

ASSESSMENT FORM FOR CLEANING CONTRACTOR'S PERFORMANCE

Note:

1. This form is to be completed by an assessing officer representing the Service Buyer (i.e. Superintending Officer/ Person-in-charge with a managerial position)
2. Please complete all fields in the form. For areas that are not applicable, please indicate "NIL" or "N.A".

Project Title/ Description of Work: Provision of Cleaning Service to Amore Fitness Pte Ltd located at Tampines One

Name of Service Buyer: Amore Fitness Pte Ltd

Name of Managing Agent (if applicable): N.A

Name of Cleaning Contractor: AO ServicePro Pte Ltd

Name of Cleaning Sub-contractor (if applicable): N.A

Contract Sum \$ (entire contract period): _____

Contract Commencement Date (dd/mm/yyyy): 01/07/2013

Contract Completion Date (dd/mm/yyyy): 31/03/2015

Performance Assessment Criteria	Multiplier Factor (a)	Performance Factor (b) (Between 0 to 10)	Performance Score (a) x (b)
MANAGEMENT (65%)			
Planning and control - Adherence to cleaning schedule and standards	2	8	16
Documentation of work	0.5	7	3.5
Response to instructions	1.5	7	10.5
Provision of supervision	1.5	7	10.5
Administrative support	0.5	7	3.5
Internal performance monitoring system	0.5	7	3.5
MANPOWER (15%)			
Competent workforce	1.5	7	10.5
EQUIPMENT (20%)			
Proper tool, equipment and uniform	1	8	8
Adequate maintenance (of tools and equipment)	1	8	8
TOTAL SCORE^{1,2}			74



¹ Please refer to the following page for the Performance Grade

² To qualify for Clean Mark award, the cleaning contractor must achieve an average of 65 and 75 points, or more, for Clean Mark Silver and Clean Mark Gold, respectively



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Other comments on Contractor's performance, if any

Name of Assessor* <i>(Superintending Officer)</i>	Kathy Loo	Total Score	Performance Grade
Designation	Head of Admin ring	81 to 100	Excellent
Email Address	kathyloo@cumon.com.sg	71 to 80	Very Good
Contact Number	6308	61 to 70	Good
Company Stamp		51 to 60	Satisfactory
Signature		0 to 50	Poor
Date	25/7/15		

* Please complete the following if the Superintending Officer is not of a managerial position

Name of Counter-signing Officer <i>(Managerial and above)</i>	:
Designation	:
Email Address	:
Contact Number	:
Company Stamp	:
Signature	:
Date	: