

Updated July 25th 2025

PRO \$ RFP

Furmanite Scope of Work

This site is serviced twice per week, and your attention to detail helps ensure a clean, professional environment for every visitor and employee. You'll have key and alarm access, and it's important to follow lock-up and safety procedures at the end of each visit. Stay efficient, follow the tasks per area, and always finish strong with consistency and pride in your work.

A. General Services / All Areas

Every Service

- ☐ Dust, mop, and damp mop all hard floor surfaces with germicidal solution.
- ☐ Vacuum all carpeted areas.
- ☐ Empty trash receptacles and replace liners.
- ☐ Wipe clean all glass doors (remove fingerprints and smudges).
- ☐ Clean and disinfect water fountains and/or water coolers.
- ☐ Spot clean doors and door frames.

Weekly

- ☐ Dust all window ledges.

Monthly

- ☐ Remove cobwebs from corners high and low (up to 10 feet).

Basic Equipment & Supplies Needed

- Backpack vacuum
- Germicidal cleaner
- Microfiber cloths
- Mop & bucket or flat mop
- Trash liners
- Duster with extension handle

Post Cleaning Goals

- Floors are clean, streak-free, and dry.
- All surfaces are free of dust, fingerprints, and smudges.

- Trash is emptied and liners replaced.
 - No visible cobwebs or buildup.
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B. Entrance / Lobby / Reception Area

Every Service

- ☐ Wipe entrance glass doors (fingerprints/smudges).
- ☐ Mop and damp mop all hard floor surfaces.
- ☐ Clean and disinfect reception counter or desk.
- ☐ Spot clean partition glass.
- ☐ Wipe blinds.
- ☐ Vacuum carpeted areas and mats.
- ☐ Empty trash and replace liners.

Basic Equipment & Supplies Needed

- Glass cleaner
- Germicidal solution
- Vacuum
- Mop & bucket
- Trash liners
- Microfiber towels

Post Cleaning Goals

- Lobby makes a strong first impression.
- Glass is streak-free, surfaces are spotless.

- Trash bins are clean and emptied.
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C. Private Offices / Conference Rooms / Classrooms

Every Service

- ☐ Dust, mop, and damp mop all hard floors.
- ☐ Vacuum carpeted areas and mats.
- ☐ Empty trash and replace liners.

Basic Equipment & Supplies Needed

- Germicidal solution
- Vacuum
- Mop & bucket
- Trash liners
- Microfiber cloths

Post Cleaning Goals

- Offices look tidy and professional.
 - Floors are free of dust, stains, and debris.
 - Trash removed and surfaces cleared.
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D. Kitchen / Break Room / Lunch Room

Every Service

- ☐ Wipe/disinfect microwave interior.
- ☐ Clean/disinfect tables, sink, countertops.

- ☐ Restock paper supplies.
- ☐ Empty trash and replace liners.

Basic Equipment & Supplies Needed

- Germicidal cleaner
- Degreaser (if needed)
- Microfiber cloths
- Paper supplies
- Trash liners

Post Cleaning Goals

- Breakroom is fresh, stocked, and sanitized.
 - No crumbs, spills, or odors.
 - All touchpoints disinfected.
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E. Restrooms & Locker Rooms

Every Service

- ☐ Clean/disinfect countertops, sinks, toilets, urinals.
- ☐ Spot clean partitions and tile walls.
- ☐ Restock paper supplies, soap, and sanitizer.
- ☐ Wipe mirrors and remove fingerprints.
- ☐ Sweep/mop floors with disinfectant.
- ☐ Empty trash and replace liners.

Basic Equipment & Supplies Needed

- Toilet bowl cleaner
- Germicidal solution
- Disinfectant mop
- Restroom paper & soap supplies
- Trash liners
- Gloves & PPE

Post Cleaning Goals

- Restrooms smell fresh and look spotless.
 - No buildup or odor in any fixture.
 - Supplies fully stocked.
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F. Hallways

Every Service

- ☐ Dust mop and damp mop all hard floors.
- ☐ Vacuum all carpeted areas.

Basic Equipment & Supplies Needed

- Vacuum
- Mop & bucket
- Dust mop

Post Cleaning Goals

- Hallways are streak-free and free of debris.
 - Carpets appear clean and lint-free.
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G. Special Services (As Needed / Per Request)

- ☐ Carpet hot water extraction or bonnet
- ☐ Strip & refinish VCT (2–3 coats)
- ☐ Deep cleaning
- ☐ Scrub/recoat hard floors (1–2 coats)

Basic Equipment & Supplies Needed

- Floor scrubber
- Stripping and waxing products
- Carpet extractor
- PPE and caution signage

Post Cleaning Goals

- Restored floors and carpets with polished appearance.
 - No residue or dull spots.
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H. Closing Procedures

Every Service

- ☐ Clean and organize janitor closet.
- ☐ Log any abnormalities or issues in the logbook.
- ☐ Lock doors and set alarm as instructed.
- ☐ Turn off lights.

Basic Equipment & Supplies Needed

- Logbook

- Key and alarm codes
- Organizational bins/hooks

Post Cleaning Goals

- Closet is organized and ready for next shift.
- Building is secure and cleaned to spec.