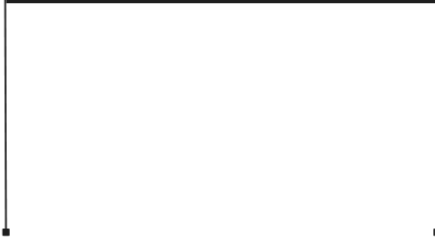
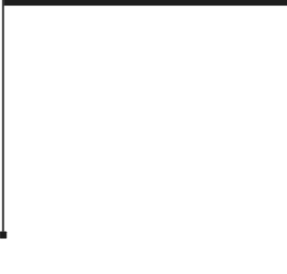


Updated July 24th 2025

PRO\$ RFP

American Red Cross Scope of Work

This guide explains what to clean, where, and how often in the American Red Cross facility. Each area is broken down by task frequency (daily, weekly, etc.) with clear expectations for supplies and outcomes. Follow each section carefully to maintain a clean, safe, and professional environment.



1. GENERAL OFFICE AREAS

Daily Tasks:

- Dust desks, shelves, and electronics using microfiber cloths
- Sanitize high-touch areas (keyboards, phones, door handles)
- Vacuum carpeted areas thoroughly
- Mop hard floors with eco-friendly cleaner

Basic Equipment & Supplies Needed:

- Microfiber cloths
- Eco-friendly all-purpose cleaner
- HEPA vacuum
- Floor mop and bucket
- Gloves, mask

Post Cleaning Goals:

- Surfaces dust-free and sanitized
 - Carpets vacuumed edge-to-edge
 - Hard floors clean and dry
 - Workspace looks and feels professional
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2. BLOOD DONATION AREA

Daily Tasks:

- Disinfect all chairs, beds, and equipment with EPA-approved disinfectant
- Mop floors using EPA-approved disinfectant and allow to dry

Basic Equipment & Supplies Needed:

- EPA-approved disinfectant
- Microfiber cloths
- Mop and bucket
- PPE (gloves, mask, eye protection)

Post Cleaning Goals:

- All surfaces disinfected and air-dried
 - Floors sanitized, clean, and free of residue
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3. RESTROOMS

Daily Tasks:

- Scrub and disinfect toilets and sinks
- Disinfect surrounding areas and partitions
- Mop floors with eco-friendly disinfectant

Basic Equipment & Supplies Needed:

- Toilet brush and cleaner
- EPA-approved disinfectant
- Microfiber cloths
- Mop and bucket
- Gloves, mask

Post Cleaning Goals:

- Toilets and sinks disinfected and free of buildup
 - Floors dry and non-slippery
 - No unpleasant odors
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4. TRAINING ROOMS

Daily Tasks:

- Wipe tables, chairs, and equipment with eco-friendly cleaner
- Sanitize high-touch areas (door handles, light switches)
- Vacuum carpets and mop hard floors

Basic Equipment & Supplies Needed:

- Microfiber cloths
- Eco-friendly cleaner
- Vacuum (HEPA recommended)
- Mop and bucket
- Gloves, mask

Post Cleaning Goals:

- All surfaces visibly clean
 - Floors spotless and hazard-free
 - Room prepared for immediate use
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5. EMERGENCY PREPAREDNESS AREAS

Daily/As Needed Tasks:

- Sweep and clean emergency exits and routes
- Ensure all exits are unobstructed
- Clean emergency equipment and check for functionality

Basic Equipment & Supplies Needed:

- Broom and dustpan
- Eco-friendly all-purpose cleaner
- Microfiber cloths
- Gloves, mask

Post Cleaning Goals:

- Exits and escape routes free of debris
- Emergency equipment clean and in working condition
- Area remains safe and accessible