

Updated July 25th 2025

PRO\$ RFP

Genpact Scope of Work

As the Day Porter, you're the backbone of this site's cleanliness during business hours. Your attention to detail sets the tone for everyone walking through the door. From keeping high-traffic zones spotless to ensuring break rooms stay stocked and restrooms stay fresh, your role keeps things running smoothly. The work may be behind the scenes—but the results are front and center. Stay focused, stay efficient, and let pride in your craft speak through every clean surface.

1. Decompression Areas

Daily Tasks (Monday–Friday)

- ☐ Empty and clean trash receptacles; replace liners as needed.
- ☐ Spot clean glass and walls.
- ☐ Damp mop non-carpeted flooring.
- ☐ Clean and disinfect sinks and fixtures.
- ☐ Refill all paper towel, soap, and sanitizer dispensers.

Weekly Tasks

- ☐ Dust ledges and tops of fixtures (rotated throughout the week).

Monthly Tasks

- ☐ Wash partitions, doors, tile walls, grills, and enamel surfaces in nearby restrooms.
- ☐ Dust all restroom light fixtures.
- ☐ Machine scrub restroom floors with germicidal detergent.

Basic Equipment & Supplies Needed

- Trash liners
- Multi-surface cleaner
- Disinfectant/germicidal spray
- Mop and bucket (wet)
- Spot mop/quick mop kit
- Microfiber cloths
- Duster with extension pole
- Restroom cleaning chemicals
- Machine scrubber (for monthly)

- PPE (gloves, apron)

Post Cleaning Goals

- Area is always clean-smelling, free of dust, spills, and smudges.
 - Trash is consistently emptied and replaced with fresh liners.
 - Dispensers remain stocked.
 - Surfaces, especially sinks and fixtures, are visibly disinfected and polished.
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2. Common Areas (including hallways and lobbies)

Daily Tasks

- ☐ Spot clean glass doors and wall marks.
- ☐ Maintain floor appearance in high-traffic zones (spot mop as needed).
- ☐ Monitor for spills or debris throughout the shift.
- ☐ Prepare areas for evening vacuuming/mopping (remove obstructions, straighten mats/furniture).

Weekly Tasks

- ☐ Dust tops of fixtures and ledges (rotate through zones across the week).

Monthly Tasks

- ☐ Wash partitions, doors, tile walls, grills, and enamel surfaces in nearby restrooms.
- ☐ Dust all restroom light fixtures.
- ☐ Machine scrub restroom floors with germicidal detergent.

Basic Equipment & Supplies Needed

- Glass cleaner
- Microfiber cloths

- Dusting tool with extension
- Spot mop kit
- Floor signage
- Trash liners
- General-purpose cleaner

Post Cleaning Goals

- High-traffic areas remain consistently presentable and clutter-free.
 - Glass and visible surfaces are free of smudges and fingerprints.
 - No dust buildup on visible surfaces or fixtures.
 - Ready for evening crew handoff.
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3. Break Room

Daily Tasks

- ☐ Refill coffee, tea, paper products, and utensil supplies.
- ☐ Wipe down countertops, sinks, and external appliance surfaces.
- ☐ Remove trash and replace liners.
- ☐ Spot mop non-carpet flooring if needed.

Weekly Tasks

- ☐ Dust top surfaces and ledges.
- ☐ Check and clean microwave interiors (if accessible).

Monthly Tasks

- ☐ Deep clean tile surfaces and scrub floors in attached restrooms if applicable.

Basic Equipment & Supplies Needed

- Stock refills (paper towels, napkins, utensils, etc.)
- Disinfectant spray
- Surface-safe degreaser
- Trash liners
- Mop & bucket
- Microfiber cloths
- Duster

Post Cleaning Goals

- Break room always appears well-stocked and tidy.
 - Surfaces are clean and disinfected.
 - Trash never overflows.
 - Appliances are kept presentable.
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4. Restrooms (Daytime Maintenance)

Monthly Tasks Only

- ☐ Wash partitions, grills, doors, tile walls, and enamel surfaces.
- ☐ Dust all light fixtures.
- ☐ Machine scrub flooring with germicidal detergent.

(Daily and weekly restroom cleaning handled by evening team; porter only completes monthly detail tasks.)

Basic Equipment & Supplies Needed

- Germicidal detergent
- Machine floor scrubber
- Long-handled brush

- Microfiber cloths
- PPE (gloves, goggles)
- Step ladder (for fixtures)

Post Cleaning Goals

- Restrooms remain sanitized at deep-clean level monthly.
 - Light fixtures free from cobwebs and dust.
 - Grime buildup and stains addressed thoroughly to support daily clean retention.
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General Day Porter Reminders

- Always communicate with building management by 2:30 PM to address any specific site requests.
- Use downtime between tasks for proactive spot cleaning or early prep.
- Leave all areas ready for evening cleaning crew (no chairs or bins in the way, spills addressed, floors dry or drying).