

Updated July 24th 2025

PRO \$ RFP

Charles Schwab Scope of Work

Welcome to the Charles Schwab cleaning team. Your work helps maintain a high standard of cleanliness that reflects the professionalism of the Schwab brand. This guide breaks down your tasks by area and frequency so you can work efficiently and confidently. Follow each section carefully, using the recommended supplies, and keep each area looking spotless and ready for staff and visitors.



1. Offices / Main Areas

Daily Tasks

- ☐ Dust and clean all fixtures and office furniture
- ☐ Spot clean doors and door frames
- ☐ Empty all waste cans and replace liners
- ☐ Damp wipe all surfaces (remove spills, coffee rings)
- ☐ Spot clean internal partition glass
- ☐ Spot clean entrance glass
- ☐ Sanitize public use phones
- ☐ Sanitize water fountains
- ☐ Vacuum carpets and spot clean as needed
- ☐ Dust, damp mop, and spot clean hard floors
- ☐ Dust and sanitize computer monitors and keyboards
- ☐ Check and clean debris at entrances

Weekly Tasks

- ☐ Damp wipe all shelves and counters out of daily reach
- ☐ Polish desks, credenzas, and shelves
- ☐ Clean and sanitize employee phones
- ☐ Dust monitors
- ☐ Vacuum fabric furniture
- ☐ Wipe down plastic/leather furniture
- ☐ Clean/polish chrome chairs and table legs

- ☐ Dust window coverings
- ☐ Dust light fixtures and ceiling vents
- ☐ Clean switches, outlets, and doorknobs

Supplies Needed

- Disinfectant spray and wipes
- Glass cleaner
- Microfiber cloths
- Duster and extension pole
- Vacuum (with spot-cleaning tool)
- Mop and bucket
- Trash liners
- PPE (gloves, mask if needed)

Post Cleaning Goals

- Office should be free of dust, spots, and debris
- All touchpoints disinfected
- Furniture and fixtures polished and tidy
- No trash visible; bins clean and relined
- Entry points should reflect high first-impression standards

2. Restrooms

Daily Tasks

- ☐ Clean floors with germicidal cleaner

- ☐ Polish all dispensers and fixtures
- ☐ Clean and disinfect toilets, urinals, sinks
- ☐ Spot clean walls and partitions
- ☐ Clean and polish mirrors
- ☐ Restock toilet paper, towels, soap, and feminine hygiene products

Weekly Tasks

- ☐ Wash restroom partitions with germicidal detergent

Supplies Needed

- Germicidal cleaner
- Toilet bowl cleaner and brush
- Glass cleaner
- Disinfecting wipes
- Paper towels, toilet paper, hand soap
- PPE (gloves, apron, mask)

Post Cleaning Goals

- Restrooms must be visibly clean and disinfected
- Fixtures polished and mirrors streak-free
- No foul odors; floors dry and spotless
- Supplies fully restocked

3. Kitchen / Breakroom

Daily Tasks

- ☐ Clean and sanitize all countertops and tables
- ☐ Clean sinks
- ☐ Wipe down exteriors of microwaves, fridges, and coffee machines
- ☐ Run and unload dishwasher
- ☐ Put away clean dishes

Weekly Tasks

- Clean high shelves or surfaces not reached daily

Supplies Needed

- Multi-surface disinfectant
- Stainless steel cleaner (if applicable)
- Dish soap and sponges
- Dishwasher detergent
- Microfiber cloths
- PPE (gloves)

Post Cleaning Goals

- All surfaces free of food, stains, and crumbs
- Sinks and counters polished
- Appliances free of fingerprints and buildup
- Kitchen ready for staff use

This guide ensures every cleaning task is clearly defined and scheduled. Please refer back to this often to maintain consistency and high standards in your daily work. If you ever need clarification, contact your supervisor or Pro RFP at (302) 265-3786 or help@prorfp.com.