

Updated July 25th 2025

PRORFP

Essendant Scope of Work

You're responsible for maintaining a clean, organized, and professional environment throughout the Essendant facility. Follow the assigned tasks by area and frequency. Be consistent, precise, and thorough. Always complete closing duties and document your work daily.

1. Above the Floor (All Office & Common Areas)

Daily Tasks

- ☐ Spot clean doors, door frames, light switches, and walls
- ☐ Wipe down walls around trash cans and behind sinks
- ☐ Wipe down exterior of trash cans
- ☐ Empty wastepaper and recycling bins, take to designated area
- ☐ Clean and disinfect:
 - ☐ Microwaves
 - ☐ Sinks and counters in eating areas
 - ☐ Drinking fountains
 - ☐ Eating area tabletops
 - ☐ Reception counters/desks
 - ☐ Coffee machine exteriors
 - ☐ Vending machine surfaces
 - ☐ Refrigerator front, sides, and top
 - ☐ Kitchen cabinets, doors & handles

Weekly Tasks

- ☐ Dust:
 - ☐ Wall fixtures, tops of doors, cubicle walls, partitions, corners, baseboards
 - ☐ Blinds
 - ☐ TVs and monitors (use proper cleaner)
- ☐ Damp wipe:
 - ☐ Leather and plastic furniture

☐ Reception furniture

☐ Clean:

☐ Interior door surfaces

☐ Telephones

☐ Keyboards and mice

☐ Refrigerator interior (per site spec)

☐ Executive wood furniture (if requested)

Monthly Tasks

☐ Dust:

☐ Light fixtures (floor/desk lamps)

☐ Ceiling vents

☐ Vacuum upholstered furniture

Basic Equipment & Supplies Needed:

- Disinfectant spray
- Microfiber cloths (color-coded)
- Dusters (extendable)
- Vacuum with upholstery attachment
- Plastic-safe screen cleaner
- Trash liners

Post Cleaning Goals:

- No visible dust on surfaces
- No smudges or residue on walls or furniture
- Breakroom smells fresh and is free from food debris

- Trash areas odor-free and sanitized
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2. Carpeted Floor Surfaces

Daily Tasks

- ☐ Vacuum:
 - ☐ High-traffic areas
 - ☐ Under/behind accessible desks and chairs
 - ☐ Walk-off mats
- ☐ Spot clean new carpet stains

Weekly Tasks

- ☐ Vacuum:
 - ☐ Carpet edges and corners

Basic Equipment & Supplies Needed:

- Commercial vacuum
- Beater bar attachment
- Spot cleaner for carpets

Post Cleaning Goals:

- Carpet looks refreshed and evenly vacuumed
 - No visible crumbs, debris, or fresh stains
 - Mats clean and aligned
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3. Hard or Vinyl Floor Surfaces

Daily Tasks

- ☐ Sweep/dust mop or vacuum all hard floor areas
- ☐ Damp mop all hard floor areas with disinfectant
- ☐ Spot mop as needed
- ☐ Mop warehouse office floors (site-defined)

Basic Equipment & Supplies Needed:

- Mop & bucket with wringer
- Floor disinfectant solution
- Dust mop or broom
- Wet floor signs

Post Cleaning Goals:

- Floors are streak-free and free of dust or residue
 - Corners and under tables are clean
 - No sticky or wet areas left behind
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4. Glass Surfaces

Daily Tasks

- ☐ Spot clean:
 - ☐ Entry glass
 - ☐ Inside partition glass

Weekly Tasks

☐ Full clean of:

- ☐ Inside windows within reach
- ☐ Inside partition glass
- ☐ Entry door glass and handles

Basic Equipment & Supplies Needed:

- Glass cleaner
- Microfiber cloths
- Step stool (if required)

Post Cleaning Goals:

- All visible glass is clear and streak-free
 - Smudges and fingerprints removed from high-touch areas
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5. Restrooms & Locker Rooms

Daily Tasks

- ☐ Clean & disinfect:
 - ☐ Toilets, urinals, basins, dispensers
 - ☐ Floors
 - ☐ Mirrors
- ☐ Spot clean tile walls and stall partitions
- ☐ Polish chrome
- ☐ Restock paper, soap, and sanitizer
- ☐ Empty & sanitize trash bins

Weekly Tasks

- ☐ Clean/dust:
 - ☐ Locker tops
 - ☐ Wall fixtures and corners
- ☐ Disinfect tile walls below 5 feet

Basic Equipment & Supplies Needed:

- Toilet bowl cleaner
- Disinfectant spray
- Mop & bucket
- Restroom paper & soap supplies
- Gloves & scrub brushes

Post Cleaning Goals:

- Fixtures sparkle and are odor-free
 - Supplies fully stocked
 - Floors are clean and dry
 - Trash bins are sanitized
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6. Elevator & Stairwells

Daily Tasks

- ☐ Elevator:
 - ☐ Sweep, damp mop floors
 - ☐ Wipe walls and disinfect buttons/phones

Weekly Tasks

- ☐ Stairwells:
 - ☐ Sweep and mop
 - ☐ Disinfect handrails

Basic Equipment & Supplies Needed:

- Mop/bucket
- General-purpose disinfectant
- Elevator-safe wipes

Post Cleaning Goals:

- Elevator is clean and free from dust, smudges, or odors
 - Stairwells appear maintained and safe for use
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7. Outdoor Patio

Daily Tasks

- ☐ Sweep floor
- ☐ Wipe tables and chairs
- ☐ Empty cigarette urn and trash bin

Basic Equipment & Supplies Needed:

- Outdoor broom
- Surface wipes or disinfectant
- Trash liners

Post Cleaning Goals:

- Patio is presentable and clear of debris
 - Seating areas are clean and odor-free
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8. Safety Stations

Weekly Tasks

- ☐ Dust first aid kits and AED stations

Basic Equipment & Supplies Needed:

- Dusting cloth
- Disinfectant spray

Post Cleaning Goals:

- Equipment visibly dust-free
 - No cobwebs or dirt buildup
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9. Janitor Closet & Closing Procedures

Daily Tasks

- ☐ Clean and organize supply closet
- ☐ Document issues in log
- ☐ Lock doors, set alarms, and turn off lights

Basic Equipment & Supplies Needed:

- Cleaning checklist
- Communication log
- Storage hooks & organization bins

Post Cleaning Goals:

- Closet is orderly and safe
- All cleaning logs and duties completed
- Facility is locked and secured properly