

Updated July 25th 2025

PRO\$ RFP

IAA Scope of Work

At IAA, your detailed work is what sets the standard. Every area of this facility—from offices to restrooms to customer lobbies—relies on your consistency, attention to detail, and commitment to cleanliness. This guide outlines what's expected daily, bi-monthly, monthly, and annually to keep IAA clean, safe, and professional.

1. Office Areas

Daily

- ☐ Vacuum carpets/rugs thoroughly (edges, under desks, furniture).
- ☐ Damp mop hard surfaces with germicidal cleaner.
- ☐ Sweep and mop ceramic, vinyl, concrete, rubber floors.
- ☐ Spot clean carpets and clean walk-off mats.
- ☐ Dust low-reach areas (desks, ledges, sills, partitions).
- ☐ Empty recyclable bins and trash; replace liners.
- ☐ Disinfect trash receptacles.
- ☐ Return chairs and waste bins to proper place.
- ☐ Clean/disinfect kitchen counters, sinks, cabinet fronts.
- ☐ Remove fingerprints/smudges from glass, doors, switches, etc.
- ☐ Sanitize and polish drinking fountains and metal surfaces.
- ☐ Remove dust from door thresholds.
- ☐ Keep janitor closets and storage organized.

Bi-Monthly

- ☐ Dust high areas (frames, shelving, molding).
- ☐ Dust door jambs and fire extinguishers.
- ☐ Polish metal surfaces and door thresholds.
- ☐ Clean baseboards and spot-clean windows/glass.
- ☐ Clean/sanitize telephone receivers.
- ☐ Spray buff resilient flooring.

- ☐ Edge vacuum carpet.

Every Other Month

- ☐ Dust tops of door frames, AC vents, and fixtures.
- ☐ Dust window blinds.
- ☐ Clean epoxy floors.
- ☐ Deep scrub polished concrete in lobbies.

Annual

- ☐ Damp wipe blinds.

Equipment & Supplies

- Dual-motor vacuum
- Microfiber cloths
- Germicidal cleaner
- Dusting tools (low/high reach)
- Mop and bucket system
- Floor scrubber
- Glass cleaner
- Trash liners
- Spray bottles and polish

Post Cleaning Goals

- Offices should look tidy, smell fresh, and be free of dust and trash.
- Carpets show vacuum lines, hard floors streak-free.
- Workspaces untouched but neat.

- Trash properly sorted for recycling.
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2. Restroom & Breakroom Areas

Daily

- ☐ Restock all supplies (toilet tissue, soap, sanitary products).
- ☐ Wash, polish, sanitize all mirrors, dispensers, faucets, etc.
- ☐ Clean and sanitize all toilets, urinals, sinks (including underneath rims).
- ☐ Remove stains/descalc fixtures.
- ☐ Mop with germicidal cleaner; dry floor fully.
- ☐ Wipe/sanitize partitions, tile walls, dispensers.
- ☐ Clean walls from trim to floor.
- ☐ Scrub shower floor/walls in handicap stalls.
- ☐ Take out all trash.

Weekly

- ☐ Dust high/low areas including mirror tops, light fixtures, vents.
- ☐ Wipe all walls and partitions (leave streak-free).
- ☐ Dust doors, jambs, louvers.
- ☐ Scrub floors.
- ☐ Wipe inside/outside of lockers.

Equipment & Supplies

- Non-scratch disinfectant cleaner
- Germicidal mop solution

- Restroom-specific mop
- Gloves, goggles
- Wet floor signs
- Toilet brushes
- Paper goods and soap restock

Post Cleaning Goals

- Restrooms smell clean, have no visible stains or build-up.
 - All dispensers stocked and fixtures shining.
 - Floors dry, safe, and disinfected.
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3. Main & Customer Lobby

Nightly

- ☐ Clean glass doors, sidelights, frames.
- ☐ Spot clean all visible metal and hardware.
- ☐ Clean door thresholds.
- ☐ Spot mop polished concrete flooring.
- ☐ Vacuum and maintain entrance mats.

Bi-Monthly

- ☐ Clean all lobby furniture.

Monthly

- ☐ Thoroughly clean metal work.
- ☐ Wash entrance glass.

Equipment & Supplies

- Rayon mop for polished concrete
- Glass and metal polish
- Carpet spotter/extractor
- Microfiber cloths
- Vacuum (with HEPA if possible)

Post Cleaning Goals

- Entryways create a strong first impression—glass spotless, metal gleaming.
- No visible dust, smudges, or footprints.
- Mats clean and well-positioned.