

Updated July 24th 2025

PRO \$ RFP

Kohls Scope of Work

This Scope of Work tells you exactly what to clean, when to clean it, and what tools to use in Kohl's stores.

Each section breaks down the tasks by area, with a weekly schedule for floors and special focus zones like restrooms, fitting rooms, and Sephora. It also includes clear "Post Cleaning Goals" so you'll know what the space should look, smell, and feel like when you're done.

You're not just checking a box — you're helping Kohl's look great for every customer. Follow the schedule, double-check your work, and let us know if anything needs clarification.

— Pro RFP Team

1. Restrooms

Frequency:

- **Daily** (before open, during open, and at close)
- **Weekly:** Scrub floors, high dusting, air freshener replacement, stain removal

Tasks:

- ☐ Sweep and mop floors
- ☐ Clean/disinfect toilets, urinals, sinks, partitions, and water fountains
- ☐ Restock all supplies (soap, tissue, etc.)
- ☐ Empty trash
- ☐ Clean partitions and wall stains
- ☐ High dust vents
- ☐ Replace air fresheners as needed

Supplies/Equipment:

- Germicidal disinfectant
- Toilet bowl cleaner
- Mop & bucket or Kaivac AutoVac Stretch
- High duster
- Glass cleaner
- Restroom supplies (tissue, soap, liners)
- Gloves, wet floor signs

Post Cleaning Goals:

- Floors streak-free, dry, and disinfected
- No odors, full supply stock

- Fixtures sparkling and chrome polished
 - Room should smell fresh and feel sanitary
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2. Entrances

Frequency:

- **Daily (before and after open)**
- **Weekly:** High dusting, glass cleaning above 7', mat extraction

Tasks:

- ☐ Sweep or vacuum mats
- ☐ Remove stains, spots, gum from mats and sidewalks
- ☐ Clean glass up to 7'
- ☐ Dust ledges
- ☐ Wipe EAS towers
- ☐ Empty entrance trash and smokers posts
- ☐ Weekly: High glass, vents, kick plates, mat extraction

Supplies/Equipment:

- Vacuum or broom
- Gum remover
- Glass cleaner and microfiber cloths
- Dust wand
- Extraction unit for mats
- PPE

Post Cleaning Goals:

- Glass streak-free and ledges dust-free
 - Entrance should feel open, clean, and uncluttered
 - No odors or gum underfoot
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3. Main Aisles & Sephora Floors

Frequency:

- **Daily dust mop**
- **Mon/Wed/Fri:** Scrub
- **3–4x weekly:** Low-moisture carpet extraction

Tasks:

- ☐ Dust mop or sweep
- ☐ Remove stickers, stains
- ☐ Scrub using Kaivac AutoVac or approved scrubber
- ☐ Spot clean stains and gum

Supplies/Equipment:

- Dust mop
- Scrubber (AutoVac or similar)
- Spot cleaner
- Carpet extractor
- Gum remover

Post Cleaning Goals:

- Floors should be free of debris, streak-free, and non-slip
- Aisles should look neat and feel easy to walk through

- Sephora area should feel polished and upscale
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4. Fitting Rooms

Frequency:

- **Daily checks + Tuesday full clean**
- **Weekly:** Scrub floors, high dusting, baseboard wipe, vacuum edging

Tasks:

- ☐ Sweep/dust mop
- ☐ Remove stickers, stains
- ☐ Clean mirrors, doors, benches, and walls
- ☐ Empty trash
- ☐ Detail vacuum with edge tool

Supplies/Equipment:

- Mop or vacuum
- Disinfectant spray
- Microfiber cloths
- Edge vacuum tools

Post Cleaning Goals:

- Mirrors crystal clear
 - Floors spotless
 - Private, clean feel with no odors or clutter
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5. Sales Floor

Frequency:

- **Daily:** Cordless sweep, trash removal, mirror wipe
- **Weekly:** High dust vents, daily pad vacuum per schedule

Tasks:

- ☐ Dust mop or cordless sweep
- ☐ Spot clean carpeted areas
- ☐ Clean mirrors
- ☐ Empty trash
- ☐ Follow floorcare pad assignment

Supplies/Equipment:

- Cordless sweeper
- Carpet spot cleaner
- Trash liners
- Mirror cleaner
- Weekly vacuum assignments

Post Cleaning Goals:

- Floor should look clean throughout all departments
- No visible trash or dust
- Air should feel fresh and breathable

6. Offices, Breakroom & Great Room

Frequency:

- **Daily wipe down**
- **Weekly:** High dusting, floors, furniture

Tasks:

- ☐ Sweep, mop or vacuum
- ☐ Wipe down tables, vending machines, chairs, counters, microwave/fridge doors
- ☐ Empty trash

Supplies/Equipment:

- All-purpose cleaner
- Microfiber cloths
- Mop or AutoVac
- Trash bags

Post Cleaning Goals:

- Space should feel tidy and ready for staff breaks
- Surfaces grease-free, no visible trash
- Smells fresh or neutral