

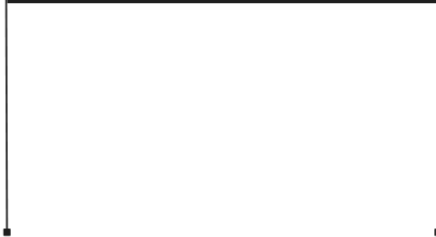
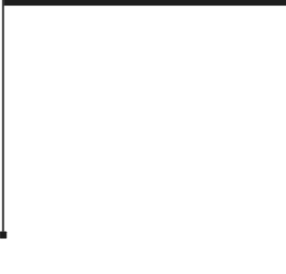
Updated July 24th 2025

PRO\$ RFP

Amedisys Scope of Work

This scope outlines what to clean, how often, and in which areas for Amedisys facilities. Each task is organized by area (e.g., General Areas, Restrooms) and broken into Daily, Weekly, and Monthly frequencies. Each section includes a list of Basic Equipment & Supplies and a Post Cleaning Goals summary to clarify quality expectations.

Technicians should follow the structure carefully. Any extra service requests require corporate office approval.



1. GENERAL AREAS (Lobby, Offices, Conference Room, Kitchen, Common Areas)

Daily (Performed Once Weekly):

- ☐ Wipe down all desks, file cabinets, chairs, tables, and furniture with disinfectant
- ☐ Vacuum carpets, including edges and corners
- ☐ Mop all hard floors thoroughly
- ☐ Wipe down telephones with disinfectant
- ☐ Clean window sills
- ☐ Remove gum or other foreign objects
- ☐ Clean fingerprints and marks from glass doors, frames, light switches, walls
- ☐ Empty all trash bins, replace liners, and remove trash to designated area
- ☐ Clean and sanitize water fountains and coolers
- ☐ Clean entrance doors and lobby glass surfaces
- ☐ Spot clean carpets as needed

Weekly:

- ☐ Repeat all Daily tasks

Monthly:

- ☐ Clean air diffusers, return vents, and light fixtures
- ☐ High dust walls, molding, and window blinds

Basic Equipment & Supplies Needed – General Areas:

- Vacuum with edge tools
- Mop and bucket
- Neutral floor cleaner
- Disinfectant spray/wipes
- Microfiber cloths
- Trash liners

Post Cleaning Goals – General Areas:

- Surfaces free of dust, debris, and smudges
 - Floors clean and streak-free
 - Glass and touchpoints spotless
 - Furniture polished and presentable
 - Area smells clean and appears well-maintained
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2. RESTROOMS

Daily (Performed Once Weekly):

- ☐ Restock towels, tissue, and soap

- ☐ Empty and disinfect sanitary and trash receptacles
- ☐ Clean and polish mirrors
- ☐ Wipe towel dispensers
- ☐ Clean and disinfect toilets, urinals, and both sides of toilet seats
- ☐ Clean and disinfect sinks and bright work
- ☐ Dust partitions, mirrors, and frames
- ☐ Remove splash marks from walls
- ☐ Mop and rinse floors with disinfectant
- ☐ Remove restroom trash to disposal area
- ☐ Spot clean restroom walls as needed

Weekly:

- ☐ Repeat all Daily tasks

Monthly:

- ☐ Pour water into all floor drains

Basic Equipment & Supplies Needed – Restrooms:

- Disinfectant cleaner (toilet/surface)
- Mop and bucket
- Glass cleaner
- Toilet brush
- Paper product refills
- PPE

Post Cleaning Goals – Restrooms:

- Fixtures clean, dry, and disinfected
- Floors odor-free and mopped
- Paper stocked and dispensers wiped
- No visible marks or buildup

3. ADDITIONAL SERVICES (Available Upon Request w/ Approval)

These tasks are only performed **if approved by the corporate office.**

Services:

- ☐ Shampoo carpets
- ☐ Strip, reseal, refinish tile floors
- ☐ Scrub/refinish shower and tile floors
- ☐ Wash windows
- ☐ Wash dishes
- ☐ Clean out/wipe down refrigerators and vending machines

Post Cleaning Goals – Additional Services (When Approved):

- Deep-cleaned surfaces
- Shiny, restored floors
- Sanitized kitchen/refrigeration appliances
- Spotless windows and dishes

Basic Equipment & Supplies (If Approved):

- Carpet extractor
- Floor scrubber and finish
- Degreaser, dish soap
- Window cleaning tools
- Food-safe disinfectant