

Updated July 24th 2025

PRO RFP

OnTrac Scope of Work

This Scope of Work tells you exactly what to clean, how often, and in which area for each OnTrac facility. Tasks are organized by location — like restrooms, warehouse, offices, and breakrooms — with clear service frequencies and no guesswork.

Each section includes a list of basic supplies and equipment you'll need, followed by a “Post Cleaning Goals” summary so you know what the space should look, smell, and feel like when the job is done right.

Stick to this guide, follow the frequencies, and ask if anything's unclear. Your work keeps these facilities clean, safe, and ready to run — and Pro RFP is here to support you.

— Pro RFP Team

1. RESTROOMS

Daily:

- ☐ Clean and disinfect toilets and urinals
- ☐ Clean and disinfect sinks, faucets, dispensers, and counters
- ☐ Clean and disinfect partitions and door handles
- ☐ Clean and polish mirrors
- ☐ Refill soap, paper towels, and toilet paper
- ☐ Empty and reline trash cans
- ☐ Sweep and mop floor

Weekly:

- ☐ Deep clean and descale toilets and urinals
- ☐ Wipe down baseboards

Monthly:

- ☐ Dust ceiling vents and corners
- ☐ Spot clean walls and light switches

Basic Equipment & Supplies Needed – Restrooms:

- Disinfectant cleaner (multi-surface and toilet bowl)
- Glass cleaner
- Mop and bucket
- Floor disinfectant
- Paper product and soap refills
- Trash liners
- Scrub brushes and microfiber cloths
- PPE (gloves, mask)

Post Cleaning Goals – Restrooms:

- All surfaces disinfected and dry
 - No streaks on mirrors or chrome
 - No odors present
 - Fully stocked supplies and tidy appearance
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2. OFFICES & CONFERENCE ROOMS

Daily:

- ☐ Empty all trash cans and reline
- ☐ Vacuum carpets or sweep/mop hard surface floors
- ☐ Wipe down high-touch surfaces: doorknobs, phones, light switches

- ☐ Dust desks and flat surfaces (if cleared)

Weekly:

- ☐ Wipe down interior glass partitions and windows
- ☐ Clean chair bases and legs

Monthly:

- ☐ Dust vents, baseboards, and shelving
- ☐ Spot clean walls

Basic Equipment & Supplies Needed – Offices & Conference Rooms:

- All-purpose disinfectant spray
- Dusters (manual or extension)
- Microfiber cloths
- Glass cleaner
- Carpet vacuum or dry mop system
- Trash liners

Post Cleaning Goals – Offices & Conference Rooms:

- Floors free of dust, crumbs, or debris
 - Trash emptied and areas organized
 - No smudges on glass, desks, or electronics
 - Air should feel fresh and clean
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3. BREAKROOM / KITCHEN AREAS

Daily:

- ☐ Empty and reline trash bins
- ☐ Clean and disinfect countertops, tables, and sinks
- ☐ Clean exterior of microwaves, refrigerators, and vending machines
- ☐ Sweep and mop floors

Weekly:

- ☐ Clean inside microwaves and refrigerators (if access granted)
- ☐ Dust vents, baseboards, and behind equipment

Monthly:

- ☐ Wipe down walls and cabinet fronts
- ☐ Clean light fixtures

Basic Equipment & Supplies Needed – Breakroom / Kitchen:

- Food-safe disinfectant spray
- Degreaser (for kitchen surfaces)
- Mop and bucket
- Scrub pads and microfiber cloths
- Trash liners
- PPE

Post Cleaning Goals – Breakroom / Kitchen:

- No food residue on any surface
 - Trash and recycling emptied
 - Floor free of spills, crumbs, or grease
 - Space smells neutral or lightly clean
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4. ENTRYWAYS & LOBBY AREAS

Daily:

- ☐ Clean interior glass doors and sidelights
- ☐ Sweep and mop or vacuum floors/mats
- ☐ Empty trash cans
- ☐ Spot clean visible smudges on walls and glass

Weekly:

- ☐ Dust all horizontal surfaces and signage
- ☐ Wipe door handles and trim

Monthly:

- ☐ Machine clean entry mats
- ☐ Polish metal or chrome accents

Basic Equipment & Supplies Needed – Entryways & Lobby:

- ☐ Glass cleaner
- ☐ All-purpose spray
- ☐ Mop, vacuum, or entry mat extractor
- ☐ Microfiber cloths
- ☐ Chrome polish (if applicable)
- ☐ Trash liners

Post Cleaning Goals – Entryways & Lobby:

- ☐ First impression areas look clean and professional
- ☐ No visible dust, smudges, or debris
- ☐ Entry glass streak-free and mats vacuumed

5. WAREHOUSE / LOADING DOCK

Daily:

- ☐ Sweep and spot mop as needed
- ☐ Empty trash bins and replace liners
- ☐ Remove visible debris or packaging waste

Weekly:

- ☐ Clean break areas within warehouse (tables, sinks, chairs)
- ☐ Wipe touchpoints like handrails and door handles

Monthly:

- ☐ Dust high surfaces, vents, and rafters (reachable)
- ☐ Power sweep main traffic aisles if access allows

Basic Equipment & Supplies Needed – Warehouse / Dock:

- Industrial broom and dustpan
- Mop and bucket
- Trash bags (heavy duty)
- Disinfectant spray and rags
- PPE (gloves, vest, safety shoes if required)

Post Cleaning Goals – Warehouse / Dock:

- No slip hazards from trash or spills
- Floors and aisles clear and walkable
- Break surfaces safe for eating or resting

6. WINDOWS & GLASS PARTITIONS

Weekly:

- ☐ Spot clean all interior windows and glass doors up to 8 ft

Monthly:

- ☐ Full wipe of all reachable interior glass

Quarterly:

- ☐ Exterior window washing (if included in contract)

Basic Equipment & Supplies Needed – Windows & Glass:

- Glass cleaner
- Squeegee or extension tool
- Microfiber cloths
- Safety ladder if applicable

Post Cleaning Goals – Windows & Glass:

- All glass surfaces streak-free and fingerprint-free
 - No cobwebs, dust, or spots around sills or corners
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7. TRASH & RECYCLING MANAGEMENT (GENERAL)

Daily:

- ☐ Empty all trash and recycling bins in common areas
- ☐ Replace liners
- ☐ Transport bagged waste to designated facility location (unless restricted)

Weekly:

- ☐ Wipe down trash can exteriors

Basic Equipment & Supplies Needed – Trash & Recycling:

- Trash liners (various sizes)
- Gloves and PPE
- Cart or dolly for transport
- Disinfectant wipes or spray

Post Cleaning Goals – Trash & Recycling:

- All bins emptied and clean inside and out
- No leaks or odors
- Trash areas appear tidy and sanitary