

Updated July 25th 2025

PRO\$ RFP

FedEx Scope of Work

Welcome to the FedEx facility! Your role is key to keeping this high-traffic logistics center safe, clean, and professional-looking. Focus on daily detail in the offices, restrooms, and warehouse zones—paying close attention to dust, debris, and floors. Follow all safety procedures, use the right tools for each task, and double-check high-visibility areas like entry points, breakrooms, and bathrooms. Stay consistent, stay thorough, and deliver the ProRFP standard every shift.

AREA 1: Office, Lobby, Cubicles, Conference Rooms, Control Room, Security Building

Daily Tasks

- ☐ Spray buff floors, mop/dust tile and hard flooring
- ☐ Vacuum all carpet and walk-off mats
- ☐ Edge vacuum and detail baseboards
- ☐ Spot clean all walls, thresholds, shelves, doorframes, light switches, handles, and push plates
- ☐ Wipe and disinfect water fountains, eyewash stations, hand wash basins
- ☐ Empty trash and replace liners
- ☐ Damp dust desktops, furniture, window ledges, and counters
- ☐ Disinfect phones, keyboards, screens, printers
- ☐ Clean dry-erase boards and trays (conference)
- ☐ Detail clean furniture under/behind PCs (office)
- ☐ Dust vents, low surfaces, and wall vents
- ☐ Scrub matted steps
- ☐ Turn off lights, secure doors

Monthly Tasks

- ☐ Wipe down ceiling vents and light fixtures

Quarterly Tasks

- ☐ Bonnet clean carpet
- ☐ Restorative floor maintenance

Basic Equipment & Supplies Needed

- Vacuum, mop, bucket
- Disinfectant, all-purpose cleaner
- Microfiber cloths, duster
- Trash liners, gloves, mask
- Spray buffing machine
- Carpet bonnet or extractor

Post Cleaning Goals

- Floors are visibly polished, debris-free, and safe
 - Workstations are sanitized and clutter-free
 - No fingerprints or stains on walls, glass, or electronics
 - Air feels fresh, trash is empty, surfaces are dust-free
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AREA 2: Restrooms, Locker Rooms, Breakrooms, Kitchenettes

Daily Tasks

- ☐ Clean & sanitize sinks, toilets, urinals, showers
- ☐ Refill soap, toilet paper, paper towels
- ☐ Clean and polish fixtures and dispensers
- ☐ Sanitize sanitary bins and trash cans
- ☐ Wipe countertops, partitions, walls
- ☐ Scrub floors and baseboards
- ☐ Clean microwaves, refrigerators (in/out)
- ☐ Clean & disinfect water fountains
- ☐ Sweep & mop floors

- ☐ Vacuum carpets, spot clean stains
- ☐ Dust lights, vents, and high-touch surfaces

Quarterly Tasks

- ☐ Buff vinyl floors

Basic Equipment & Supplies Needed

- Germicidal cleaner, toilet bowl cleaner
- Floor scrubber or mop
- Glass cleaner, microfiber cloths
- Disinfectant spray and wipes
- Refill supplies (soap, liners, TP)
- Gloves, safety goggles

Post Cleaning Goals

- Restrooms and break areas are odor-free and fully stocked
- No buildup on fixtures or flooring
- Surfaces are streak-free and visibly sanitized

AREA 3: Warehouse, Dock, Mezzanine, Sort, Relabel, QA, Load/Unload

Daily Tasks

- ☐ Sweep, mop, and power scrub all flooring (including under conveyors)
- ☐ Pick up debris, remove cardboard
- ☐ Empty and relabel trash and recycling
- ☐ Clean walk-off mats, entrance carpets

- ☐ Spot clean and scrub walls
- ☐ Feather dust conveyor belts and structures
- ☐ Clean and degrease relabel areas (weekly)
- ☐ Dust yellow steel surfaces (weekly)
- ☐ Police and clean platforms and baskets
- ☐ Wipe vertical/horizontal surfaces
- ☐ Remove grease/oil from floors
- ☐ Verify overgoods baskets

Monthly Tasks

- ☐ Buff tile floors

Basic Equipment & Supplies Needed

- Floor scrubber or sweeper
- Degreaser, adhesive remover
- Mop and bucket
- Dusting tools, microfiber cloths
- Trash liners, gloves, broom
- Vacuum, PPE

Post Cleaning Goals

- Floors clear of grease, oil, and debris
- Conveyor areas dust-free and free of obstructions
- All trash/recycling sorted and removed
- Safe, walkable, clutter-free work zones

AREA 4: Computer/Data Rooms

Daily Tasks

- ☐ Dust and wipe desks, counters, and equipment
- ☐ Empty trash, replace liners
- ☐ Mop tile floors, spot clean
- ☐ Wipe vents, sanitize phones
- ☐ Clean desktops if clear
- ☐ Clean threshold plates, vacuum mats

Basic Equipment & Supplies Needed

- Electrostatic-safe wipes
- Mild disinfectant
- Vacuum with HEPA filter
- Microfiber cloths, mop, and bucket
- Trash liners, gloves

Post Cleaning Goals

- Equipment is untouched or delicately cleaned
 - Surfaces are dust-free
 - Floor is spotless and slip-free
 - Environment is static-safe and clutter-free
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AREA 5: Exterior (Parking Lots, Yard, Entrances, Glass)

Daily Tasks

- ☐ Remove trash from fence lines, landscape, parking lot
- ☐ Empty exterior trash bins
- ☐ Sanitize door handles, handrails, turnstiles
- ☐ Clean exterior glass and entryways
- ☐ Spot clean sidewalks and yard concrete

Monthly Tasks

- ☐ Pressure wash storefront sidewalks and entryways

Basic Equipment & Supplies Needed

- Pressure washer (monthly)
- Trash grabbers, bags, liners
- Exterior-safe glass cleaner
- Outdoor mop/broom
- Gloves, safety vest

Post Cleaning Goals

- Grounds are free of trash, debris, and stains
- Glass is clean and streak-free
- Hand-touch points sanitized
- Entry areas look professional and welcoming