

Updated 01/22/2026

PRO \$ RFP

Pepboys

Janitorial Scope

This Scope of Work outlines the janitorial cleaning requirements for Pep Boys Automotive Service & Retail Facilities.

This guide is designed for janitorial technicians and supervisors to clearly understand what to clean, where to clean, and how often tasks must be completed.

All tasks must be performed by area and by assigned frequency using the correct cleaning chemicals, tools, and safety practices.

The goal is to maintain a clean, professional, and customer-ready environment that supports employee productivity and positive customer experience.

Visible cleanliness, proper restocking, and attention to detail are required at every service visit.

1. Floors (All Interior Floor Surfaces)

Scheduled Tasks – 2x Weekly

- Sweep all floor surfaces to remove dust, dirt, and loose debris
- Vacuum all carpeted areas, including edges and corners
- Mop all hard floor surfaces using appropriate cleaning solution

Equipment & Supplies Needed

- Upright or backpack vacuum
- Broom and dustpan
- Mop and bucket
- Neutral floor cleaner

Post Cleaning Goals

- Floors are free of debris and visible dirt
 - Carpeted areas appear evenly vacuumed
 - Hard floors are clean, streak-free, and properly mopped
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2. Trash Removal (Interior & Exterior)

Scheduled Tasks – 2x Weekly

- Empty all trash cans and recycling bins throughout the facility
- Replace liners in all receptacles
- Clean receptacles as needed when visibly soiled

Equipment & Supplies Needed

- Trash liners

- Gloves / PPE
- Disinfectant or general cleaner
- Microfiber cloths

Post Cleaning Goals

- No overflowing trash containers
 - Liners replaced and properly fitted
 - Trash areas clean and odor-free
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3. Restrooms

Scheduled Tasks – 2x Weekly

- Disinfect and clean toilets, urinals, and sinks
- Clean mirrors and polish chrome fixtures
- Wipe down partitions, counters, and high-touch surfaces
- Restock toilet paper, soap, and paper towels

Equipment & Supplies Needed

- Disinfectant cleaner
- Toilet bowl cleaner and brushes
- Microfiber cloths
- Mop and bucket
- Paper product refills

Post Cleaning Goals

- Restroom fixtures visibly clean and disinfected

- Mirrors streak-free and chrome polished
 - Supplies fully stocked and organized
 - Restrooms free of odors
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4. Dusting & General Surfaces

Scheduled Tasks – 2x Weekly

- Dust and wipe down desks, fixtures, and display surfaces
- Remove smudges from glass and polished surfaces

Equipment & Supplies Needed

- Microfiber cloths
- Glass cleaner
- Duster

Post Cleaning Goals

- Surfaces are dust-free and clean to the touch
 - Glass and polished surfaces free of fingerprints and smudges
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5. Breakroom / Kitchen Areas

Scheduled Tasks – 2x Weekly

- Clean countertops, tables, and sinks
- Wipe exterior of appliances
- Empty food-related trash

Equipment & Supplies Needed

- Food-safe disinfectant
- Microfiber cloths
- Trash liners

Post Cleaning Goals

- Breakroom surfaces clean and sanitized
 - Appliance exteriors wiped and presentable
 - Area free of food debris and odors
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6. Office / Reception Areas

Scheduled Tasks – 2x Weekly

- Clean countertops and desks
- Wipe down furniture, fixtures, and surfaces

Equipment & Supplies Needed

- General surface cleaner
- Microfiber cloths

Post Cleaning Goals

- Office and reception areas neat and professional
 - Furniture and counters visibly clean
 - No dust or residue on surfaces
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7. Restocking Supplies

Scheduled Tasks – 2x Weekly

- Check and refill paper towels, soap dispensers, and toilet paper
- Report low inventory levels to supervisor

Equipment & Supplies Needed

- Paper towels
- Toilet paper
- Soap refills

Post Cleaning Goals

- All dispensers stocked and operational
 - Inventory needs communicated promptly
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8. Front Entrance

Scheduled Tasks – 2x Weekly

- Clean inside and outside of front entrance doors

Equipment & Supplies Needed

- Glass cleaner
- Microfiber cloths

Post Cleaning Goals

- Entrance doors clean and streak-free
 - First impression area looks professional and welcoming
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General Equipment & Supplies Checklist

- Upright or backpack vacuum
 - Broom, dustpan, mop, and bucket
 - Neutral floor cleaner
 - Disinfectant and glass cleaner
 - Microfiber cloths and dusters
 - Trash liners
 - Gloves and basic PPE
 - Paper towels, soap, and toilet paper refills
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Post Cleaning Goals Summary

- **Visible Cleanliness:** All areas free of dust, debris, stains, and smudges
- **Restrooms:** Clean, disinfected, stocked, and odor-free
- **Floors:** Evenly cleaned with no residue or buildup
- **Trash Control:** All receptacles emptied, lined, and maintained
- **Customer-Ready Facility:** Pep Boys location presents a clean, professional appearance at all times