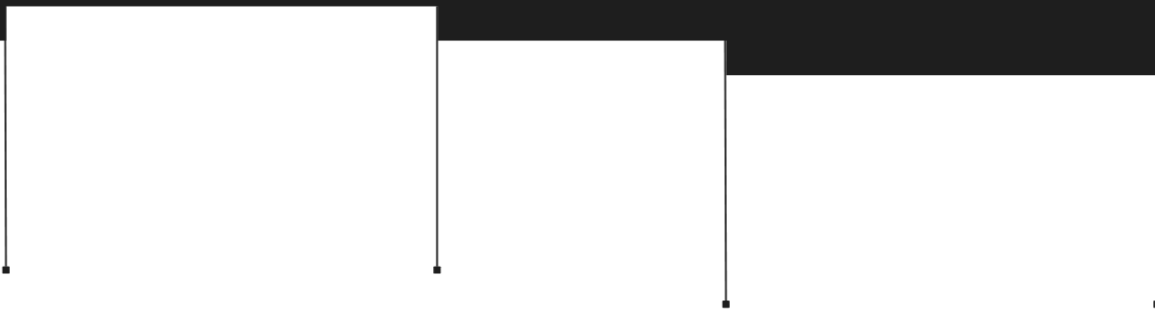


Updated July 24th 2025

PRO\$ RFP

Benevis Scope of Work

This scope outlines twice-per-month janitorial tasks for Benevis facilities, along with periodic deep cleaning services. Each section is organized by area and clearly defines the required cleaning frequency, necessary equipment, and post-cleaning expectations for techs.



LOBBY, LAB, HALLWAYS, OFFICES & HYGIENE AREAS

Frequency: 2x/Month

- ☐ Dust and clean desks, tables, TVs, computers, filing cabinets
- ☐ Empty trash and recycle bins; replace liners and remove to dumpster
- ☐ Clean all doors and partition glass
- ☐ Sweep and mop all floors
- ☐ Vacuum all carpeted areas
- ☐ Clean lights and fixtures
- ☐ Wipe down all waiting room chairs with disinfectant
- ☐ Clean both sides of all doors and windows with window cleaner
- ☐ Dust baseboards
- ☐ Clean and sanitize lab sinks
- ☐ Disinfect water fountains
- ☐ Disinfect all parts of playset
- ☐ Remove cobwebs from all areas
- ☐ Clean windowsills

Basic Equipment & Supplies Needed

- Disinfectant spray
- Glass cleaner
- Microfiber cloths
- Mop & bucket with disinfectant
- Vacuum (with attachments)
- Broom & dustpan
- Trash liners

Post Cleaning Goals The area should look tidy and professional with no visible dust, smudges, or cobwebs. It should smell fresh and disinfected, and all floors, surfaces, and glass should be streak-free and spotless.

RESTROOMS

Frequency: 2x/Month

- ☐ Empty all trash and sanitary napkin receptacles; disinfect and replace liners
- ☐ Disinfect all high-touch surfaces: door handles, light switches, partitions
- ☐ Clean and disinfect all dispensers, mirrors, and fixtures
- ☐ Clean and disinfect partitions, sinks, toilets, urinals, and toilet seats
- ☐ Remove smudges and marks from walls and partitions
- ☐ Restock paper products, hand sanitizer (if applicable), and hand soap
- ☐ Sweep and mop floors using disinfectant
- ☐ Dust/clean doors, mirrors, partitions, vents, baseboards
- ☐ Remove cobwebs from all areas

- ☐ Clean windowsills

Basic Equipment & Supplies Needed

- Germicidal cleaner
- Toilet bowl brush
- Mop & bucket
- Paper towel & toilet tissue refills
- Gloves & safety PPE
- Disinfectant wipes or spray
- Trash can liners

Post Cleaning Goals Restrooms should feel sanitary and fresh-smelling. Fixtures and mirrors should be streak-free, floors should be dry and clean, and supplies must be fully stocked.

BREAK ROOM

Frequency: 2x/Month

- ☐ Sweep and mop floors with sanitizing agent
- ☐ Empty all trash cans and replace liners
- ☐ Disinfect high-touch surfaces: door handles, switches, partitions
- ☐ Clean and disinfect outside of refrigerator
- ☐ Dust all surfaces
- ☐ Wipe down and disinfect chairs and tables
- ☐ Clean and sanitize sinks
- ☐ Restock all paper products, hand sanitizers (if applicable), and soap
- ☐ Dust baseboards and vents
- ☐ Remove cobwebs from all areas
- ☐ Clean windowsills

Basic Equipment & Supplies Needed

- Surface disinfectant
- Mop and sanitizing solution
- Trash liners
- Paper product refills
- Microfiber cloths
- Scrub pad (for stubborn spots)

Post Cleaning Goals Break room should be tidy, free of odors, and hygienic. Surfaces should be disinfected, floors clean and dry, and trash properly managed. High-touch areas must feel safe and clean.

ADDITIONAL SERVICES (DEEP CLEANING)

Performed 2x/Year Upon Request and Approval

- ☐ Strip & Wax of vinyl floors
- ☐ Buff and re-coat of vinyl floors
- ☐ Carpet extractor cleaning

Basic Equipment & Supplies Needed (for deep cleaning)

- Floor buffer machine
- Wax stripper
- Carpet extractor
- Wet/dry vacuum
- Floor finish & mop

Post Cleaning Goals Vinyl floors should shine without scuff marks. Carpets should be deeply refreshed, free of stains or odors. Space should appear revitalized after service.