

Updated July 25th 2025

PRORFP

Concentra Scope of Work

This cleaning scope is designed for Concentra medical sites requiring consistent, professional care across various zones. You are responsible for maintaining a visibly clean, safe, and welcoming environment for patients, staff, and visitors. Follow the breakdown by area and frequency to ensure every detail is addressed during your service. Always prioritize quality, disinfect thoroughly, and report anything unusual.

1. General & Executive Offices, Lobby, Lounge, Public Areas

Daily Tasks

- ☐ Empty all trash cans; reline with fresh liners
- ☐ Dust all furniture (desks, chairs, tables)
- ☐ Clean and sanitize drinking fountains
- ☐ Spot clean desk tops (do not move/disrupt client papers)
- ☐ Spot clean reception lobby glass and entrance door
- ☐ Remove handprints, ink marks, coffee rings from desks
- ☐ Remove smudges from doors, walls, switches
- ☐ Clean interior glass in doors and partitions
- ☐ Empty/scrub coffee pots; turn off makers nightly
- ☐ Spot clean spills on upholstery
- ☐ Clean/disinfect phones

Weekly Tasks

- ☐ Dust low surfaces (sills, ledges, picture frames, radiators)
- ☐ High dust horizontal surfaces above hand height
- ☐ Clean/polish bright metal to hand height
- ☐ Wipe down all counters, cabinets (incl. doors)
- ☐ Clean kitchen features and vending
- ☐ Wipe microwave inside and out
- ☐ Clean/wipe down inside of refrigerators & dispose old items

Monthly Tasks

- ☐ Dust chair bases, coat racks, and stands
- ☐ Remove ceiling area cobwebs
- ☐ Vacuum upholstered furniture including backs and creases

Basic Equipment & Supplies Needed

- Microfiber cloths
- Disinfectant spray
- Trash liners
- Upright and handheld vacuum
- Stainless steel polish
- Multipurpose cleaner
- Glass cleaner

Post Cleaning Goals

- Surfaces are visibly clean and smudge-free
- Trash is removed, and cans sanitized
- Breakroom appliances wiped and sanitized
- Furniture looks fresh and debris-free

2. Washrooms

Daily Tasks

- ☐ Vacuum upholstered furniture
- ☐ Clean and sanitize all vitreous fixtures (toilets, urinals, basins)
- ☐ Sanitize flush rings and overflow outlets

- ☐ Clean/polish chrome fittings, mirrors
- ☐ Sanitize toilet seats and baby changing stations
- ☐ Empty/insert liners in all disposals and containers
- ☐ Wash and sanitize container exteriors
- ☐ Wipe walls, partitions, and dispensers
- ☐ Refill all dispensers
- ☐ Remove wall area stains near towel dispensers
- ☐ Sweep and mop floors with disinfectant
- ☐ Monitor restrooms regularly

Weekly Tasks

- ☐ Low dust all horizontal surfaces to hand height

Monthly Tasks

- ☐ Sanitize metal partitions
- ☐ Deep clean all restroom surfaces
- ☐ High dust above hand height (ledges, pipes, frames)

Basic Equipment & Supplies Needed

- Germicidal cleaner
- Mop/bucket system
- Microfiber rags
- Toilet bowl cleaner
- Stainless steel polish
- Trash bags

Post Cleaning Goals

- Fixtures sparkle and are germ-free
 - All paper/soap supplies fully stocked
 - No odors or visible buildup
 - Restrooms smell fresh and are ready for use
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3. Floors – Resilient & Hard

Daily Tasks

- ☐ Dry dust and mop where needed
- ☐ Wet mop open areas

Weekly Tasks

- ☐ Vacuum wall-to-wall where applicable

Basic Equipment & Supplies Needed

- Dust mops
- Wet mops & buckets
- Neutral floor cleaner
- Floor signs

Post Cleaning Goals

- Floors are streak-free and non-slip
 - No dust, dirt, or gum present
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4. Stairwells

Daily Tasks

- ☐ Sweep and sanitize stairwells

Weekly Tasks

- ☐ Vacuum wall-to-wall

Basic Equipment & Supplies Needed

- Vacuum with beater bar
- Mop/bucket
- Disinfectant

Post Cleaning Goals

- Stairs are clean and safe for walking
 - Handrails and landings dust-free
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5. Canteen/Kitchenette

Daily Tasks

- ☐ Wash and sanitize tables, backs of chairs
- ☐ Clean and refill napkin holders
- ☐ Clean all containers
- ☐ Clean drinking fountain
- ☐ Dust mop under tables
- ☐ Clean table bases
- ☐ Mop tile floors with disinfectant
- ☐ Vacuum mats

Weekly Tasks

- ☐ Remove fingerprints from doors, frames, switches, handles
- ☐ Low dust horizontal surfaces

Monthly Tasks

- ☐ High dust horizontal surfaces
- ☐ Wash and sanitize pedestals and table legs

Basic Equipment & Supplies Needed

- Food-safe disinfectant
- Floor disinfectant
- Microfiber cloths
- Napkin & paper supplies

Post Cleaning Goals

- Clean, sanitary eating environment
 - No crumbs, spills, or buildup around seating
 - Floor is clean and hazard-free
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6. Trash & Recycling

Daily Tasks

- ☐ Remove all waste to designated areas (do not remove shredding/media bins)
- ☐ Remove recyclables to proper area
- ☐ Break down cardboard boxes and recycle

Basic Equipment & Supplies Needed

- Trash bags
- Recycling liners
- Utility cart

Post Cleaning Goals

- Trash never overflows
 - Proper segregation between waste and recycling
 - Clean, dry can interiors
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7. Exam Rooms

Daily Tasks

- ☐ Sanitize exam tables (top and base)
- ☐ Clean counters, sinks, and built-in furniture
- ☐ Wipe and spot clean seating

Weekly Tasks

- ☐ Deep clean all physician offices and departments

Basic Equipment & Supplies Needed

- Medical-grade disinfectant
- Disposable cloths
- Sink-safe cleaning solution

Post Cleaning Goals

- No visible dust, dirt, or stains
- Clinical sanitation is upheld

- Furniture and surfaces safe for patient contact
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8. Interior General (Break Areas, Shared Equipment)

Daily Tasks

- ☐ Clean water fountains, fire extinguishers, doors, etc.
- ☐ Disinfect bathrooms once daily
- ☐ Do **not** empty office recycling bins

Basic Equipment & Supplies Needed

- General purpose disinfectants
- Paper towels
- PPE

Post Cleaning Goals

- All shared surfaces are disinfected
 - Areas presentable for staff and patients
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9. Exterior Areas

Daily Tasks

- ☐ Clean parking lot debris (especially near dumpsters)
- ☐ Empty outside ashtrays
- ☐ Clean picnic area debris
- ☐ Sweep sidewalks at all entrances

Basic Equipment & Supplies Needed

- Outdoor broom/blower
- Trash bags
- Litter grabber

Post Cleaning Goals

- Entry points are spotless
- Litter is cleared before customer arrival
- Safe and clean walkways