

Updated July 25th 2025

PRO\$ RFP

Davita Scope of Work

Welcome to your Davita site. Your role here is critical to keeping this medical environment clean, safe, and professional for patients and staff. Focus on detailed, consistent work—especially in treatment areas, restrooms, and any space with medical equipment.

Follow the task list by area and frequency, always disinfecting properly and using approved supplies. Pay close attention to trash removal, floors, and surfaces in high-contact zones. Your work supports patient care—stay sharp, be thorough, and represent Pro RFP with pride.

1. General Areas (Lobby, Waiting Rooms, Hallways, Public Areas)

Daily Tasks

- ☐ Empty trash bins and replace liners
- ☐ Clean and disinfect chairs, tables, counters, and high-touch areas
- ☐ Vacuum carpets and rugs
- ☐ Dust and wet mop floors
- ☐ Spot clean entrance and interior glass
- ☐ Organize reading materials
- ☐ Check and secure all entrances

Weekly Tasks

- ☐ High dust shelves, ledges, and moldings
- ☐ Low dust furniture bases and legs
- ☐ Polish bright metal surfaces (e.g., handrails, door handles)
- ☐ Vacuum upholstered furniture, including creases and backs

Monthly Tasks

- ☐ Deep clean carpets and tile floors (edges and corners)
- ☐ Clean window blinds and shades
- ☐ Remove fingerprints/smudges from doors, frames, switches

Quarterly Tasks

- ☐ Thorough high dusting (vents, corners, lights, fans)
- ☐ Clean light fixtures

Basic Equipment & Supplies Needed

- Trash liners
- Disinfectant spray
- Glass cleaner
- Vacuum (upright & backpack)
- Dusting tools (extendable)
- Mop & bucket with proper cleaning solution
- Furniture polish

Post Cleaning Goals

- Public areas should feel welcoming, clean, and well-maintained.
 - No visible debris, fingerprints, or dust. Carpets and floors should look freshly cleaned and smell neutral.
-

2. Dialysis Treatment Areas

Daily Tasks

- ☐ Empty trash bins and replace liners
- ☐ Clean/disinfect dialysis chairs, trays, and control panels
- ☐ Sanitize all treatment stations (monitors, IV stands, etc.)
- ☐ Disinfect door handles, switches, countertops
- ☐ Sweep and mop floors with medical-grade disinfectant
- ☐ Spot clean walls
- ☐ Restock PPE stations

Weekly Tasks

- ☐ Low and high dusting

- ☐ Disinfect exteriors of dialysis machines and monitors

Monthly Tasks

- ☐ Deep clean under and around all equipment
- ☐ Vacuum HVAC vents and returns
- ☐ Clean blinds and shades

Quarterly Tasks

- ☐ Deep clean all surfaces including ceilings and light fixtures

Basic Equipment & Supplies Needed

- Medical-grade disinfectants
- Microfiber cloths
- Mop with disinfectant-safe bucket
- Trash liners
- PPE station supplies
- High dusting extension tools

Post Cleaning Goals

- Surfaces and equipment should be visibly clean and disinfected.
- No dust on medical equipment. Floors should be streak-free and disinfected.

3. Restrooms

Daily Tasks

- ☐ Clean and disinfect toilets, urinals, sinks, counters

- ☐ Polish chrome (faucets, handrails)
- ☐ Empty trash, replace liners
- ☐ Sweep and mop floors
- ☐ Refill dispensers (soap, towels, toilet paper, seat covers)
- ☐ Spot clean walls and disinfect all touchpoints

Weekly Tasks

- ☐ Low and high dusting (baseboards, sills, vents)
- ☐ Disinfect dispensers

Monthly Tasks

- ☐ Deep clean tiled walls and partitions

Quarterly Tasks

- ☐ Full deep clean: walls, ceilings, partitions

Basic Equipment & Supplies Needed

- Disinfectant cleaners
- Toilet bowl cleaner & brush
- Glass cleaner
- Mop & bucket
- Restroom supplies (soap, paper products)

Post Cleaning Goals

- Restrooms should be odor-free, sanitary, and fully stocked.
- Fixtures should shine; no soap scum or paper debris should remain.

4. Clinical Areas (Nurse Stations, Exam Rooms, Labs)

Daily Tasks

- ☐ Empty trash, replace liners
- ☐ Clean/disinfect surfaces and exam tables
- ☐ Sanitize high-touch points
- ☐ Sweep/mop floors
- ☐ Spot clean glass

Weekly Tasks

- ☐ High and low dusting
- ☐ Disinfect exterior equipment (lab gear, medical tools)

Monthly Tasks

- ☐ Deep clean behind and under mobile equipment
- ☐ Clean HVAC vents and blinds

Quarterly Tasks

- ☐ Full high dusting and disinfecting of walls, ceilings, light fixtures

Basic Equipment & Supplies Needed

- Medical-grade disinfectant
- Mop & bucket
- Trash liners
- Dusting tools

- Microfiber cloths
- Glass cleaner

Post Cleaning Goals

- All patient-care surfaces should be sanitized and orderly.
 - No dust, spills, or residue left behind.
-

5. Break Rooms and Staff Areas

Daily Tasks

- ☐ Empty trash, replace liners
- ☐ Disinfect counters and sinks
- ☐ Wipe exterior appliances
- ☐ Sweep/mop floors
- ☐ Vacuum carpets
- ☐ Spot clean walls

Weekly Tasks

- ☐ High and low dusting (chairs, tables, shelves)
- ☐ Clean refrigerator exteriors
- ☐ Vacuum upholstered furniture

Monthly Tasks

- ☐ Deep clean appliances inside/out
- ☐ Clean blinds and shades

Quarterly Tasks

- ☐ Deep clean all surfaces, appliances, and furniture

Basic Equipment & Supplies Needed

- Multi-purpose cleaner
- Stainless steel cleaner
- Mop, bucket, vacuum
- Microfiber cloths
- Trash liners

Post Cleaning Goals

- Break rooms should be clean, tidy, and ready for staff use.
 - No crumbs, spills, or lingering food odors.
-

6. Exterior Areas (Entrances, Sidewalks, Parking Lots)

Daily Tasks

- ☐ Clean entrances and mats
- ☐ Empty exterior trash bins
- ☐ Wipe down exterior glass
- ☐ Sweep sidewalks and remove litter

Weekly Tasks

- ☐ Clean parking lots, dumpster area
- ☐ Empty ashtrays
- ☐ Clean benches and tables

Quarterly Tasks

- ☐ Pressure wash sidewalks and high-traffic areas
- ☐ Clean exterior windows

Basic Equipment & Supplies Needed

- Outdoor broom
- Trash grabbers
- Pressure washer (as needed)
- Glass cleaner
- Liners for outdoor trash bins

Post Cleaning Goals

- Exterior should be neat, debris-free, and welcoming.
- No overflowing trash or stained walkways.

7. Special Services (As Scheduled)

These are NOT routine services and require advance approval.

- ☐ Carpet extraction
- ☐ Strip & wax floors
- ☐ Scrub & grout clean ceramic tile
- ☐ Window cleaning (interior/exterior)
- ☐ Emergency/biohazard response