

Updated July 24th 2025

PRORFP

Comerica Scope of Work

Welcome to the Comerica cleaning assignment. Your role here is essential in helping maintain a professional, safe, and welcoming environment for all customers and employees. This scope of work is broken down by area and frequency to make your tasks clear and manageable. Be thorough, consistent, and detail-oriented—your work makes a visible impact. Let's keep this space spotless and client-ready at all times.

Lobby & Entrance Area

Daily Tasks

- Sweep and mop floors with disinfectant.
- Clean entrance glass doors (both sides).
- Empty all trash and recycling receptacles, replace liners.
- Dust horizontal surfaces including ledges and display tables.
- Spot-clean walls, door handles, and touchpoints.

Weekly Tasks

- Vacuum entrance mats and air vents.
- Wipe down and polish metal finishes on doors and fixtures.

Monthly Tasks

- High dusting of corners, ceiling vents, and lights.

Basic Equipment & Supplies Needed

- Mop & bucket
- Neutral floor cleaner
- Glass cleaner
- Duster (extendable)
- Microfiber cloths
- Trash liners
- Disinfectant spray

Post-Cleaning Goals

- Floors should be clean and streak-free.

- Glass doors must be smudge-free.
 - All surfaces dust-free with no visible debris.
 - Trash completely removed with fresh liners.
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Offices & Workstations

Daily Tasks

- Empty trash bins and replace liners.
- Dust desks, tables, and chair bases.
- Spot-clean walls, doors, and light switches.

Weekly Tasks

- Vacuum all carpeted areas, including under desks and corners.
- Wipe down telephones and shared equipment.

Monthly Tasks

- High dust vents, blinds, and wall art frames.

Basic Equipment & Supplies Needed

- Vacuum cleaner with edge tools
- Duster
- Disinfectant spray
- Microfiber cloths
- Trash bags

Post-Cleaning Goals

- No visible debris under or around desks.

- Equipment sanitized and dust-free.
 - Trash bins emptied with clean liners.
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Restrooms

Daily Tasks

- Clean and disinfect sinks, toilets, and urinals.
- Wipe and polish mirrors.
- Refill soap, paper towel, and toilet paper dispensers.
- Mop floors with disinfectant.
- Empty trash and sanitary receptacles.

Weekly Tasks

- Clean stall partitions and wall tile around sinks.
- Deep-clean grout lines.

Monthly Tasks

- High dusting vents and behind toilets.
- Disinfect trash bins inside and out.

Basic Equipment & Supplies Needed

- Toilet bowl cleaner and brush
- Disinfectant spray
- Floor mop and disinfectant
- Gloves
- Restroom-specific microfiber cloths

- Paper products & soap refills

Post-Cleaning Goals

- Surfaces disinfected and odor-free.
 - Supplies fully stocked.
 - No build-up or streaks on any fixture.
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Breakroom / Kitchenette

Daily Tasks

- Wipe tables, counters, sinks, and appliance exteriors.
- Empty trash and recycling.
- Clean and sanitize high-touch surfaces (microwave buttons, fridge handle, etc.).

Weekly Tasks

- Clean inside of microwave.
- Wipe down cabinet fronts.

Monthly Tasks

- Clean behind appliances.
- Clean inside refrigerator (if approved).

Basic Equipment & Supplies Needed

- Disinfectant spray
- Degreaser (if needed)
- Microfiber cloths
- Trash bags

- Scrub pad or brush

Post-Cleaning Goals

- Surfaces grease-free and sanitized.
 - All trash removed.
 - Smell fresh with no lingering food odors.
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Elevator & Stairs

Daily Tasks

- Clean elevator walls and buttons with disinfectant.
- Mop or vacuum elevator floor.
- Sweep stairwells.

Weekly Tasks

- Wipe handrails and dust stair edges.

Monthly Tasks

- Deep-clean stair risers and baseboards.

Basic Equipment & Supplies Needed

- Disinfectant wipes or spray
- Microfiber cloths
- Floor mop
- Vacuum or broom
- Extension duster

Post-Cleaning Goals

- Elevator spotless with no fingerprints.
 - Stairwells safe, clean, and free of trash or dust.
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Janitor Closet Maintenance

Weekly Tasks

- Empty vacuum bags and clean filters.
- Clean slop sink and floor.
- Organize supplies, hang mops to dry.

Basic Equipment & Supplies Needed

- Mop hangers
- Sink cleaner
- Trash bags
- Organization bins

Post-Cleaning Goals

- Closet neat and safe to access.
 - All tools clean and stored properly.
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Final Notes

This scope ensures Comerica maintains a professional and clean environment. Follow the schedule and tasks closely. Always report any unusual conditions or supply needs. Your work reflects Pro RFP's commitment to quality.