

Updated July 24th 2025

PRORFP

Cinépolis Scope of Work

This cleaning guide is designed for janitorial teams servicing Cinépolis USA locations. Follow each task as outlined by area and frequency. Use the correct supplies, complete each action thoroughly, and focus on high-visibility areas that shape the customer experience. Your work helps maintain a clean, safe, and welcoming environment.

1. Lobby (Entrance)

Daily

- Clean entrance glass doors
- Empty trash and wipe exterior as needed
- Vacuum hallways and walk-off mats
- Dust mop, sweep, vacuum, and mop all hard floor surfaces

Weekly

- Remove new/fresh spots
- Wipe furniture
- Dust TVs, fixtures, desks, display units, door frames, window ledges (up to 10 feet)

Monthly

- High dust TVs and lobby fixtures

Equipment & Supplies Needed

- Glass cleaner, microfiber cloths
- Upright and backpack vacuums
- Dust mops, wet mops, neutral floor cleaner
- Dusters (extendable for 10ft+), disinfectant spray

Post Cleaning Goals

- Entry glass is streak-free
- Floors are dust-free, spot-free, and evenly mopped
- Lobby furniture and surfaces are visibly clean and dust-free
- No visible debris or trash

2. Hallways

Daily

- Vacuum hallways and walk-off mats
- Sweep, dust mop, and mop all hard flooring
- Empty hallway trash and office trash (set out by staff)
- Wipe exterior of trash bins

Weekly

- Spot clean new/fresh stains up to dollar-size

Monthly

- Dust all fixtures, desks, door/window ledges, and display units

Equipment & Supplies Needed

- Upright vacuum with beater bar
- Trash bags, gloves, disinfectant cleaner
- Mop and bucket, neutral floor cleaner
- Microfiber cloths, dusters

Post Cleaning Goals

- Hallways are free of dust and debris
 - No lingering odors or trash
 - Surfaces appear clean and well-kept
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3. Restrooms

Daily

- Clean/disinfect basins, toilets, urinals, partitions, fixtures
- Mop and disinfect floors
- Empty trash and wipe bin exteriors
- Polish chrome fixtures
- Restock consumables (toilet paper, soap, paper towels)
- Clean mirrors

Weekly

- Dust vents and restroom walls

Monthly

- Disinfect tile walls below 5 ft
- Deep clean partitions with germicidal solution

Equipment & Supplies Needed

- Germicidal disinfectant, toilet bowl cleaner
- Mop and bucket, gloves
- Paper product refills, soap, liners
- Squeegee or lint-free cloth for mirrors

Post Cleaning Goals

- Fixtures are clean and disinfected with no buildup
- Partitions and tile are free of smudges and odors
- Restroom smells fresh and is well-stocked

4. Theaters

Daily

- Vacuum theater, mop aisles and stairs
- Empty trash bins and wipe exteriors
- Wipe trash cubbies
- Sanitize handrails
- Sweep and mop all floor surfaces including serving stations

Daily Rotation (*2 Auditoriums per night*)

- Police trash under screen
- Remove debris under seats (if seats opened by customer)
- Wipe seats with warm water (no soap or chemicals)
- Sanitize cupholders

Equipment & Supplies Needed

- Low-noise vacuums (battery preferred), brooms
- Trash liners, gloves, trash grabbers
- Warm water spray bottles, clean rags
- Hand sanitizer/disinfectant for cupholders and railings

Post Cleaning Goals

- Theaters free of food debris and odors
- Cupholders and seats are visibly clean
- Aisles and stairs are free from stickiness or residue

5. Bars & Kitchen (Note: Not included in base scope)

Cleaning of bar and kitchen areas is **not included** in the standard janitorial scope. If instructed separately, follow appropriate food service cleaning protocols.

General Equipment & Supplies Checklist

- **Cleaning Tools:** Vacuums, dusters, mop buckets, floor scrubbers (if available)
 - **Chemicals:** Neutral cleaner, disinfectant, germicidal solutions, glass cleaner
 - **Consumables:** Paper towels, toilet paper, soap refills, liners
 - **Protective Gear:** Gloves, masks (optional but preferred), safety signage
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Post Cleaning Goals Summary

- **Visible Cleanliness:** No visible debris, dust, stains, or streaks anywhere.
- **Disinfection:** All high-touch surfaces sanitized, particularly in restrooms and theaters.
- **Customer-Ready:** Every space should feel fresh and safe for guests.
- **Trash Control:** All receptacles emptied, liners replaced, and bins wiped.
- **Odor Neutrality:** No lingering odors — restrooms and lobbies should smell fresh.