

Updated 01/23/2026

PRO \$ RFP

Center Point Energy

Janitorial Scope

This Scope of Work outlines the janitorial cleaning requirements for CenterPoint Energy corporate and operational facilities, including offices, common areas, and support spaces. This guide is designed specifically for janitorial technicians and supervisors to clearly understand cleaning expectations by area and frequency. All tasks must be completed using proper equipment and approved supplies, following site safety and security protocols. Technicians are expected to focus on visible cleanliness, safety, and overall customer and employee experience. Each task listed below must be performed in the specified area and at the required frequency to meet CenterPoint Energy standards.

Facility Exterior & Perimeter

Daily Tasks

- Inspect parking lots and 20' perimeter for non-organic debris
- Remove litter and debris from sidewalks, entrances, and building perimeter
- Empty exterior trash and recycling containers when more than 1/3 full
- Replace liners and ensure lids are secure
- Empty ashtrays as needed
- Report graffiti, vandalism, or landscaping concerns to Facility Manager

Weekly Tasks

- Damp wipe exterior surfaces of trash and recycling containers

Monthly Tasks

- Inspect exterior areas for buildup or stains and report for corrective action

Equipment & Supplies Needed

- Outdoor broom and dustpan
- Trash liners
- Disinfectant cleaner
- Gloves and PPE

Post Cleaning Goals

- Exterior areas are free of debris and litter
 - Trash containers are clean, odor-free, and not overflowing
 - Facility exterior presents a clean and professional appearance
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Entryways, Lobbies & Atriums

Daily Tasks

- Spot clean entrance and interior glass surfaces
- Dust horizontal surfaces including ledges and furniture
- Empty trash and recycling containers if more than 1/3 full
- Replace liners as needed
- Sweep, vacuum, or damp mop floors based on surface type
- Dust air vents and diffusers

Weekly Tasks

- Damp wipe exterior of trash and recycling containers

- Spot clean doors and door frames to remove marks

Monthly Tasks

- Detail clean hard surface floors (rotational schedule)

Equipment & Supplies Needed

- Glass cleaner and microfiber cloths
- Vacuum and mop system
- Neutral floor cleaner
- Extension duster

Post Cleaning Goals

- Glass is streak-free and clear
 - Floors are evenly cleaned with no visible debris
 - Lobbies appear welcoming, clean, and professional
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Hallways & Corridors

Daily Tasks

- Spot clean glass surfaces
- Dust horizontal surfaces
- Spot clean doors and walls as needed
- Sweep, vacuum, or mop floors per surface type
- Empty trash and recycling containers when more than 1/3 full
- Dust vents and diffusers

Weekly Tasks

- Damp wipe exterior of trash and recycling containers
- Spot clean doors to remove fingerprints and marks

Monthly Tasks

- Rotational deep cleaning of floors

Equipment & Supplies Needed

- Vacuum with attachments
- Mop and bucket
- Microfiber cloths
- Disinfectant cleaner

Post Cleaning Goals

- Hallways are free of debris and dust
 - Walls and doors are free of visible marks
 - Floors are clean, safe, and evenly maintained
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General Offices & Executive Offices

Daily Tasks

- Empty trash and recycling containers if more than 1/3 full
- Replace soiled or torn liners
- Spot clean glass surfaces
- Dust desks, furniture, and horizontal surfaces (do not disturb work areas)
- Spot clean doors and walls
- Vacuum carpet or clean hard surface floors (rotational)
- Dust vents and diffusers

Weekly Tasks

- Damp wipe exterior of trash and recycling containers
- Spot clean doors for fingerprints and smudges

Monthly Tasks

- Detail clean floors per rotational schedule

Equipment & Supplies Needed

- HEPA vacuum
- Microfiber cloths
- Neutral cleaner
- Dusting tools

Post Cleaning Goals

- Offices appear orderly and dust-free
 - Trash is removed without disturbing personal items
 - Floors and surfaces are visibly clean and professional
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Conference Rooms (If applicable)

Daily Tasks

- Empty trash and recycling containers if more than 1/3 full
- Replace liners as needed

- Spot clean glass surfaces
- Dust tables and horizontal surfaces
- Wipe down tables and dust chairs
- Vacuum carpet or mop hard floors (rotational)

Weekly Tasks

- Damp wipe exterior of trash and recycling containers
- Spot clean doors and high-touch areas

Monthly Tasks

- Rotational deep floor cleaning

Equipment & Supplies Needed

- Vacuum and mop system
- Microfiber cloths
- Disinfectant cleaner

Post Cleaning Goals

- Tables and seating are clean and ready for use
 - Floors are free of debris and stains
 - Room presents a professional meeting environment
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Elevators & Elevator Vestibules (If applicable)

Daily Tasks

- Clean elevator floors and tracks
- Spot clean glass and metal surfaces
- Empty trash containers if applicable
- Dust vents and diffusers

Weekly Tasks

- Detail clean elevator tracks and thresholds
- Polish metal surfaces as needed

Monthly Tasks

- Inspect for buildup or damage and report concerns

Equipment & Supplies Needed

- Detail brushes

- Vacuum
- Microfiber cloths
- Neutral cleaner

Post Cleaning Goals

- Elevator tracks are clean and free of debris
 - Surfaces are streak-free and polished
 - Elevators appear safe and well-maintained
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Restrooms & Locker Rooms

Daily Tasks

- Empty trash and feminine hygiene containers
- Replace all liners
- Replenish paper products, soap, and air freshener
- Clean and disinfect sinks, toilets, urinals, mirrors, and partitions
- Clean and mop floors
- Dust vents and diffusers
- Pour water into floor drains to maintain P-traps

Weekly Tasks

- Damp wipe exterior of trash containers
- Spot clean doors and glass surfaces

Monthly Tasks

- Detail clean hard surface floors
- Inspect walls and partitions for buildup

Equipment & Supplies Needed

- Restroom disinfectants
- Mop and bucket
- PPE and gloves
- Paper and soap supplies

Post Cleaning Goals

- Restrooms are sanitized, stocked, and odor-free
 - Fixtures are clean with no buildup or streaking
 - Floors are clean, dry, and safe
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Break Rooms & Kitchenettes (If applicable)

Daily Tasks

- Empty trash and recycling containers
- Replace liners
- Wipe down tables, counters, sinks, and appliance exteriors
- Dust horizontal surfaces including tops of refrigerators and vending machines
- Clean glass surfaces
- Vacuum or mop floors (rotational)

Weekly Tasks

- Damp wipe exterior of trash containers
- Spot clean doors and walls

Monthly Tasks

- Clean refrigerator interiors (coordinated with staff)

Equipment & Supplies Needed

- Food-safe disinfectant
- Microfiber cloths
- Mop and vacuum

Post Cleaning Goals

- Food areas are clean, sanitary, and odor-free
 - Tables and appliances are visibly clean
 - Floors are free of spills and debris
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Fitness Centers (If applicable)

Daily Tasks

- Empty trash containers
- Clean and disinfect surfaces and equipment touchpoints
- Dust horizontal surfaces
- Vacuum or mop floors
- Dust vents and diffusers

Weekly Tasks

- Damp wipe exterior of trash containers
- Spot clean doors and glass

Monthly Tasks

- Rotational deep floor cleaning

Equipment & Supplies Needed

- Disinfectant cleaner
- Microfiber cloths
- Vacuum and mop system

Post Cleaning Goals

- Fitness areas are clean and sanitary
 - Floors are safe and debris-free
 - Equipment areas appear well-maintained
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Janitorial Closets & Mechanical Rooms

Daily Tasks

- Keep closets clean, organized, and free of clutter
- Store chemicals properly and below eye level
- Ensure SDS documentation is available
- Remove trash and debris

Weekly Tasks

- Spot clean doors and surfaces

Monthly Tasks

- Inspect storage and report safety concerns

Equipment & Supplies Needed

- Storage bins and labels
- PPE
- Cleaning logs

Post Cleaning Goals

- Closets are organized and compliant with safety standards
 - No chemicals or equipment left unattended
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General Equipment & Supplies Checklist

- Commercial vacuums (carpet and hard floor)
 - Mop buckets and wringers
 - Microfiber cloths and dusters
 - Neutral cleaners and disinfectants
 - Glass cleaner
 - Trash liners (various sizes)
 - PPE and safety signage
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Post Cleaning Goals Summary

- All areas are visibly clean, orderly, and professional
- Floors are free of debris, stains, and slip hazards
- Trash is removed regularly with liners replaced
- Restrooms and break areas are sanitary and fully stocked
- Facility reflects a safe, secure, and well-maintained environment