Sinclair College's Equal Opportunity/Non-Discrimination Policy. (A copy of the policy is available to Contractor upon request.)

**XVIII. CLEAN AIR/WATER POLLUTION CONTROL; LOBBYING**

- A. If this Contract amount exceeds \$100,000, Contractor agrees to comply with all applicable standards, orders or regulations issued under the Clean Air Act and the Federal Water Pollution Control Act.
- B. If the total dollar amount of this Contract equals or exceeds \$100,000, Contractor agrees that it will not or has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in connection with obtaining any Federal contract. Contractor will file a Byrd Anti-Lobbying certificate if requested by College.

**XIX. JURISDICTION AND VENUE**

This Contract and any claims arising from or related to this Contract, including violation or breach of contract by Contractor, shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to the principle of conflict of laws. Any litigation arising from or related to this Contract in any way may be brought only in a federal or state court of appropriate jurisdiction located in Ohio.

**XX. ENTIRE CONTRACT; MODIFICATION OR AMENDMENT**

This Contract constitutes the entire agreement between the parties. Neither party may modify or amend the terms of this Contract, except in a written Contract signed by both parties.

**CONTRACTOR**

By (signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

**PURCHASING DEPARTMENT**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT F**

**SINCLAIR CONFERENCE CENTER  
937-512-3061  
Weekly Schedule  
January 14 - 20, 2019**

**Monday, January 14, 2018**

**Building #12: 6:30AM – 10:00PM  
Parking Lot C: 6:30AM – 10:00PM  
Multimedia : 7:30AM – 9:30PM**

<i><b>Event Start</b></i>	<i><b>Event End</b></i>	<i><b>Room</b></i>	<i><b>Event Name</b></i>	<i><b>Count</b></i>	<i><b>Conference Center Contact</b></i>
9:00 AM	11:00 AM	12-133	Finance & Investment Committee Mtg	7	Amy VanDenabeele
11:00 AM	12:00 PM	12-171	Dayton Rotary New Member Mtg	10	Kimberly Hayes
11:30 AM	1:30 PM	12-172 12-1NA	Dayton Rotary Luncheon	110	Kimberly Hayes
5:00 PM	9:30 PM	12-150 12-172	James Capital Alliance Outlook 2019*#	100	Kimberly Hayes
6:00 PM	9:30 PM	12-171 12-1NA			

**\*HVAC – Manual Support NOT REQUIRED – PLEASE RUN BY COMPUTER**



**ATTACHMENT F**

**SINCLAIR CONFERENCE CENTER  
937-512-3061  
Weekly Schedule  
January 14 - 20, 2019**

<b>Tuesday, January 15, 2019</b>	<b>Building #12: 6:30AM – 10:00PM</b>
	<b>Parking Lot C: 6:30AM – 10:00PM</b>
	<b>Multimedia : 7:30AM – 9:30PM</b>

<i>Event Start</i>	<i>Event End</i>	<i>Room</i>	<i>Event Name</i>	<i>Count</i>	<i>Conference Center Contact</i>
8:00 AM	4:00 PM	12-251 12-262 12-372	City of Dayton - Police Assessment	10	Amy VanDenabeele
8:00 AM	5:00 PM	12-116	DPS BLT Cohort Training	70	Charlotte Simpson
8:30 AM	11:00 AM	12-172	Dayton Children's Board Mtg.	40	Sue Eakle
9:00 AM	11:30 AM	12-133	President's Cabinet	8	Amy VanDenabeele
9:00 AM	12:00 PM	12-119 12-118	Helping Children to Succeed after after a Divorce	25	Kimberly Hayes
11:30 PM	1:30 PM	12-171	TAWASI Mtg.	34	Kimberly Hayes
1:30 PM	3:30 PM	12-133	Personnel - Curriculum Mtg.	10	Amy VanDenabeele
5:00 PM	9:30 PM	12-100 12-150 12-171	James Advantage Funds Outlook 2019*#	150	Kimberly Hayes
6:30 PM	9:30 PM	12-1NA			

**\*HVAC – Manual Support NOT REQUIRED – PLEASE RUN BY COMPUTER**

**ATTACHMENT F**

**SINCLAIR CONFERENCE CENTER  
937-512-3061  
Weekly Schedule  
January 14 - 20, 2019**

**Wednesday, January 16, 2019**

**Building #12: 6:00AM – 6:30PM  
Parking Lot C: 6:30AM – 6:30PM  
Multimedia: 7:00AM – 6:30PM**

<i>Event Start</i>	<i>Event End</i>	<i>Room</i>	<i>Event Name</i>	<i>Count</i>	<i>Conference Center Contact</i>
6:30 AM	5:00 PM	12-100 12-116 12-119 12-131 12-1NA 12-1SA 12-122	Safety Day	150	Charlotte Simpson
8:00 AM	5:00 PM	12-120 12-127 12-133 12-231 12-282			
7:00 AM	9:00 AM	12-164	Downtown Morning Toasters	12	Kimberly Hayes
8:00 AM	5:00 PM	12-172	DPS BLT Cohort Training	100	Charlotte Simpson
9:00 AM	5:00 PM	12-251	SalesCORE Mtg.	5	Amy VanDenabeele
10:00 AM	12:00 PM	12-171	Sinclair WFD/SalesCORE Mtg.	18	Amy VanDenabeele
1:00 PM	3:00 PM	12-165	Strategic Linkages Committee	7	Amy VanDenabeele
3:00 PM	6:00 PM	12-150	Diversity Film Series: "Marshall"*	100	Kimberly Hayes

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**ATTACHMENT F**

**SINCLAIR CONFERENCE CENTER  
937-512-3061  
Weekly Schedule  
January 14 - 20, 2019**

**Thursday, January 17, 2019**

**Building #12: 6:30AM – 9:00PM  
Parking Lot C: 6:30AM – 9:00PM  
Multimedia: 7:30AM – 9:00PM**

<i><b>Event Start</b></i>	<i><b>Event End</b></i>	<i><b>Room</b></i>	<i><b>Event Name</b></i>	<i><b>Count</b></i>	<i><b>Conference Center Contact</b></i>
9:00 AM	12:00 PM	12-119	Parent Advisory Council Mtg.	30	Kimberly Hayes
9:30 AM	11:00 AM	12-251	WFD Mtg.	2	Amy VanDenabeele
4:00 PM	8:30 PM	12-116	DRMA Mtgs.	100	Sue Eakle
4:30 PM	5:30 PM	12-119			
5:30 PM	8:30 PM	12-150	Diversity Film Series: "Marshall"*	200	Kimberly Hayes

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**ATTACHMENT F**

**SINCLAIR CONFERENCE CENTER  
937-512-3061  
Weekly Schedule  
January 14 - 20, 2019**

**Friday, January 18, 2019**

**Building #12: 6:30AM – 6:00PM  
Parking Lot C: 6:30AM – 6:00PM  
Multimedia: 7:30AM – 5:00PM**

<i>Event Start</i>	<i>Event End</i>	<i>Room</i>	<i>Event Name</i>	<i>Count</i>	<i>Conference Center Contact</i>
7:30 AM	9:30 AM	12-172	I70/75 Monthly Mtg.	60	Yolanda Newsome
8:00 AM	5:00 PM	12-150	Dayton Dental Society CEU Seminars	100	Charlotte Simpson
12:00 PM	1:30 PM	12-172			

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**ATTACHMENT F**

**SINCLAIR CONFERENCE CENTER  
937-512-3061  
Weekly Schedule  
January 14 - 20, 2019**

**Saturday, January 19, 2019**

**Building #12: 7:30AM – 4:00PM  
Parking Lot C: 7:30 AM – 4:00 PM  
Multimedia: 9:00 AM – 2:00PM**

<i><b>Event Start</b></i>	<i><b>Event End</b></i>	<i><b>Room</b></i>	<i><b>Event Name</b></i>	<i><b>Count</b></i>	<i><b>Conference Center Contact</b></i>
8:30 AM	3:30 PM	12-282 12-262	Cognitians*	20	Charlotte Simpson
9:00 AM	2:00 PM	12-100 12-120 12-133 12-15A	Dayton Chapter GMWA -* Songs and Style	225	Yolanda Newsome

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**ATTACHMENT F**

**SINCLAIR CONFERENCE CENTER  
937-512-3061  
Weekly Schedule  
January 14 - 20, 2019**

**Sunday, January 20, 2019**

**Building #12: CLOSED  
Parking Lot C: CLOSED  
Multimedia:**

<i>Event Start</i>	<i>Event End</i>	<i>Room</i>	<i>Event Name</i>	<i>Count</i>	<i>Conference Center Contact</i>
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***No Scheduled Events***

**\*HVAC – Manual Support NOT REQUIRED – PLEASE RUN BY COMPUTER**