

Updated July 25th 2025

PRO\$ RFP

Iron Mountain Scope of Work

At Iron Mountain, you're not just cleaning a space — you're supporting the secure backbone of global data and records. Your consistency keeps the operation running smoothly and safely. Stick to the schedule, own your tasks, and finish strong. Excellence here doesn't mean flashy — it means precise, thorough, and dependable. Let's get after it.

Area: Office Areas, Conference Rooms, Common Spaces

Daily Tasks

- ☐ Empty all trash containers and replace liners if torn, soiled, or wet
- ☐ Spot clean doors and light switches
- ☐ Clean finger marks on both sides of glass doors
- ☐ Sweep and mop all tile and hard surface floors
- ☐ Align and push in chairs at conference tables
- ☐ Wipe down dry erase boards
- ☐ Remove any leftover food or trays
- ☐ Refill and inspect all soap and paper dispensers
- ☐ Report unresolved dispenser issues

Weekly Tasks

- ☐ Vacuum all carpeted areas (offices, stairs, cubicles)
- ☐ Wipe clean telephones and dust work surfaces
- ☐ Clean smudges and handprints from walls and doors
- ☐ Polish drinking fountains
- ☐ Dust elevator rails and polish elevator doors
- ☐ Clean interior glass, partitions, and directory boards
- ☐ Wipe down and polish extinguisher and fire hose cabinets
- ☐ Clean cigarette urns and remove debris
- ☐ Clean around building entrances and lobby exteriors

Monthly Tasks

- ☐ Vacuum edges and along baseboards
- ☐ High dusting above 6 ft (corners, ledges)
- ☐ Brush lint off chairs and sofas
- ☐ Wet mop hard floors thoroughly
- ☐ Remove cobwebs
- ☐ Refill floor drains with water
- ☐ Dust light fixtures within 8 feet

Quarterly Tasks

- ☐ Wash trash receptacles inside and out
- ☐ Vacuum and dust HVAC vents and diffusers
- ☐ Dust horizontal and vertical blinds
- ☐ Spot clean furniture, walls, fixtures in all common areas
- ☐ Sanitize inside refrigerators and microwaves
- ☐ Edge vacuum carpet under desks
- ☐ Organize and store all cleaning equipment and supplies

Basic Equipment & Supplies Needed

- Upright and hose vacuum
- Mop and bucket
- Germicidal cleaner
- Multi-surface disinfectant
- Glass cleaner
- Dusting tools (cloths, extendable pole)

- Trash liners
- Gloves and PPE

Post Cleaning Goals

- All high-touch surfaces disinfected
 - Visible areas spotless and organized
 - No lingering odors or visible trash
 - Floors free of debris, mop marks, and stains
 - All equipment returned to designated storage
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Area: Restrooms

Daily Tasks

- ☐ Clean and disinfect toilets, urinals, and basins
- ☐ Wipe down toilet partitions and walls with germicidal solution
- ☐ Empty and disinfect waste and sanitary bins
- ☐ Sweep and mop floors with germicidal detergent
- ☐ Refill toilet paper, hand towels, soap, and other consumables
- ☐ Clean inside/out restroom entrance doors

Weekly Tasks

- ☐ Spot clean walls and partitions
- ☐ Deep clean around plumbing fixtures
- ☐ Polish mirrors and chrome finishes
- ☐ Check and restock supply inventory

Monthly Tasks

- ☐ High dusting and removal of vent dust
- ☐ Clean light fixtures
- ☐ Refill and flush floor drains
- ☐ Disinfect wall tiles

Quarterly Tasks

- ☐ Wash all receptacles and bins
- ☐ Machine scrub all flooring

Basic Equipment & Supplies Needed

- Germicidal detergent
- Disinfecting wipes or spray
- Toilet bowl cleaner and brush
- Floor mop & bucket
- Glass/mirror cleaner
- Restroom supply stock (liners, TP, soap, etc.)

Post Cleaning Goals

- Surfaces sanitized and dry
 - Odor-free environment
 - Fully stocked dispensers
 - Sparkling fixtures and mirrors
 - Clean, non-slip floors
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Area: Break Rooms, Cafeteria, Vending Areas

Daily Tasks

- ☐ Clean and disinfect tables, chairs, counters, and sinks
- ☐ Wipe the outside of vending machines, refrigerators, and microwaves
- ☐ Sweep and mop floors

Weekly Tasks

- ☐ Clean backsplash and under appliances
- ☐ Sanitize fridge and microwave handles
- ☐ Wipe baseboards

Monthly Tasks

- ☐ Sanitize inside of fridges and microwaves
- ☐ Wet mop under movable equipment
- ☐ Remove built-up grime from hard-to-reach corners

Quarterly Tasks

- ☐ Deep clean walls and ceilings if applicable
- ☐ Inspect and clean behind large appliances

Basic Equipment & Supplies Needed

- Degreaser
- Germicidal surface cleaner
- Non-abrasive sponge and microfiber cloths
- Mop and bucket
- Gloves and scraper

Post Cleaning Goals

- Food-safe cleanliness
 - No crumbs, residue, or spills
 - Spotless appliances and counters
 - Floors dry and debris-free
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Notes & Expectations

- Follow same frequency/tasks for all common areas (lobbies, stairwells, corridors)
- Exclude kitchen areas behind food service lines (not under ProRFP scope)