

Updated July 25th 2025

PRO\$ RFP

Hearing Life Scope of Work

Welcome to the Hearing Life account. This location represents a high-touch healthcare environment, so your attention to sanitization, safety, and detail is essential. Stick to the schedule, use eco-friendly products, and handle all surfaces with care. Your work here directly impacts patient perception and safety. Be thorough, be professional, and take pride in the job — it matters.

GENERAL CLEANING

Daily

- ☐ Dust and wipe down accessible surfaces, including furniture, counters, displays, and fixtures
- ☐ Spot clean walls, doors, and windows as needed
- ☐ Sweep/mop all hard flooring
- ☐ Vacuum carpeted areas and rugs
- ☐ Empty and clean all trash and recycling receptacles, replace liners
- ☐ Clean and sanitize touchpoints (door handles, switches, handrails)
- ☐ Clean and polish mirrors and glass surfaces

Equipment & Supplies Needed

- Microfiber cloths
- HEPA vacuum
- Mop and bucket
- Broom/dustpan
- Glass cleaner
- Neutral pH all-purpose cleaner
- Disinfectant (e.g., Diversey Smart Dose)
- Trash liners

Post Cleaning Goals

- Dust-free, polished surfaces
- Trash removed, bins lined
- All floors visibly clean and free of debris
- High-touch areas disinfected

RESTROOMS

Daily

- ☐ Clean/sanitize toilets, urinals, sinks, and counters
- ☐ Refill soap, paper towels, and toilet paper dispensers
- ☐ Clean all restroom fixtures
- ☐ Sweep and mop floors
- ☐ Clean/polish mirrors

Equipment & Supplies Needed

- Bowl cleaner and brush
- Disinfectant cleaner
- Restroom mop and bucket
- Toilet paper, paper towels, soap refills
- Mirror/glass cleaner
- Gloves

Post Cleaning Goals

- Restrooms should smell fresh, look spotless
 - Fixtures and mirrors streak-free
 - Supplies fully stocked
 - Floors disinfected and dry
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BREAK ROOM / KITCHEN AREA

Daily

- ☐ Sanitize countertops, sinks, and appliances
- ☐ Wipe down tables and chairs
- ☐ Clean interior and exterior of fridge and microwave
- ☐ Empty and clean coffee maker
- ☐ Sweep and mop floors

Equipment & Supplies Needed

- Degreaser or food-safe cleaner
- Disinfecting wipes or spray
- Mop and bucket
- Fridge-safe cleaner
- Trash bags

Post Cleaning Goals

- Surfaces sanitized and dry
- No food residue or odors
- Floors free of spills or debris

ENTRANCE / LOBBY AREA

Daily

- ☐ Vacuum or mop entry mats
- ☐ Clean glass doors and windows

☐ Wipe down reception desk and lobby furniture

☐ Dust waiting area furniture

Equipment & Supplies Needed

- Glass cleaner
- Dusting cloths
- Mop or vacuum
- Disinfectant spray

Post Cleaning Goals

- Lobby looks welcoming and polished
- No smudges or fingerprints on glass
- Entry mats clean and debris-free

FLOOR CARE

Daily

☐ Sweep and mop hard floors

☐ Vacuum carpets/rugs

Periodically (As Needed)

☐ Buff, strip, or wax floors (scheduled with management)

Equipment & Supplies Needed

- Broom/dustpan
- Wet mop and bucket

- Floor buffer/auto scrubber (if required)
- Stripper/wax (as needed)

Post Cleaning Goals

- Floors should be streak-free, slip-free, and presentable
 - Shine maintained on hard floors
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TRASH & RECYCLING

Daily

- ☐ Empty all trash and recycling bins
- ☐ Replace liners
- ☐ Follow proper disposal procedures
- ☐ Segregate recycling materials

Equipment & Supplies Needed

- Trash and recycling liners
- Cart or bin for collection
- Gloves

Post Cleaning Goals

- No overflowing bins
 - Recycling separated properly
 - No odor or mess left behind
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COMPLIANCE & STANDARDS

All work must align with:

- **CIMS (Cleaning Industry Management Standard)**
- **ISSA** best practices
- **GBAC (Global Biorisk Advisory Council)** protocols