

Updated July 25th 2025

PRORFP

Imperial Electric Scope of Work

You're part of the reason this facility feels clean, organized, and respected. At Imperial Electric, your role is to keep the workspaces spotless and healthy Monday through Friday. Follow the frequencies, use the right supplies, and take pride in the details that others notice even if they don't say so.

Restrooms

Daily Tasks

- ☐ Clean and disinfect sinks, countertops, toilets, and urinals
- ☐ Refill soap, paper towels, and toilet paper
- ☐ Wipe down partitions
- ☐ Clean mirrors to a streak-free finish
- ☐ Empty trash and replace liners
- ☐ Mop floors with disinfectant

Basic Equipment & Supplies Needed

- Disinfectant cleaner
- Toilet bowl cleaner and brush
- Glass cleaner
- Mop and bucket
- Paper towel, toilet paper, soap refills
- Microfiber cloths
- Trash liners

Post Cleaning Goals

- Restrooms should be sanitized, stocked, and odor-free
 - Mirrors and fixtures must be streak-free
 - Floors dry and clean with no visible residue
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Breakroom

Daily Tasks

- ☐ Clean and sanitize all countertops, tables, and sinks
- ☐ Wipe down exterior surfaces of appliances (microwaves, refrigerators, etc.)
- ☐ Sweep and mop hard surface flooring
- ☐ Empty trash and replace liners

Basic Equipment & Supplies Needed

- Surface disinfectant spray
- Degreaser (for food surfaces if needed)
- Mop and bucket
- Microfiber cloths
- Trash liners

Post Cleaning Goals

- All surfaces visibly clean and disinfected
- No crumbs or stains on tables or counters
- Floors should be free of debris and dry
- Appliances should be free of smudges or grime

Office Areas

Daily Tasks

- ☐ Dust and wipe down desks and hard surfaces (avoid disturbing personal items)
- ☐ Clean interior glass surfaces including partitions

- ☐ Empty trash and recycling bins and replace liners

Basic Equipment & Supplies Needed

- Dusting cloths or microfiber towels
- All-purpose cleaner
- Glass cleaner
- Trash and recycling liners

Post Cleaning Goals

- Desks dust-free, surfaces clean
 - Glass partitions streak-free
 - No overflowing trash or recycling
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Floors (All Areas)

Daily Tasks

- ☐ Sweep and mop all hard surface floors
- ☐ Vacuum all carpeted areas
- ☐ Spot clean spills or stains as needed

Basic Equipment & Supplies Needed

- Vacuum cleaner
- Broom and dustpan
- Mop and bucket
- Spot cleaner for carpets
- Neutral floor cleaner

Post Cleaning Goals

- No debris or dust visible on floors
 - Carpets should be clean with no crumbs, debris, or obvious spots
 - Floors should be dry with no streaks
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Glass & Mirrors

Daily Tasks

- ☐ Clean and polish all glass doors and mirrors to a streak-free finish

Basic Equipment & Supplies Needed

- Glass cleaner
- Microfiber glass cloths

Post Cleaning Goals

- Glass surfaces should be clear, smudge-free, and shining
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Trash Removal (Facility-Wide)

Daily Tasks

- ☐ Collect and dispose of trash from all receptacles
- ☐ Replace all liners in trash and recycling bins

Basic Equipment & Supplies Needed

- Trash and recycling liners
- Rolling trash bin or cart (if provided)

- Gloves

Post Cleaning Goals

- All bins empty and relined
 - Trash transported to designated disposal area without spillage
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Service Frequency

- **Workdays:** Monday through Friday
- **Start Time:** 6:00 PM (or as adjusted based on site inventory)
- **No key required:** Cleaners enter during second staff shift