

Updated 9/24/2025

PRO\$ RFP

Resonetics Janitorial Scope of Work

This guide outlines your daily, weekly, monthly, and annual cleaning responsibilities for Resonetics facilities. Each task is written for you to follow step by step so that every area stays clean, safe, and professional. Use the correct supplies and equipment listed, pay attention to detail, and make sure every surface looks clean, streak-free, and ready for use. The goal is simple: when you finish, the building should look fresh, smell clean, and feel welcoming to everyone who walks in.

Resonetics Janitorial Scope of Work

Client: Resonetics

Facility Type: Medical Manufacturing / Office Environment

Effective Year: 2025

Introduction

This scope of work provides a structured cleaning program for Resonetics facilities. It is designed as a technician-friendly guide for janitorial teams.

- Follow the detailed tasks by **area** and **frequency**.
 - Ensure use of correct supplies and equipment for each surface.
 - Cleaning must result in **visible cleanliness, streak-free finishes, and sanitized high-touch points**.
 - The goal is to maintain a safe, hygienic, and professional workplace environment that supports employee health and customer confidence.
-

1. Restrooms

Daily Tasks

- Spot clean and restock all restrooms.
- Thoroughly sanitize all fixtures, sinks, toilets, urinals, and flat surfaces.
- Sweep, dry mop, and wet mop floors using disinfectant.
- Clean and polish mirrors, chrome, and flush valves.

Weekly Tasks

- Clean and disinfect stall partitions.
- Pour 1 gallon of water into visible floor drains to prevent odor.

Monthly Tasks

- Wipe down and disinfect walls.
- Clean and disinfect grout.

Annual Tasks

- Deep clean entrance and restroom windows inside and out.

Equipment & Supplies Needed

- Toilet bowl cleaner, disinfectant
- Neutral floor cleaner, multipurpose cleaner
- Stainless steel polish, glass cleaner
- Mop, bucket, microfiber cloths, scrub brushes
- PPE (gloves, safety glasses, masks)
- Paper products (toilet paper, paper towels, hand soap, liners)

Post Cleaning Goals

- Fixtures sanitized, dry, and odor-free
 - Floors streak-free and safe
 - Dispensers fully stocked
-

2. Flooring (Carpet & Hard Surfaces)

Daily Tasks

- Vacuum carpet in traffic lanes and other necessary areas.
- Dry mop and wet mop all hard flooring.
- Spot clean visible stains.

Weekly Tasks

- Detail vacuum including corners and edges.

Monthly Tasks

- Clean grout lines where applicable.

Equipment & Supplies Needed

- Dual-motor vacuum with beater bar
- Mop, bucket, neutral floor cleaner, spot cleaner
- Carpet spot remover, wet floor signs

Post Cleaning Goals

- Floors streak-free, evenly mopped, and free of debris
 - Carpet refreshed, free from visible stains
-

3. Offices, Labs & Common Areas

Daily Tasks

- Dust/wipe horizontal surfaces as needed.
- Empty trash and replace liners.
- Spot clean glass partitions, entry glass, and vertical surfaces.
- Maintain janitor closets in clean, organized condition.

Weekly Tasks

- Spot clean walls and vertical surfaces.

Monthly Tasks

- Dust/wipe chair legs and bases.

- Clean out trash receptacles inside and out.

Equipment & Supplies Needed

- Disinfectant spray, all-purpose cleaner
- Microfiber cloths (color-coded)
- Trash liners, gloves/PPE
- Extension dusters for high dusting

Post Cleaning Goals

- Surfaces dust-free and professional in appearance
 - No visible smudges on glass or walls
 - Trash bins odor-free and properly lined
-

4. Cafeteria, Break Rooms & Mother's Room

Daily Tasks

- Clean and sanitize cafeteria/break room tables, chairs, and countertops.
- Wipe down appliances (microwaves, refrigerators, coffee stations, vending machines).
- Clean and sanitize sinks and faucets.
- Thoroughly clean the Mother's Room (if applicable).

Weekly Tasks

- Detail clean appliance exteriors and high-touch points.

Monthly Tasks

- Clean inside refrigerators (per site coordination).

Equipment & Supplies Needed

- Food-safe disinfectant, degreaser
- Glass cleaner, stainless steel polish
- Trash liners, microfiber cloths, scrub pads
- Gloves/PPE

Post Cleaning Goals

- Tables and appliances sanitized, streak-free
 - Food service areas odor-free and inviting
 - Vending and coffee stations free of smudges and residue
-

5. Entrances, Glass & Partitions

Daily Tasks

- Spot clean entryway glass, doors, and partitions.

Monthly Tasks

- Thoroughly clean entrance glass and partitions inside and out.

Annual Tasks

- Deep clean all common area windows inside and outside.

Equipment & Supplies Needed

- Glass cleaner, microfiber cloths
- Step stool or ladder (if required)
- Safety signage

Post Cleaning Goals

- Glass streak-free and smudge-free

- Entrances appear professional and welcoming
-

General Equipment & Supplies Checklist

Cleaning Tools:

- Vacuums (upright & backpack), mops, buckets, dusters (extendable), scrub brushes, spray bottles
- Floor signs for safety

Chemicals:

- Neutral floor cleaner, disinfectant, multipurpose cleaner
- Toilet bowl cleaner, stainless steel polish, food-safe degreaser
- Glass cleaner, carpet spot remover

Consumables:

- Toilet paper, paper towels, hand soap, trash liners

Protective Gear:

- Gloves, masks (optional), safety glasses, safety signage
-

Post Cleaning Goals Summary

- **Visible Cleanliness:** No dust, debris, or streaks across surfaces.
- **Disinfection:** All restrooms, cafeterias, and high-touch points sanitized.
- **Customer/Employee Ready:** Work areas smell fresh, look professional, and are safe.
- **Trash Control:** All bins emptied, liners replaced, and containers wiped clean.
- **Odor Neutrality:** No lingering odors; all areas smell clean and fresh.