

*Updated July 24th 2025*

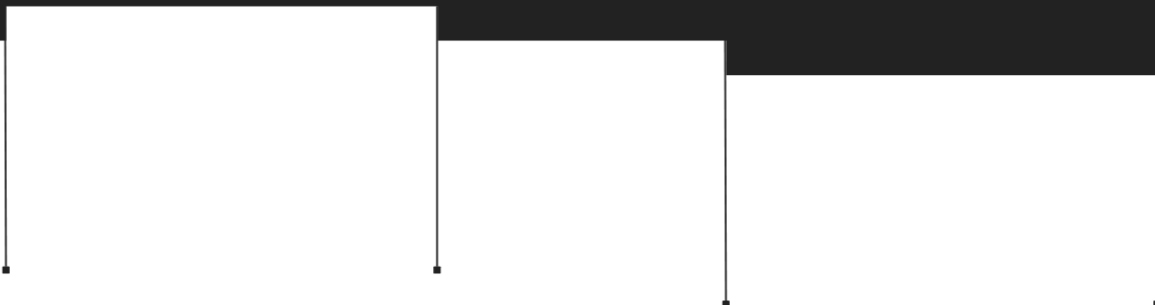
# PRO \$ RFP

## AAA Scope of Work

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This scope outlines what to clean, how often, and in which areas at the AAA site. Tasks are broken down by area and frequency (Daily, Weekly, Monthly, Quarterly, As Needed), with required equipment and supplies listed for each section, and a Post Cleaning Goals summary to help you visualize what a completed space should look, smell, and feel like.

Follow each frequency guide carefully and ask if anything is unclear. Your work helps keep AAA clean, safe, and professional.



## 1. INTERIOR & EXTERIOR WASTE RECEPTACLES

### Daily:

- Empty all interior and exterior waste receptacles/containers
- Replace liners
- Damp wipe inside area of soiled receptacles/containers

### Monthly:

- Deep clean and wipe down both inside and outside of all waste receptacles

### Basic Equipment & Supplies Needed:

- Trash liners (various sizes)
- Disinfectant spray or wipes
- Microfiber cloths
- Gloves/PPE

### Post Cleaning Goals:

- No overflowing or dirty bins
  - Liners replaced and containers odor-free
  - Exterior looks clean and maintained
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## 2. FLOORING (CARPETED & NON-CARPETED)

### Daily:

- Vacuum all carpeted areas (move chairs)
- Use dual-motor vacuum with beater-bar head
- Sweep and damp mop all ceramic, VCT, and masonry flooring using warm/hot water (per manufacturer specs)

### Monthly:

- Clean and disinfect tile grout on floors and walls (approved method)

### As Needed:

- Spot clean visible carpet stains

### Basic Equipment & Supplies Needed:

- Dual-motor vacuum with beater bar
- Mop and bucket
- Neutral cleaner or floor-specific solution
- Carpet spot remover

### Post Cleaning Goals:

- Floors free of debris, dust, or stains
  - No sticky spots or buildup
  - Uniform appearance and fresh smell
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### 3. ENTRANCES, VESTIBULES, & LOBBY

#### Daily:

- Clean all doors, door frames, and door glass (unless otherwise directed)
- Vacuum/wipe floor mats

#### Basic Equipment & Supplies Needed:

- Glass cleaner
- Microfiber cloths
- Vacuum

#### Post Cleaning Goals:

- Entry areas spotless and welcoming
  - Door glass smudge-free
  - Matting clean and aligned
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### 4. LOW & HIGH DUSTING

#### Daily (Low Dusting):

- Dust furniture, file cabinets, countertops, sills, work surfaces, woodwork, shelving, picture frames
- Remove cobwebs within 80 inches of floor

#### Monthly (In-Depth Dusting):

- Dust molding, baseboards, door/window frames

#### Monthly (High Dusting - Over 80"):

- Dust door frames, tops of furniture panels, and high surfaces

#### Basic Equipment & Supplies Needed:

- Extension duster
- Microfiber cloths
- Step stool (if needed)

#### Post Cleaning Goals:

- No visible dust or cobwebs
- Surfaces look freshly wiped and professional

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## 5. DRINKING FOUNTAINS & FIXTURES

### Daily:

- Clean and disinfect all drinking fountains, handrails, ADA grab bars
- Polish stainless steel fixtures

### Basic Equipment & Supplies Needed:

- Disinfectant spray
- Stainless steel polish
- Microfiber cloths

### Post Cleaning Goals:

- Sanitized and shiny surfaces
  - No water spots or streaks
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## 6. RESTROOMS

### Daily:

- Clean sinks, toilets (in/out), urinals, mirrors, and showers (if applicable)
- Sweep and mop all floors with warm/hot water
- Disinfect restroom floors
- Refill all dispensers (soap, paper towels, toilet paper)
- Clean/sanitize flush valves

### Weekly:

- Clean and disinfect stall partitions with anti-static cloth
- Pour 1 gallon of water into all visible floor drains

### Monthly:

- Wipe down and disinfect all walls
- Clean and disinfect floor/wall tile grout

### Quarterly:

- Clean vents, light fixtures, and exhaust diffusers
- Replace any burnt-out bulbs

### Basic Equipment & Supplies Needed:

- Bowl cleaner, disinfectant
- Toilet brush

- Mop and bucket
- Paper refills
- PPE

**Post Cleaning Goals:**

- Fixtures clean, dry, and sanitized
  - Fully stocked and odor-free
  - No buildup or watermarks
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## 7. BREAKROOM / EMPLOYEE AREA

**Daily:**

- Clean exterior of all appliances including ice makers, vending machines, water dispensers
- Wipe down tables, chairs, counters, sinks, fridges, microwaves, toasters, toaster ovens
- Clean interior of all appliances (microwaves, toasters, ovens)

**Monthly:**

- Clean interior of refrigerators (last Friday of month — ensure staff empties contents)

**Basic Equipment & Supplies Needed:**

- Food-safe disinfectant
- Degreaser
- Scrub pads and cloths
- Trash liners

**Post Cleaning Goals:**

- Food-safe, clean surfaces
  - Appliances wiped inside and out
  - Area tidy and inviting
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## 8. ELEVATORS / DUMBWAITERS

**Daily:**

- Clean thresholds, floor tracks, and exterior framing

**Basic Equipment & Supplies Needed:**

- Disinfectant spray
- Detail brush or vacuum
- Microfiber cloths

**Post Cleaning Goals:**

- Clean tracks and metal surfaces
  - No buildup or smudges
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## 9. STAIRS / STAIRWELLS

**Weekly:**

- Wipe handrails and stair nosing
- Damp mop or vacuum entire stairwell

**Daily:**

- Inspect and maintain stairwell cleanliness

**Basic Equipment & Supplies Needed:**

- Mop and bucket
- Detail brush or duster

**Post Cleaning Goals:**

- Clean and safe steps
  - Handrails sanitized
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## 10. DISPLAY CASES & ICONS

**Weekly:**

- Dust all AAA icons and display cases carefully

**Basic Equipment & Supplies Needed:**

- Duster
- Microfiber cloths

**Post Cleaning Goals:**

- Dust-free and preserved appearance
  - No smudging or disturbance of displays
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## 11. ATM & FINISHES

**As Needed:**

- Clean full ATM area per NCR guidelines
- Clean metal finishes and surfaces around ATM
- Do not spray directly onto ATM facia
- Coordinate ATM access with bank staff

**Basic Equipment & Supplies Needed:**

- NCR-approved cleaner
- Microfiber cloths

**Post Cleaning Goals:**

- ATM area clean, streak-free
  - No scratches or residue
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## 12. REMITTANCE ROOM (If Applicable)

**Quarterly:**

- Clean trash and flooring under management supervision
- Must coordinate with ACG employee presence

**Basic Equipment & Supplies Needed:**

- Mop & bucket
- Trash liners
- PPE

**Post Cleaning Goals:**

- Remittance room neat and maintained
  - Surfaces cleaned without disruption
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## 13. LIGHTING & VENTS

**Quarterly:**

- Vacuum and clean all vents (supply, exhaust, air return)
- Clean light fixtures and lens covers inside and out
- Replace any burnt-out bulbs

**Basic Equipment & Supplies Needed:**

- Vacuum with hose
- Screwdriver (if required)
- Microfiber cloths

**Post Cleaning Goals:**

- Lights bright and dust-free
- Vents clean and unobstructed