

*Updated July 25th 2025*

# PRO\$ RFP

## Keurig Dr Pepper Scope of Work

At Keurig Dr Pepper, your job is to keep all areas clean, sanitized, and ready for daily use. Focus on high-traffic zones like restrooms, offices, food areas, and stairwells. Follow the daily, weekly, and monthly checklists by area, making sure no task is missed. Always use the proper supplies for each space and leave everything looking clean, stocked, and professional. Every surface you clean should reflect pride in your work and meet ProRFP standards.

# GENERAL, PRIVATE, MAINTENANCE & PRODUCTION OFFICES, SALES MEETING ROOM, MEDICAL OFFICE, CONFERENCE ROOMS, LOBBY

## Daily

- ☐ Empty trash receptacles and replace liners (client provided).
- ☐ Dust all furniture including chairs and tables.
- ☐ Clean and sanitize telephones and drinking fountains.
- ☐ Clean countertops and lobby glass (incl. front door).
- ☐ Spot clean interior glass, doors, and partitions.
- ☐ Remove fingerprints from doors, frames, light switches, handles, railings, kick/push plates.
- ☐ Clean inside/outside of trash receptacles.
- ☐ Dust horizontal blinds.
- ☐ Vacuum fabric chairs.
- ☐ Dust diffuser outlets in ceiling with treated cloth.

## Weekly

- ☐ Low dust all horizontal surfaces to hand height (sills, ledges, heating outlets).
- ☐ High dust horizontal surfaces (shelves, ledges, picture frames).

## Basic Equipment & Supplies Needed

- Disinfectant spray
- Treated dust cloths
- Trash liners (client-provided)
- Furniture polish
- Glass cleaner
- Microfiber cloths

- High-dusting extension tools
- Vacuum (with upholstery attachment)

## Post Cleaning Goals

- Spaces appear organized and polished.
  - All glass is fingerprint-free.
  - Furniture looks dust-free and well-maintained.
  - Trash areas are clean inside and out.
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## RESTROOMS (Dock, General Office, Maintenance, Industrial, Locker Rooms, Fitness Center)

### Daily

- ☐ Sanitize all fixtures: bowls, urinals, sinks.
- ☐ Clean chrome hardware and toilet seats.
- ☐ Clean mirrors, partitions, lockers.
- ☐ Empty trash and sanitary containers; replace liners (client provided).
- ☐ Refill all dispensers.
- ☐ Clean floors using disinfectant.
- ☐ Remove wall-area soil near sinks/towel dispensers.
- ☐ Wipe doors, light switches, handles.
- ☐ Dust lockers.
- ☐ Spot clean walls and glass.

### Weekly

- ☐ Deep clean and scrub restroom floors, bases, and coving.
- ☐ Sanitize ceramic walls (10 feet and under).
- ☐ Wash all partitions and walls.

## Monthly

- ☐ Replenish all dispenser inventory.

## Basic Equipment & Supplies Needed

- Disinfectant cleaner
- Toilet bowl brushes
- Mop & bucket with wringer
- Sanitary bin liners
- Stainless steel polish
- Glass cleaner
- Scrub pads & grout brushes

## Post Cleaning Goals

- Odor-free, fully stocked, and visually spotless restrooms.
- All surfaces sanitized and dry.
- Chrome and mirrors streak-free and polished.

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## FOOD AREAS (Lunchroom – Production & Sales)

### Daily

- ☐ Sanitize tables, chairs, pedestals, countertops, sinks.
- ☐ Clean drinking fountains and microwaves (interior/exterior).

- ☐ Empty and wipe trash receptacles.
- ☐ Replace liners (client provided).
- ☐ Clean exterior of refrigerators.
- ☐ Remove fingerprints from doors, switches, handles.

## **Weekly**

- ☐ High dust shelves, ledges, picture frames.
- ☐ Spot clean glass and doors.
- ☐ Clean interior of refrigerators (Sundays).

## **Basic Equipment & Supplies Needed**

- Food-safe sanitizer
- Degreaser
- Treated cloths
- Refrigerator-safe disinfectant
- Trash liners (client provided)

## **Post Cleaning Goals**

- Lunch areas are hygienic, fresh-smelling, and clutter-free.
- No buildup on surfaces or kitchen appliances.
- Trash managed and contained.

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## **HARD FLOOR AREAS (VCT, Stone, Ceramic)**

### **Daily**

- ☐ Dust mop or sweep all areas.

- ☐ Damp mop all areas with disinfectant.

## **Weekly**

- ☐ Strip and refinish all tiled floors.

## **Basic Equipment & Supplies Needed**

- Floor dust mop
- Mop & bucket system
- Floor finish and stripper (weekly only)
- Neutral floor cleaner

## **Post Cleaning Goals**

- Floors should be streak-free, safe to walk on, and free of debris.
  - Weekly refinish should restore shine and uniformity.
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# **CARPETED AREAS**

## **Daily**

- ☐ Vacuum all open areas.

## **Weekly**

- ☐ Detail vacuum edges, corners.

## **Monthly**

- ☐ Spot clean stains as needed.

## **Basic Equipment & Supplies Needed**

- Upright and backpack vacuums
- Carpet spot cleaner
- Edge vacuuming tool

## Post Cleaning Goals

- Carpet appears freshly vacuumed with no visible stains or debris.
  - Corners and hard-to-reach areas are clean.
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## STAIRWELLS

### Daily

- ☐ Sweep stairs.

### Weekly (3x/week)

- ☐ Damp mop stairwells.
- ☐ Disinfect handrails.

## Basic Equipment & Supplies Needed

- Broom & dustpan
- Mop & bucket
- Disinfectant spray
- Microfiber cloths

## Post Cleaning Goals

- Safe, non-slippery stair surfaces.
  - Handrails disinfected and streak-free.
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# ADDITIONAL SERVICES

## Daily

- ☐ Clean and organize janitor closets.
- ☐ Quality Lab: sweep/mop floor and remove trash.
- ☐ Epoxy floor (North entry to Café): sweep/mop.

## Weekly

- ☐ Maintenance area (fleet workshop & vending): service ~1,000 sq ft.

## Basic Equipment & Supplies Needed

- General-purpose cleaner
- Mop and bucket
- Broom
- Janitor closet organizer bins

## Post Cleaning Goals

- Storage areas organized and stocked.
- Epoxy floors clean and free of buildup.
- Maintenance zones receive consistent attention.