

Updated July 24th 2025

PRO \$ RFP

Grainger Scope of Work

This Scope of Work tells you exactly what to clean, when to clean it, and what tools to use while working at a Grainger branch.

All cleaning must be done during store hours. Each section explains the daily tasks by area — from the warehouse and showroom to restrooms and breakrooms — with a focus on details and disinfecting. We've also included "Post Cleaning Goals" so you'll know what the space should look, smell, and feel like when you're done. Follow each step carefully, check your supplies, and clean with pride.

— Pro RFP Team

Important Note:

- ✓ All cleaning must be completed **during operating hours**.
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1. Building Interior & Exterior

Frequency:

- **Per Service Day**

Tasks:

- ☐ Empty and clean all trash receptacles (interior & exterior)
- ☐ Reline containers as needed
- ☐ Remove to designated pickup area (*Grainger staff only handles dumpsters*)
- ☐ Clean cigarette urns
- ☐ Clean customer entrance door glass and hardware (inside & out)
- ☐ Clean/disinfect water fountains and dispensers

Supplies/Equipment:

- Trash liners, disinfectant spray
- Microfiber cloths
- Glass cleaner
- Cigarette urn tools
- PPE

Post Cleaning Goals:

- Entry doors streak-free
- Trash removed and bins lined
- Receptacles odor-free
- Exterior tidy and professional

2. Showroom & Office

Frequency:

- **Per Service Day**

Tasks:

- ☐ Dry sweep, then wet mop floors (change mop water often)
- ☐ Vacuum all carpets and walk-off mats
- ☐ Spot clean stains
- ☐ Mop non-carpeted mats (rubber/anti-fatigue)
- ☐ Maintain janitor closet, check supply inventory
- ☐ Spot clean walls, switches, glass, thermostat covers
- ☐ Polish door hardware

Supplies/Equipment:

- Mop and bucket
- Vacuum (with spot treatment capability)
- Disinfectants and general-purpose cleaner
- Inventory sheet checklist
- Glass cleaner, microfiber cloths

Post Cleaning Goals:

- Floors streak-free and dry
 - Walls and glass spot-free
 - Office feels orderly, supplies fully stocked
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3. Breakroom

Frequency:

- **Per Service Day**

Tasks:

- ☐ Wet mop floors or vacuum if carpeted
- ☐ Spot clean stains
- ☐ Vacuum mats
- ☐ Disinfect sinks, countertops, tables, appliance fronts (microwave, fridge, etc.)
- ☐ Damp wipe all horizontal/vertical surfaces below 6ft (chairs, cabinets, ledges, etc.)

Supplies/Equipment:

- Mop & vacuum
- Disinfectant
- General surface cleaner
- Microfiber cloths

Post Cleaning Goals:

- Breakroom looks neat, smells clean
 - Surfaces grease- and food-free
 - No sticky floors or overflowing trash
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4. Restrooms

Frequency:

- **Per Service Day**

Tasks:

- ☐ Disinfect and clean all sinks, counters, toilets, urinals
- ☐ Polish mirrors, kick plates, door hardware
- ☐ Refill all dispensers (soap, toilet paper, feminine products, etc.)
- ☐ Wet mop floors, clean grout
- ☐ Wipe baseboards and vertical surfaces below 6ft
- ☐ Detail-clean tile walls and partitions
- ☐ Remove graffiti if present
- ☐ Clean water fountains

Supplies/Equipment:

- Restroom disinfectant
- Toilet bowl cleaner
- Grout brush
- Mop and bucket
- Restroom consumables
- PPE

Post Cleaning Goals:

- Odor-free, spotless restrooms
- Fixtures polished and dry
- Supplies fully restocked
- Floor sanitized and grout clean

5. Warehouse

Frequency:

- **Per Service Day**

Tasks:

- ☐ Vacuum walk-off carpets
- ☐ Spot mop spills and stains
- ☐ Disinfect water fountains, eye wash stations, drench stations
- ☐ Clean interior windows in doors between warehouse, showroom, and office
- ☐ Remove trash from chute areas (*Grainger staff handles dumpsters*)

Supplies/Equipment:

- Mop and bucket
- Disinfectant
- Window cleaner
- Spill pads as needed

Post Cleaning Goals:

- Safe, clean work floor
- No visible spills or clutter
- Functional safety stations
- Clean door windows between departments

6. Additional Services (By Request)

Services Available:

- Carpet shampooing
- Strip, seal, and wax floors
- Steam clean showroom floor

- Chair cleaning
- Cobweb removal above 20ft
- Exterior window cleaning (via professional subcontractor)