

Updated July 25th 2025

PRO\$ RFP

Marshalls Scope of Work

You're the final touch that helps this store shine. Every task you complete directly shapes the customer's first impression and keeps the team operating in a clean, safe, and professional environment. From front entrance glass to back stockroom floors, your detail matters. Stick to the frequencies, stay organized, and take pride in the difference your work makes. When Marshalls looks sharp, it's because you made it happen.

Front Entrance & Vestibule

Daily Tasks

- ☐ Sweep and mop floor with germicidal cleaner.
- ☐ Clean glass doors inside and out (remove fingerprints, smudges).
- ☐ Empty trash receptacles and replace liners.
- ☐ Wipe down door handles and push bars with disinfectant.

Weekly Tasks

- ☐ Dust vents, ledges, and molding up to 10 ft.
- ☐ Polish metal door frames and thresholds.

Monthly Tasks

- ☐ Clean interior and exterior vestibule windows.
- ☐ High dust corners, ceiling vents, and light fixtures.

Basic Equipment & Supplies Needed

- Broom, dustpan, mop, bucket, germicidal cleaner
- Disinfectant wipes or spray
- Glass cleaner and microfiber cloths
- Duster with extension pole
- Trash liners

Post Cleaning Goals

- Front area presents a polished, welcoming impression.
- Surfaces are dust-free and disinfected.
- No visible smudges, marks, or trash.

Sales Floor

Daily Tasks

- ☐ Dust mop and damp mop hard surface flooring.
- ☐ Spot clean spills and marks.
- ☐ Empty trash receptacles and replace liners.
- ☐ Wipe down handrails, shelves, and high-touch surfaces.

Weekly Tasks

- ☐ Dust all shelving and display surfaces.
- ☐ Detail vacuum along edges and under gondolas.

Monthly Tasks

- ☐ Machine scrub entire floor.
- ☐ Dust overhead lighting and signage.

Basic Equipment & Supplies Needed

- Dust mop, wet mop, bucket, neutral floor cleaner
- Disinfectant spray and microfiber cloths
- Vacuum with edging tool
- High dusting pole

Post Cleaning Goals

- Floors are streak-free, clean, and free of debris.
- All visible shelving and signage dust-free.
- Trash bins are consistently maintained.

Fitting Rooms

Daily Tasks

- ☐ Vacuum or mop floors.
- ☐ Disinfect door handles, benches, and mirrors.
- ☐ Empty trash receptacles and replace liners.

Weekly Tasks

- ☐ Dust baseboards and corners.
- ☐ Clean doors (remove smudges, scuff marks).

Monthly Tasks

- ☐ Wipe down all walls and light fixtures.

Basic Equipment & Supplies Needed

- Disinfectant spray, microfiber cloths
- Vacuum or mop with disinfectant
- Trash liners

Post Cleaning Goals

- Fitting rooms are tidy, hygienic, and odor-free.
- No visible debris or dust in corners.
- All surfaces disinfected, including mirrors.

Restrooms

Daily Tasks

- ☐ Clean and disinfect toilets, urinals, and sinks.
- ☐ Refill soap, paper towels, and toilet paper.
- ☐ Empty trash and sanitary bins; replace liners.
- ☐ Mop floors with germicidal disinfectant.
- ☐ Clean mirrors, counters, partitions, and door handles.

Weekly Tasks

- ☐ Polish fixtures and stainless steel components.
- ☐ Clean walls around sinks and toilets.

Monthly Tasks

- ☐ Deep clean all grout and corners.
- ☐ Scrub partitions and walls with disinfectant.

Basic Equipment & Supplies Needed

- Toilet bowl cleaner, disinfectant spray, scrub brush
- Paper towel and toilet paper refills
- Mop, bucket, germicidal floor cleaner
- Glass cleaner and microfiber towels

Post Cleaning Goals

- Restrooms are fully stocked, fresh-smelling, and sanitary.
 - Fixtures and partitions shine.
 - No visible stains, debris, or odor.
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Break Room

Daily Tasks

- ☐ Clean and disinfect countertops, tables, sinks, and microwave exteriors.
- ☐ Empty trash bins and replace liners.
- ☐ Sweep and mop floor with degreaser if needed.

Weekly Tasks

- ☐ Wipe refrigerator exterior.
- ☐ Dust blinds, vents, and baseboards.

Monthly Tasks

- ☐ Clean cabinet exteriors.
- ☐ Deep clean behind large appliances.

Basic Equipment & Supplies Needed

- Degreaser, disinfectant spray, microfiber towels
- Mop and bucket
- Trash liners
- Glass cleaner (for any interior windows)

Post Cleaning Goals

- Break room is sanitary, organized, and odor-free.
 - No food residue or buildup.
 - Surfaces shine and floors are free of stains or crumbs.
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Stockroom & Receiving Area

Daily Tasks

- ☐ Sweep and mop floors.
- ☐ Remove empty boxes and debris.
- ☐ Empty trash bins and replace liners.

Weekly Tasks

- ☐ Dust shelving and vents.
- ☐ Wipe down work surfaces and door handles.

Monthly Tasks

- ☐ Deep scrub concrete or tile floor.
- ☐ High dust corners, lights, and upper shelves.

Basic Equipment & Supplies Needed

- Broom, mop, bucket, degreaser
- Disinfectant spray
- Trash liners
- Dusting pole

Post Cleaning Goals

- Stockroom stays clutter-free and safe.
 - No build-up of dust, dirt, or trash.
 - Surfaces remain sanitary and organized.
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Office Area

Daily Tasks

- ☐ Empty trash and recycling bins, replace liners.
- ☐ Wipe down desks, phones, and high-touch surfaces.

Weekly Tasks

- ☐ Vacuum or mop floors.
- ☐ Dust blinds, ledges, and corners.

Monthly Tasks

- ☐ Disinfect keyboards, mouse, phones.
- ☐ Wipe baseboards and light switches.

Basic Equipment & Supplies Needed

- Disinfectant wipes/spray, microfiber cloths
- Vacuum or mop
- Trash liners

Post Cleaning Goals

- Office areas feel organized, dust-free, and pleasant.
- No visible dust, smudges, or garbage.
- Work surfaces are hygienic and orderly.

Exterior Areas (Front Sidewalks & Entry)

Daily Tasks

☐ Sweep entryway, pick up litter.

☐ Empty exterior trash bins.

Weekly Tasks

☐ Clean entry glass and door handles.

Monthly Tasks

☐ Power wash sidewalks or entry as needed.

Basic Equipment & Supplies Needed

- Outdoor broom, dustpan
- Litter grabber
- Trash liners
- Glass cleaner, pressure washer (monthly)

Post Cleaning Goals

- Entry is clean, inviting, and litter-free.
- Glass surfaces shine with no fingerprints.
- Walkways clear of debris and stains.