

Updated July 24th 2025

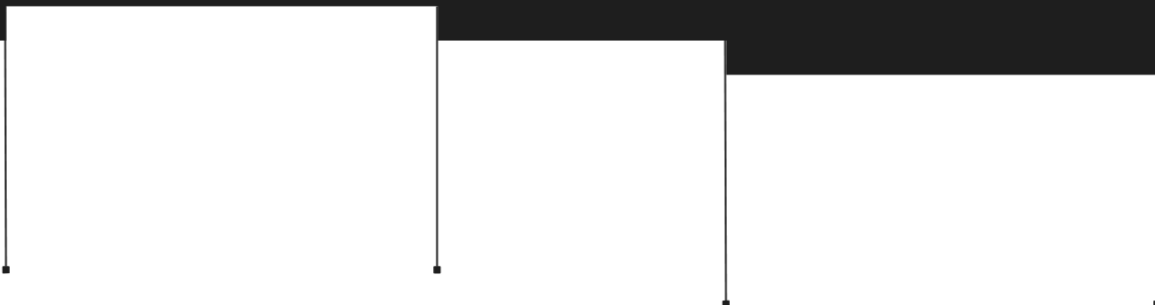
PRO \$ RFP

Ross Scope of Work

This Scope of Work outlines exactly what to clean, how often, and where across each Ross location. Every task is grouped by area such as sales floor, fitting rooms, restrooms, and front entry and clearly assigned a service frequency (Daily, Weekly, etc.).

Each section also includes a list of basic equipment and supplies you'll need to do the job right. At the end of each section is a Post Cleaning Goals summary describing how the space should look, smell, and feel when complete.

Follow your assignments, and ask questions if anything is unclear. Your work helps keep stores clean, safe, and ready for customers and staff every day.



1. ENTRY / FRONT END

Daily:

- ☐ Empty and spot clean interior and exterior waste receptacles
- ☐ Sweep or dust mop floors
- ☐ Damp mop high-traffic areas
- ☐ Spray and wipe entry and exit door glass and frames
- ☐ Full vacuum and clean matting and carpeting

Basic Equipment & Supplies Needed – Entry / Front End:

- Janitor cart
- Mop & bucket
- Broom and dustpan
- Vacuum
- Glass cleaner

Post Cleaning Goals – Entry / Front End:

- Entryways clear of trash and debris
 - Floors clean and dry
 - Door glass is streak-free
 - Matting vacuumed and well-kept
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2. MAIN SALES AISLE

Daily:

- ☐ Dust mop or sweep floors
- ☐ Spot mop high-traffic areas
- ☐ Remove gum or stickers with hand scraper
- ☐ Auto-scrub or damp mop to remove scuffs in accessible areas

Basic Equipment & Supplies Needed – Main Sales Aisle:

- Dust mop
- Scraper
- Mop & bucket
- Auto scrubber (if available)

Post Cleaning Goals – Main Sales Aisle:

- No dust, spills, or residue along aisles
 - Floors free of stickers, gum, or scuff marks
 - Aisles feel safe and well-maintained
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3. FITTING ROOMS

Daily:

- ☐ Empty and spot clean trash receptacles
- ☐ Dust and spot clean mirrors, partitions, and benches
- ☐ Damp wipe and disinfect mirrors, partitions, and benches
- ☐ Sweep and mop floors

Basic Equipment & Supplies Needed – Fitting Rooms:

- Janitor cart
- Disinfectant spray
- Mop and broom
- Microfiber cloths

Post Cleaning Goals – Fitting Rooms:

- Surfaces disinfected and fingerprint-free
 - Floors clean and dry
 - Space ready for next customer use
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4. RESTROOMS (SALES FLOOR & BOH)

Daily:

- ☐ Clean and disinfect sinks, toilets, urinals, partitions, doors, shelves, kickplates, dispensers
- ☐ Sweep and mop floors
- ☐ Empty and spot clean waste receptacles
- ☐ Stock supplies (excluding feminine hygiene)
- ☐ Clean and polish mirrors

Weekly:

- ☐ Dust horizontal surfaces
- ☐ General spot cleaning of structural horizontal surfaces

Monthly:

- ☐ Deep clean toilet bowls and urinals

Basic Equipment & Supplies Needed – Restrooms:

- Janitor cart
- Toilet bowl brush
- Disinfectant chemicals
- Mop & bucket
- Glass cleaner

- PPE

Post Cleaning Goals – Restrooms:

- All fixtures disinfected and dry
 - Mirrors streak-free
 - Paper and soap stocked
 - No odors or buildup present
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5. DEPARTMENT SALES FLOOR

Daily:

- ☐ Empty and spot clean waste receptacles
- ☐ Spot sweep and mop low-traffic areas, corners, stairs, and under fixtures
- ☐ Hand scrape to remove gum and stickers

Weekly:

- ☐ Dust mop low-traffic floors, corners, stairs, edges, under fixtures
- ☐ Auto-scrub or damp mop floors and remove scuffs in accessible areas

Basic Equipment & Supplies Needed – Department Sales Floor:

- Dust mop
- Mop & bucket
- Scraper
- Auto scrubber
- Trash liners

Post Cleaning Goals – Sales Floor:

- Trash emptied and receptacles clean
 - All walkways free of dust, gum, or buildup
 - Floors even-toned and clear of marks
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6. BREAKROOM

Daily:

- ☐ Empty and spot clean waste receptacles
- ☐ Clean glass and mirrors
- ☐ Spot clean structural horizontal surfaces
- ☐ Sweep and mop floor

Weekly:

- ☐ Dust horizontal surfaces

Basic Equipment & Supplies Needed – Breakroom:

- Glass cleaner
- Disinfectant spray
- Mop & bucket
- Microfiber cloths

Post Cleaning Goals – Breakroom:

- Tables and surfaces clean and food-safe
 - No trash or smells
 - Floors free of spills or dust
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7. MANAGER'S OFFICE

Weekly:

- ☐ Empty and spot clean trash receptacles
- ☐ Sweep and mop floors
- ☐ Spot clean walls and under furniture

Basic Equipment & Supplies Needed – Manager's Office:

- Trash liners
- Mop & bucket
- Rags and dusters

Post Cleaning Goals – Manager's Office:

- Office is clean, organized, and odor-free
 - Trash is emptied and surfaces are dust-free
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8. BOH RESTROOMS

Weekly:

- ☐ Clean and disinfect all restroom fixtures and surfaces
- ☐ Empty and spot clean trash receptacles
- ☐ Stock restroom supplies
- ☐ Sweep and mop floors
- ☐ Clean mirrors and horizontal surfaces

Monthly:

☐ Deep clean toilets and urinals

Basic Equipment & Supplies Needed – BOH Restrooms:

- Toilet brush
- Disinfectant spray and cleaner
- Mop & bucket
- Glass cleaner
- Trash liners
- PPE

Post Cleaning Goals – BOH Restrooms:

- Fully sanitized fixtures
- Supplies fully stocked
- No trash, odors, or buildup