

Updated 10/13/2025

# PRO\$ RFP

## CleanSlate Janitorial Scope of Work

This Scope of Work outlines the janitorial cleaning standards for CleanSlate Outpatient Addiction Medicine, an outpatient rehabilitation and MAT (Medication-Assisted Treatment) facility.

The purpose of this guide is to provide clear direction to janitorial staff on maintaining a visibly clean, safe, and welcoming environment for patients, visitors, and staff.

Each cleaning technician must:

- Follow task instructions by area and frequency (Daily, Weekly, Monthly).
- Use appropriate cleaning supplies, PPE, and disinfectants rated for healthcare environments.
- Focus on visible cleanliness, infection prevention, and odor control.
- Prioritize patient experience, ensuring that every space feels sanitary, calm, and professional.

# 1. Lobby / Reception Area

## Daily Tasks

- Empty all trash and replace liners; wipe inside/outside of cans as needed.
- Clean and disinfect all door handles, push plates, and entry glass (inside/outside).
- Dust and damp mop hard flooring with neutral disinfectant cleaner.
- Vacuum entry mats and waiting area carpets.
- Wipe and disinfect counters, reception desks, tables, and seating arms.
- Disinfect high-touch items (pens, clipboards, kiosks, etc.).

## Weekly Tasks

- Dust window sills, blinds, and display surfaces.
- Wipe down baseboards and remove scuff marks.
- Spot clean interior walls and door frames.

## Monthly Tasks

- Dust light fixtures and air vents within reach.

## Equipment & Supplies Needed

- Glass cleaner, microfiber cloths, vacuum, mop & bucket, neutral disinfectant, gloves.

## Post Cleaning Goals

- Lobby glass is streak-free and spotless.
  - Counters and seating visibly clean and sanitized.
  - Floors dry, streak-free, and odor-free.
  - Space feels fresh and professional upon entry.
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## 2. Patient Exam Rooms

### Daily Tasks

- Empty trash and replace liners.
- Wipe and disinfect exam tables, counters, chairs, and sinks (use healthcare-grade disinfectant).
- Clean and disinfect all touchpoints: light switches, handles, keyboards, phones, etc.
- Spot mop and disinfect floors.

### Weekly Tasks

- Dust ledges, medical cart surfaces, and under counter areas.
- Spot clean walls and door frames.

### Monthly Tasks

- Dust vents, high surfaces, and overhead lights.

### Equipment & Supplies Needed

- Hospital-grade disinfectant, microfiber cloths, mop system, gloves/PPE.

### Post Cleaning Goals

- Surfaces sanitized and residue-free.
- Floors and counters visibly clean.
- No odor, stains, or buildup anywhere.

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## 3. Nursing Stations & Medical Offices

### Daily Tasks

- Empty trash and replace liners.
- Wipe and disinfect desks, countertops, and shared workstations.

- Sanitize phones, keyboards, and drawer handles.
- Dust and damp mop or vacuum floors.

### **Weekly Tasks**

- Dust window sills, shelves, and monitors (use screen-safe wipes).
- Spot clean walls and cabinetry.

### **Monthly Tasks**

- Dust vents, blinds, and high surfaces.

### **Equipment & Supplies Needed**

- Disinfectant spray, microfiber cloths, computer-safe wipes, vacuum, mop & bucket.

### **Post Cleaning Goals**

- Work surfaces and electronics sanitized.
- Floors free of debris and streaks.
- Area appears organized and hygienic.

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## **4. Restrooms**

### **Daily Tasks**

- Clean and disinfect sinks, toilets, urinals, mirrors, and dispensers.
- Refill soap, towel, and tissue supplies from client stock.
- Mop and disinfect all floors with approved restroom disinfectant.
- Clean and polish fixtures, handles, and partitions.
- Empty and disinfect trash cans.

### **Weekly Tasks**

- Scrub walls, doors, and stall partitions below 5 ft.
- Pour water into floor drains to maintain traps.

### **Monthly Tasks**

- Clean vents, ceiling corners, and light fixtures.

### **Equipment & Supplies Needed**

- Restroom disinfectant, bowl cleaner, mop & bucket, gloves, microfiber cloths.

### **Post Cleaning Goals**

- Fixtures sparkle, odor-free.
  - Floors dry and sanitary.
  - Dispensers stocked and surfaces spotless.
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## **5. Breakroom / Staff Kitchen**

### **Daily Tasks**

- Empty trash, replace liners, and wipe bin exteriors.
- Clean and disinfect sinks, countertops, tables, and appliance exteriors.
- Wipe inside/outside of microwave.
- Clean coffee station and refrigerator exterior.
- Mop floor with neutral disinfectant cleaner.

### **Weekly Tasks**

- Dust cabinet tops, vents, and backsplash areas.
- Spot clean walls and light switches.

### **Monthly Tasks**

- Wipe refrigerator interior (coordinate with staff to clear contents).

### **Equipment & Supplies Needed**

- Food-safe disinfectant, microfiber cloths, mop, gloves.

### **Post Cleaning Goals**

- Food-prep areas sanitized and odor-free.
  - Floors clean, non-sticky, and streak-free.
  - Appliances wiped and shiny.
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## **6. Hallways & Common Areas**

### **Daily Tasks**

- Vacuum or dust mop and disinfect all floors.
- Empty trash bins and wipe exteriors.
- Clean high-touch points (door handles, push plates, light switches).
- Spot clean walls and glass panels.

### **Weekly Tasks**

- Dust baseboards, vents, and door frames.
- Remove cobwebs from corners and ceilings.

### **Monthly Tasks**

- Clean light fixtures and return air vents.

### **Equipment & Supplies Needed**

- Mop & bucket, disinfectant, microfiber cloths, duster, vacuum.

### **Post Cleaning Goals**

- Corridors neat and bright.
  - Floors streak-free, no debris.
  - No visible dust or cobwebs.
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## **7. Counseling / Group Rooms**

### **Daily Tasks**

- Empty trash and replace liners.
- Vacuum carpets or damp mop hard flooring.
- Disinfect tables, chairs, and touchpoints.

### **Weekly Tasks**

- Dust furniture, picture frames, and window sills.
- Spot clean walls and door frames.

### **Monthly Tasks**

- Dust vents, blinds, and light fixtures.

### **Equipment & Supplies Needed**

- Disinfectant cleaner, microfiber cloths, vacuum, mop & bucket.

### **Post Cleaning Goals**

- Room tidy, organized, and odor-free.
  - All seating and tables visibly clean and disinfected.
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## **8. Trash & Biohazard Handling**

### **Daily Tasks**

- Remove all general waste and recycling from facility.
- Transport to designated dumpster or pickup area.
- Handle any medical sharps containers or red bags **only if sealed by staff** (do not open or move unsealed items).
- Wipe trash bin exteriors as needed.

### **Monthly Tasks**

- Deep clean all trash receptacles (inside/outside).

### **Equipment & Supplies Needed**

- Trash liners (various sizes), gloves/PPE, disinfectant wipes.

### **Post Cleaning Goals**

- No overflowing or dirty bins.
  - Receptacles clean, odor-free, and properly lined.
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## **9. Floors (All Types)**

### **Daily Tasks**

- Vacuum carpeted areas and mats.
- Sweep and mop hard floors using appropriate neutral cleaner.
- Spot clean spills immediately.

### **Weekly Tasks**

- Edge vacuum carpet perimeters and corners.

### **Monthly Tasks**

- Dust baseboards and deep clean grout (as needed).

### **Equipment & Supplies Needed**



- Vacuum, mop & bucket, floor cleaner, microfiber dust mop.

### Post Cleaning Goals

- Floors free of debris and streaks.
  - Uniform appearance throughout facility.
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## General Equipment & Supplies Checklist

- Microfiber cloths (color-coded for restrooms, patient areas, general areas)
  - Mop & bucket with wringer
  - Neutral disinfectant and restroom disinfectant
  - Glass cleaner
  - PPE (gloves, masks optional)
  - Trash liners (various sizes)
  - Dusters and extension poles
  - Floor signage (“Wet Floor”)
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## Post Cleaning Goals Summary

- **Visible Cleanliness:** All areas appear neat, orderly, and debris-free.
- **Disinfection:** High-touch areas sanitized using medical-grade disinfectant.
- **Odor Control:** No lingering odors — fresh, neutral scent throughout.
- **Safety:** Proper use of PPE and caution signage.
- **Customer Experience:** Clinic presents a calm, professional, and hygienic environment for every patient.