



**GROUND MAINTENANCE SERVICES PROVIDER  
PERFORMANCE ASSESSMENT**

<b>Rater's Name:</b>	<b>Period:</b>
<b>Designation:</b>	<b>Company:</b>

Kindly rate our Ground Maintenance Services Provider by checking the appropriate box for each of the following services rendered:

REVIEW AREA	1	2	3	4	5	COMMENTS
1. <b>Cleanliness of the park (contracted area):</b> The park (contracted area) is clean and ready before and after events/activities. Paved and landscape areas are kept free of litter, fallen leaves, silt, rocks and other debris. Garbage bins are not over spilling, kept clean and with no foul smell. Pavement of Rizal Monument and Kilometer Zero are kept clean with no significant stains.						
2. <b>Landscape maintenance:</b> Plants are healthy and lush, free from damage, maintained at desired height and form. Palms are free of brown, dried and drooping fronds.						
3. <b>Lawn/turf maintenance:</b> Lawn areas are green, kept trimmed, free of weeds and litter. Sections of lawns are rested and enclosed for proper maintenance work, recovery and rehabilitation.						
4. <b>Park assistance:</b> Service provider is readily available to assist NPDC during events/activities within its area of coverage. Philippine Flags around the park are in good condition, changed or replaced in a timely manner.						
5. <b>Resources for utilization:</b> Assigned personnel are with complete uniforms, tools, equipment, materials, PPEs, and other paraphernalias necessary to provide the grounds and landscape maintenance work.						
6. <b>Behavior of personnel:</b> Assigned personnel are courteous, respectful, and follows NPDC policies/regulations. Supervisors keep good communication with NPDC representatives.						
7. <b>Technical competency and equipment operation:</b> Assigned personnel are skilled and have the technical know-how in grounds keeping and landscape maintenance. The right equipment used for the right job, at the right time. Service provider is able to provide technical advise or recommendations for improvement of grounds and landscapes.						
8. <b>Response time:</b> Service provider addresses concerns and requests in a timely manner.						
<b>1-Poor 2- Needs Improvement 3- Meets Requirements 4 – Exceeds Requirements 5 - Outstanding</b>						

Upon accomplishment of this assessment form, kindly submit to the office of Operations Division.

Thanks for your cooperation.

**Rater's Signature**

**Date: \_December 11, 2020**

