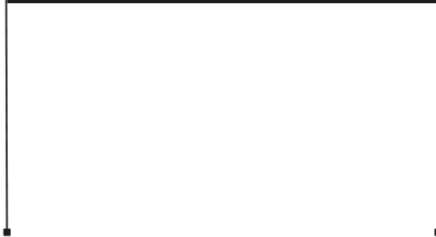
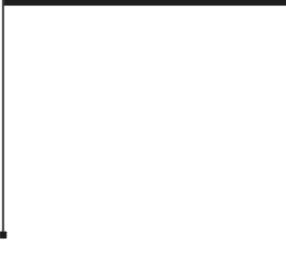


Updated July 24th 2025

PRO \$ RFP

Capital One Scope of Work

This location requires a consistent, high-quality clean that leaves no detail overlooked. You'll focus on keeping public areas spotless, restrooms sanitary, and surfaces free of fingerprints and dust. Pay close attention to customer-facing spaces like lobbies, teller lines, and ATMs. Every shift, hit the high-traffic areas hard and maintain a professional standard that reflects the brand's cleanliness promise.



Area 1: Flooring (All Interior Spaces)

Daily Tasks

- ☐ Vacuum all carpeted areas, entry mats, and rugs
- ☐ Wet mop all hard flooring (VCT, ceramic) with germicidal cleaner
- ☐ Mop bathroom floors with germicidal cleaner
- ☐ Remove gum, tar, or stuck debris
- ☐ Spot clean spills or stains
- ☐ Sweep/dust mop all floors

Weekly Tasks

- ☐ Detail vacuum/sweep: corners, edges, under mats, elevator & door tracks
- ☐ Vacuum stairways and vestibule with upright vacuum and beater bars

Monthly Tasks

- ☐ Sweep, mop, vacuum all secure spaces: ATM rooms, vaults, file rooms

Quarterly Tasks

- ☐ Mop stairs with germicidal cleaner

Basic Equipment & Supplies Needed

- Upright and backpack vacuums
- Germicidal mopping solution
- Mop & bucket, broom, dustpan
- Spot treatment solution
- Scrapers for stuck-on debris

Post Cleaning Goals

- No visible dirt, gum, or debris
 - Floors dry, safe, and streak-free
 - Entry areas free of salt or water residue
 - Corners and edges free of dust buildup
-

Area 2: Dusting & Surfaces

Daily Tasks

- ☐ Spot clean all walls, doors, light switches, and trash area walls
- ☐ Dust stanchions, ropes, file cabinets, counters, and fixtures (10 ft and under)

Weekly Tasks

- ☐ Dust stairwell banisters, vent surfaces (up to 6 ft), cobwebs (interior and exterior)
- ☐ Dust & polish furniture and lamps
- ☐ Dust door louvers and metal work

Quarterly Tasks

- ☐ Dust pipes, lights, moldings, door frames, shelves, ledges, and blinds

Basic Equipment & Supplies Needed

- Microfiber cloths
- Telescopic duster
- Polish for wood/metal
- Disinfectant spray

Post Cleaning Goals

- Dust-free visible surfaces
 - No streaks or smudges on touch points
 - No visible cobwebs
-

Area 3: Bathrooms

Daily Tasks

- ☐ Clean/sanitize toilets, urinals, sinks, chrome, counters, and mirrors
- ☐ Empty and sanitize trash/sanitary disposals
- ☐ Refill soap, paper towels, tissue, and feminine products
- ☐ Sanitize under and around basins
- ☐ Spot disinfect ceramic walls
- ☐ Pour water into floor drains
- ☐ Mop floors with germicidal solution

Weekly Tasks

- ☐ Clean ceramic walls (up to 10 ft)

Monthly Tasks

- ☐ Scrub all floors, base coving, and tile walls
- ☐ Wash all partitions on both sides and walls with disinfectant

Basic Equipment & Supplies Needed

- Germicidal disinfectants
- Toilet bowl cleaner & brushes

- Mop and bucket
- Paper towel, soap, and tissue refills
- Trash liners

Post Cleaning Goals

- Fresh-smelling, fully stocked restrooms
 - Sparkling fixtures and mirrors
 - Trash bins clean and empty
-

Area 4: Kitchen/Break Room

Daily Tasks

- ☐ Wipe and sanitize microwave inside/out
- ☐ Wipe exterior of refrigerator and dishwasher
- ☐ Sanitize counters, sink, water cooler, and tabletops
- ☐ Refill soap and paper towels
- ☐ Remove trash and sanitize bins

Weekly Tasks

- ☐ Spot clean cabinet exteriors

Monthly Tasks

- ☐ Clean refrigerator interior

Basic Equipment & Supplies Needed

- Disinfectant spray
- Germicidal kitchen-safe cleaner

- Paper towels and soap
- Scrub sponges

Post Cleaning Goals

- Surfaces sanitized and clutter-free
 - No food residue in microwave or fridge
 - Trash handled properly and bins clean
-

Area 5: Glass, Metal & ATM Surfaces

Daily Tasks

- ☐ Clean all eye-level interior/exterior glass (doors, partitions, lobby, teller line, etc.)
- ☐ Wipe metal surfaces like drinking fountains, elevator chrome

Weekly Tasks

- ☐ Polish interior wood furniture
- ☐ Wipe down teller counters and partitions

Quarterly Tasks

- ☐ Clean vents and polish teller lines (vertical & horizontal)

Semi-Annual Tasks

- ☐ Full window washing

Basic Equipment & Supplies Needed

- Glass cleaner
- Polishing cloths
- Wood polish

- Approved ATM-safe cleaner (e.g. Simple Green)

Post Cleaning Goals

- Streak-free glass
 - Fingerprint-free teller areas and chrome
 - ATM screens and surrounds wiped and tidy
-

Area 6: ATM & Night Drop Equipment

Daily Tasks

- ☐ Wipe ATM housing, baseboards, screens, keypads
- ☐ Clean glass or plastic deflectors
- ☐ Clean surrounding ledges, signs, and handles
- ☐ Empty waste slot or trash receptacle
- ☐ Clean face and signage
- ☐ Spot clean teller-ready machines

Basic Equipment & Supplies Needed

- ATM-safe cleaning solution
- Soft cloths (no direct spraying)
- Disinfectant for public touch points

Post Cleaning Goals

- No grime or smudges on ATMs
- Clean touchpoints and counters
- Visible cleanliness on approach

Area 7: Exterior and Trash Enclosure

Daily Tasks

- ☐ Sweep sidewalks, steps, and building approach
- ☐ Police trash enclosure for debris
- ☐ Empty trash and recycle bins; replace liners
- ☐ Separate trash/recycling properly
- ☐ Sanitize trash receptacles

Weekly Tasks

- ☐ Sweep/blow trash enclosure
- ☐ Police surrounding areas (up to 25 feet), including cigarette butts

Monthly Tasks

- ☐ Sweep/blow drive-up lanes and stairways

Annual Tasks

- ☐ Pressure wash signage, walk-ups, and ATM drives

Basic Equipment & Supplies Needed

- Broom, dustpan, leaf blower
- Trash/recycle liners
- Pressure washer (annual)
- Ashtray sand, sift tool

Post Cleaning Goals

- No visible trash or debris

- Trash/recycling sorted correctly
 - Clean approach to entrances and ATMs
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Area 8: Janitor Closet & Misc.

Daily Tasks

- ☐ Hang mops/rags to dry, sanitize slop sink

Weekly Tasks

- ☐ Empty vacuum bags, clean closet
- ☐ Sanitize mop heads or replace

Basic Equipment & Supplies Needed

- Closet maintenance tools
- Vacuum cleaner bags
- Mop heads

Post Cleaning Goals

- Clean and organized closet
- Functional and fresh-smelling equipment