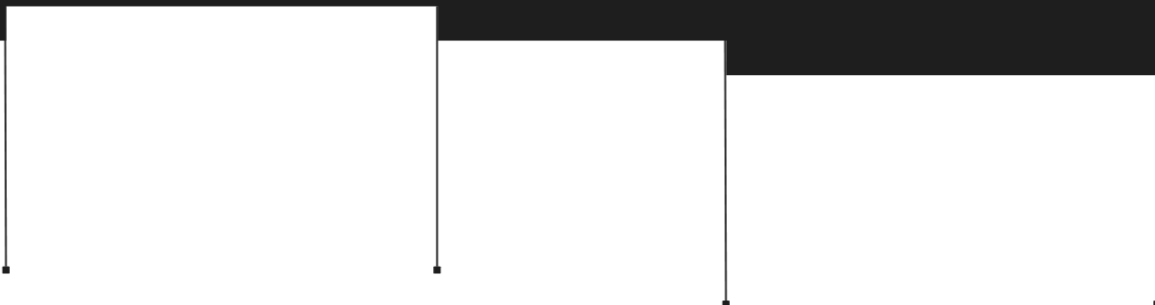


Updated July 24th 2025

PRO\$ RFP

ATI Scope of Work

This cleaning scope guides you through what to clean, how often, and where inside ATI Physical Therapy clinics. Tasks are organized by area and frequency, with clear expectations for supplies needed and end results. Follow the schedule precisely. Services should be completed Tuesdays and Fridays, outside business hours, and all staff must comply with HIPAA protocols.



1. INTERIOR WASTE RECEPTACLES

Daily (Twice Weekly):

- ☐ Empty all interior waste bins
- ☐ Replace liners
- ☐ Damp wipe inside of soiled containers

Basic Equipment & Supplies Needed:

- Trash liners
- Disinfectant spray
- Microfiber cloths
- PPE (gloves)

Post Cleaning Goals:

- Trash bins emptied, odor-free
 - Liners replaced
 - Containers visibly clean
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2. CARPETED FLOORING

Daily (Twice Weekly):

- ☐ Vacuum all carpeted areas
- ☐ Move chairs to reach corners and under desks

Basic Equipment & Supplies Needed:

- Commercial vacuum with edging tools
- Extension cord (if needed)

Post Cleaning Goals:

- Floors debris-free, evenly vacuumed
 - No visible dust or lint in corners
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3. HARD FLOORING (NON-CARPETED)

Daily (Twice Weekly):

- ☐ Sweep and damp mop all hard floors

Basic Equipment & Supplies Needed:

- Mop and bucket

- Neutral cleaner
- Broom and dustpan

Post Cleaning Goals:

- Floors free of dust, smudges, and marks
 - Even, dry finish with no streaks
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4. ENTRANCES, VESTIBULES & RECEPTION

Daily (Twice Weekly):

- ☐ Clean and disinfect reception counter
- ☐ Clean all doors, frames, and glass (unless directed otherwise)

Basic Equipment & Supplies Needed:

- Glass cleaner
- Microfiber cloths
- Disinfectant spray

Post Cleaning Goals:

- Spotless glass and frames
 - Reception surface polished and disinfected
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5. HIGH-TOUCH DISINFECTING

Daily (Twice Weekly):

- ☐ Disinfect door handles, light switches, and reception furniture

Basic Equipment & Supplies Needed:

- EPA-approved disinfectant
- Microfiber cloths
- PPE (gloves)

Post Cleaning Goals:

- Sanitized contact points throughout facility
 - No smudges or residue
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6. RESTROOMS

Daily (Twice Weekly):

- ☐ Clean sinks, toilets, mirrors, and fixtures
- ☐ Sweep and mop floors
- ☐ Refill all dispensers
- ☐ Sanitize flush valves

Weekly:

- ☐ Clean and disinfect stall partitions

Basic Equipment & Supplies Needed:

- Toilet cleaner
- Glass cleaner
- Floor disinfectant
- Paper refills
- Gloves

Post Cleaning Goals:

- Clean, stocked, and odor-free restroom
 - Sanitary appearance with dry floors
-

7. EMPLOYEE BREAK AREA

Daily (Twice Weekly):

- ☐ Wipe down exterior of all appliances
- ☐ Clean countertops, tables, chairs, and sinks
- ☐ Clean interior of microwaves and toaster ovens

Monthly:

- ☐ Clean inside and outside of refrigerators

Basic Equipment & Supplies Needed:

- Food-safe disinfectant
- Degreaser (if needed)
- Scrubbing pads

Post Cleaning Goals:

- Surfaces are food-safe and visibly clean
- Appliances wiped inside and out

8. EXAMINATION ROOMS

Daily (Twice Weekly):

- ☐ Disinfect exam tables, chairs, and therapy equipment

Weekly:

- ☐ Dust equipment and display cases

Basic Equipment & Supplies Needed:

- EPA-approved disinfectant
- Microfiber cloths
- PPE (gloves)

Post Cleaning Goals:

- All surfaces disinfected and dry
- Equipment spotless and free of dust

9. OFFICE & WORK STATIONS

Weekly:

- ☐ Dust desks, shelving, and equipment

Monthly:

- ☐ Wipe down all office doors
- ☐ Vacuum and wipe office seating
- ☐ Clean chair arms and bases

Basic Equipment & Supplies Needed:

- Microfiber cloths
- Furniture polish (if applicable)
- Vacuum with attachments

Post Cleaning Goals:

- Workstations look refreshed
 - Seating clean and well-maintained
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10. AS NEEDED TASKS

As Needed:

- ☐ Deep cleaning of entire facility
- ☐ Immediate cleanup after spills or incidents

Basic Equipment & Supplies Needed:

- Mop and bucket
- Specialty cleaning supplies (as required)

Post Cleaning Goals:

- Area restored to clean and sanitary state
- Prompt and professional response

This scope is subject to change per ATI management. Technicians must work after hours and respect HIPAA compliance throughout all services.