

Updated July 25th 2025

PRO\$ RFP

Idemia Scope of Work

You're helping represent ProRFP every time you walk through Idemia's doors. This is a twice-weekly clean, so your attention to detail is critical. Focus on thorough surface disinfection, careful floor cleaning, and restroom sanitization. Every touchpoint matters — your work helps keep the space clean, professional, and safe for everyone who enters.

AREA A: Lobby, Offices, Conference Room, Kitchen, and Common Areas

Tasks – Per Visit (Twice Weekly)

Surface Disinfection and Cleaning

- ☐ Wipe down all exposed vertical surfaces (desks, chairs, tables, file cabinets) with disinfectant.
- ☐ Damp wipe telephones.
- ☐ Clean window sills.
- ☐ Remove fingerprints, marks, and smudges from:
 - ☐ Glass doors
 - ☐ Door frames
 - ☐ Glass partitions
 - ☐ Light switches and walls

Floor Care

- ☐ Vacuum all carpeted areas, including corners and under furniture.
- ☐ Damp mop hard surface floors, including edges and under furniture.

Waste Management

- ☐ Empty and clean all waste bins.
- ☐ Install new liners.
- ☐ Remove waste to designated disposal area.

Glass and Entry

- ☐ Clean glass doors at building entrance.
- ☐ Clean lobby glass and glass furniture tops.

Miscellaneous

- ☐ Wash and sanitize water fountains and coolers.
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Basic Equipment & Supplies Needed

- Microfiber cloths
- Disinfectant spray
- Vacuum (with edge tools)
- Mop and bucket
- Neutral floor cleaner
- Trash bags/liners
- Window/glass cleaner

Post Cleaning Goals

- All surfaces disinfected and smudge-free
 - Carpet clean with no visible debris
 - Floors streak-free and free of sticky spots
 - Trash bins emptied and sanitized
 - Entry glass clear and welcoming
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AREA B: Restrooms

Tasks – Per Visit (Twice Weekly)

Restocking and Waste

- ☐ Refill toilet paper, hand towels, and soap.
- ☐ Empty sanitary napkin bins; damp wipe with disinfectant.
- ☐ Empty and wipe trash bins.

- ☐ Remove all restroom trash to disposal point.

Fixtures & Surfaces

- ☐ Clean and polish all mirrors.
- ☐ Wipe down paper towel cabinet covers.
- ☐ Clean and disinfect:
 - ☐ Toilets (inside and out)
 - ☐ Urinals
 - ☐ Toilet seats (both sides)

Walls and Partitions

- ☐ Dust top of partitions, mirror frames.
- ☐ Remove splash marks from walls near sinks.
- ☐ Spot clean all walls.

Floor Care

- ☐ Wet mop and rinse all restroom floors with disinfectant.

Maintenance Reporting

- ☐ Check lights for outages; report to Supervisor.
- ☐ Report plumbing issues or mechanical concerns.

Basic Equipment & Supplies Needed

- Disinfectant (broad-spectrum)
- Toilet bowl cleaner
- Mop and bucket (restroom-only)

- Cleaning cloths
- Toilet brush
- Gloves and safety gear
- Paper products and soap refills
- Trash can liners

Post Cleaning Goals

- Restroom fixtures and floors sanitized
- No odors, splashes, or spots on walls or partitions
- Fully stocked dispensers
- Trash fully removed and bins cleaned
- Issues noted and reported