

Updated July 25th 2025

PRO \$ RFP

Johnson Controls Int. Scope of Work

You're representing Pro RFP at Johnson Controls International (JCI) — a global name in technology and innovation. That means the standard here is precision. Every cleaned surface and emptied trash can reflects back on both our brand and theirs. Stick to the weekly cadence, stay sharp on the details, and make sure your work shows consistency. JCI expects a high level of professionalism — and that's exactly what Pro RFP delivers.

1. Restrooms

Daily

- ☐ Clean and disinfect toilets and sinks
- ☐ Empty trash

Weekly

- ☐ Clean partitions
- ☐ Spot clean ceramic tile walls

Monthly

- ☐ Dust ceilings (up to 8 ft)

Basic Equipment & Supplies

- Toilet bowl cleaner
- Germicidal disinfectant
- Microfiber cloths
- Mop and bucket
- Trash liners
- Duster with extension pole

Post Cleaning Goals

- Restrooms must be odor-free, dry, and fully stocked. Fixtures should be disinfected and free of streaks, with no visible buildup or paper debris.
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2. Lunchrooms / Vending Areas

Daily

- ☐ Clean tables and counters
- ☐ Empty trash

As Needed

- ☐ Wipe down other surfaces (as directed)

Basic Equipment & Supplies

- All-purpose cleaner
- Disinfecting wipes or spray
- Trash liners
- Microfiber cloths

Post Cleaning Goals

- Surfaces should be clean, sanitized, and ready for food use. Trash bins should be emptied and free of spills or residue.
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3. Entries & Lobbies

Weekly

- ☐ Polish bright metal
- ☐ Clean doors
- ☐ Spot clean interior windows

Basic Equipment & Supplies

- Glass cleaner

- Stainless steel polish
- Microfiber cloths
- Duster

Post Cleaning Goals

- Entrances should be spotless—glass streak-free, doors smudge-free, and metals shining to leave a positive first impression.
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4. Private Offices, Conference Rooms, Open Office Areas, Hallways

Weekly

- ☐ Spot clean glass doors

Basic Equipment & Supplies

- Glass cleaner
- Microfiber cloths

Post Cleaning Goals

- Offices and hallways should have clean door glass with no smudges, supporting a professional environment.
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5. Floors (Carpet & Hard Surfaces)

Daily

- ☐ Sweep hard floors
- ☐ Damp mop hard floors

Weekly

- ☐ Vacuum high-traffic carpet areas

Monthly

- ☐ Vacuum all office carpeting
- ☐ Vacuum walk-off mats

Basic Equipment & Supplies

- Vacuum with HEPA filter
- Broom and dustpan
- Mop and bucket
- Neutral floor cleaner

Post Cleaning Goals

- Floors should be debris-free and streak-free. Carpets must appear clean with visible vacuum lines where applicable.
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6. Furniture, Fixtures, and Equipment

Monthly

- ☐ Dust furniture and equipment (horizontal surfaces)

Basic Equipment & Supplies

- Duster
- Microfiber cloths
- Furniture polish (if required)

Post Cleaning Goals

- Dust should not be visible on horizontal surfaces, ensuring a clean and well-maintained work area.
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7. Ceilings, Lighting, Blinds

Monthly

- ☐ Dust ceilings (up to 8 ft)
- ☐ Dust window coverings/blinds
- ☐ Dust light fixtures

Basic Equipment & Supplies

- Duster with extension pole
- Ladder (if required)

Post Cleaning Goals

- Surfaces should be free of cobwebs and accumulated dust.
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8. Breakroom Fixtures

Weekly

- ☐ Clean drinking fountains
- ☐ Clean sinks and coffee area countertops

Basic Equipment & Supplies

- Germicidal disinfectant
- Glass cleaner
- Microfiber cloths

Post Cleaning Goals

- Fixtures should be sanitized, dry, and free of buildup or water spots.
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9. Building Perimeter (10 ft) Spot Check

Monthly

- ☐ Spot clean and check for debris

Basic Equipment & Supplies

- Trash grabber
- Trash bag
- Outdoor broom

Post Cleaning Goals

- Entryways and immediate surroundings should be litter-free and clean, showing attention to detail beyond the doors.
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10. Warehouse, Garage, or Shop Area (if applicable)

Daily or Weekly

- ☐ Empty trash
- ☐ General policing and cleaning

Basic Equipment & Supplies

- Broom
- Mop and bucket
- Trash liners

Post Cleaning Goals

- Areas should be kept neat, safe, and functional, with no visible trash or hazards.

If you need support or clarification, remember: **You represent ProRFP—precision, reliability, and pride in every clean.** Keep these spaces safe, polished, and professional.