

Updated July 25th 2025

PRO\$ RFP

International Paper Scope of Work

At International Paper, your work supports a clean, organized, and professional environment. This scope covers multiple office and common areas with a focus on consistency and sanitation. Stick to the frequency and task breakdown, bring the right tools, and deliver the kind of clean that earns quiet respect.

Front Entrance

Daily Tasks

- ☐ Clean front entrance door glass (inside and out)

Basic Equipment & Supplies Needed

- Glass cleaner
- Microfiber glass cloths

Post Cleaning Goals

- Glass doors should be clear and streak-free
 - No fingerprints or smudges upon entry
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Hallways

Daily Tasks

- ☐ Sweep all hard surface floors
- ☐ Wet mop all hard surface floors

Basic Equipment & Supplies Needed

- Broom and dustpan
- Wet mop and bucket
- Neutral floor cleaner

Post Cleaning Goals

- Hallways free of dust, debris, and streaks
- Floors dry, clean, and safe to walk on

Break Room

Daily Tasks

- ☐ Clean and sanitize counters
- ☐ Wipe down exterior of appliances
- ☐ Clean interior and exterior of microwaves
- ☐ Sweep and wet mop floor
- ☐ Empty trash and replace liners
- ☐ Re-stock paper towels and soap (as needed)

Basic Equipment & Supplies Needed

- Disinfectant cleaner
- Degreaser for surfaces
- Mop and bucket
- Microfiber cloths
- Trash liners
- Paper towels and soap refills

Post Cleaning Goals

- All surfaces disinfected and crumb-free
 - Microwave interiors clean with no residue
 - Floors clean and dry
 - Supplies stocked
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Restrooms + Locker Area

Daily Tasks

- ☐ Clean and disinfect toilets, sinks, and urinals
- ☐ Wipe down partitions and fixtures
- ☐ Mop floors with disinfectant
- ☐ Restock toilet paper, hand towels, and soap
- ☐ Empty trash and sanitary bins, replace liners

Basic Equipment & Supplies Needed

- Toilet bowl cleaner and brush
- Disinfectant spray
- Mop and bucket
- Paper and soap restock
- Trash and sanitary liners

Post Cleaning Goals

- Surfaces and fixtures disinfected and polished
- No lingering odor
- Floors free of stains and water buildup
- Fully stocked and sanitized

Conference Room

Daily Tasks

- ☐ Wipe down table and high-touch surfaces

- ☐ Spot-clean any glass
- ☐ Empty trash and replace liners
- ☐ Vacuum or sweep/mop as appropriate

Basic Equipment & Supplies Needed

- Disinfectant cleaner
- Glass cleaner
- Microfiber cloths
- Trash liners
- Vacuum or mop

Post Cleaning Goals

- Surfaces sanitized, meeting-ready
- Floor clean and debris-free
- Room odor-neutral and presentable

Open Office Area

Daily Tasks

- ☐ Wipe down desks (if cleared)
- ☐ Empty trash and replace liners
- ☐ Vacuum or sweep/mop floors

Basic Equipment & Supplies Needed

- Dusting cloths
- Disinfectant spray

- Trash liners
- Vacuum cleaner or mop

Post Cleaning Goals

- Dust-free and tidy appearance
 - No trash overflow
 - Floor clean, with no visible debris
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Interior Offices

Daily Tasks

- ☐ Dust and wipe down exposed surfaces (avoid personal items)
- ☐ Vacuum or mop floors
- ☐ Empty trash and replace liners

Basic Equipment & Supplies Needed

- Microfiber cloths
- Disinfectant spray
- Trash liners
- Vacuum or mop

Post Cleaning Goals

- Work surfaces visibly dust-free
 - Trash emptied and liners replaced
 - Floors cleaned thoroughly
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Trash Removal (All Areas)

Daily Tasks

- ☐ Empty all trash bins throughout facility
- ☐ Replace liners in all locations
- ☐ Dispose of waste in designated outdoor area

Basic Equipment & Supplies Needed

- Trash liners
- Gloves
- Rolling bin (if available)

Post Cleaning Goals

- No full trash cans left behind
- All liners fresh and properly fitted
- Trash transported without spills or leaks