

## Checklist for Choosing a Qualified Building Maintenance Contractor

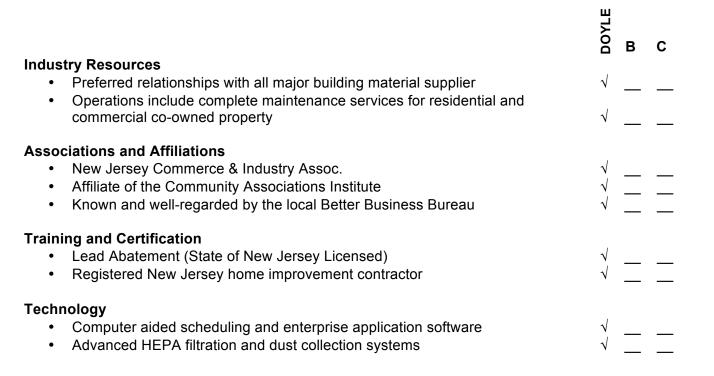
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<ul> <li>Responsive</li> <li>Scheduling and project management software</li> <li>Customers are regularly updated on job progress</li> <li>Easy access via email, phone or in person</li> <li>Immediate ability to field any size project</li> <li>Electronic invoicing available</li> <li>All calls returned in 24 hours, usually less than 4 hours</li> </ul>	$\bigvee \bigvee $	     	
<ul> <li>Safety</li> <li>Documented OSHA compliant safety plans</li> <li>Safety and Training program</li> <li>Qualified rigging, scaffold and man-lift operating procedures</li> <li>Fall protection procedures</li> </ul>	$\sqrt[]{}$		
<ul> <li>Management &amp; Support</li> <li>Complete office support staff</li> <li>In house estimating department, engineering and sales representatives</li> <li>Reliable service</li> <li>Detailed proposals available in hard copy and electronic format</li> <li>Responsive customer-led operating philosophy</li> </ul>	$\bigvee_{\bigvee_{\bigvee_{i}}}$	 	
<ul> <li>Employee Profiles</li> <li>Large full-time staff of professionally trained technicians</li> <li>Full complement of project managers, supervisors and foreman</li> <li>Immediate ability to field any project</li> <li>Multi-lingual staff</li> </ul>	$\sqrt[]{}$	 	
<ul> <li>References</li> <li>Hundreds of references to commercial and industrial projects</li> <li>Detailed references to match specific needs for projects of like size and scope</li> </ul>	$\sqrt[]{}$	_	_
Risk Management & Insurance <ul> <li>General Liability</li> <li>Comprehensive vehicle policy</li> <li>Workman's Compensation</li> <li>Large Umbrella</li> </ul>	$\sqrt[]{}$		

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