

Updated 9/02/2025

PRO\$ RFP

Washington Federal Scope of Work

This scope of work is designed for the janitorial team servicing Washington Federal facilities. The document outlines tasks by area and frequency to ensure consistent, professional cleaning standards. Technicians must follow all instructions carefully, using the correct equipment and supplies.

- Each task is tied to visible, measurable results.
- Cleanliness must enhance customer experience and present a professional, safe environment.
- Supplies must always be stocked, surfaces disinfected, and areas free of debris, dust, and streaks

1. Entry

Daily Tasks

- Empty trash, replace liners, and spot clean trash receptacles.
- Vacuum entry matting, edges, and spot clean carpet.
- Dust mop or vacuum and damp mop hard floors.
- Spot clean entry glass, including doors.
- Spot clean walls, baseboards, switches, and doors.
- Clean and disinfect door handles.
- Clean ATM, night depository, and drop boxes (if applicable).

Weekly Tasks

- Dust interior windowsills.

Monthly Tasks

- Dust light fixtures and vents.

Equipment & Supplies Needed

- Vacuum (upright or backpack), dust mop, wet mop, neutral floor cleaner
- Glass cleaner, disinfectant spray, microfiber cloths
- Trash liners, gloves, PPE

Post Cleaning Goals

- Entry glass streak-free and smudge-free.
 - Floors evenly mopped, free of debris and dust.
 - Doors, handles, and high-touch areas sanitized.
 - Matting vacuumed and aligned.
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2. Lobby, Offices, and Cubicles

Daily Tasks

- Empty trash, replace liners, and spot clean trash receptacles.
- Spot vacuum and spot clean carpet.
- Spot clean partition and office glass.
- Wipe tops of desks, counters, tables, and deposit slip stations.

Weekly Tasks

- Spot clean walls, baseboards, switches, and doors.
- Detail vacuum all carpet, including edges.
- Dust furniture, ledges, shelves, and windowsills.
- Low dusting of surfaces.
- High dusting (within 10 feet).

Monthly Tasks

- Dust light fixtures and vents (within 10 feet).

Equipment & Supplies Needed

- Dual-motor vacuum with attachments
- Glass cleaner, microfiber cloths
- Disinfectant spray, dusters (extendable)

Post Cleaning Goals

- Work areas dust-free, organized, and professional.
 - Carpets refreshed with no visible debris or stains.
 - Glass and surfaces smudge-free.
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3. Teller Area

Daily Tasks

- Empty trash, replace liners, and spot clean trash receptacles.
- Spot vacuum and spot clean carpet.
- Spot clean partition and bulletproof glass.
- Clean and disinfect teller counters.

Weekly Tasks

- Spot clean walls, baseboards, switches, and doors.
- Detail vacuum all carpet, including edges.
- Dust furniture, ledges, shelves, and windowsills.
- Low and high dusting (within 10 feet).

Monthly Tasks

- Dust light fixtures and vents (within 10 feet).

Equipment & Supplies Needed

- Vacuum with beater bar, disinfectant spray, microfiber cloths
- Glass cleaner, dusters, gloves/PPE

Post Cleaning Goals

- Teller counters disinfected and streak-free.
- Glass panels clear and smudge-free.
- Floors clean with no visible debris.

4. Breakroom / Kitchen

Daily Tasks

- Empty trash, replace liners, and spot clean trash receptacles.
- Dust mop and damp mop floors.
- Restock supplies (paper towels, soap, etc.).
- Wipe chairs and tables.
- Clean sinks and counters.
- Wipe exterior of appliances.
- Spot vacuum and clean carpet (if applicable).

Weekly Tasks

- Spot clean walls, baseboards, switches, and doors.
- Dust ledges, shelves, and windowsills.
- Low and high dusting (within 10 feet).

Monthly Tasks

- Dust light fixtures and vents (within 10 feet).

Equipment & Supplies Needed

- Food-safe disinfectant, degreaser, microfiber cloths
- Mop and bucket, neutral cleaner
- Trash liners, gloves

Post Cleaning Goals

- Surfaces sanitized and food-safe.
- Appliances wiped clean and free of residue.
- Area fresh, tidy, and fully stocked.

5. Restrooms

Daily Tasks

- Empty trash, replace liners, and spot clean trash receptacles.
- Restock all paper supplies and soap.
- Clean and disinfect toilets, urinals, sinks, and fixtures.
- Clean and disinfect high-touch surfaces, including door handles.
- Clean mirrors.
- Spot clean walls, baseboards, switches, and doors.
- Sweep, mop, and disinfect floors.

Weekly Tasks

- High and low dusting.
- Dust light fixtures and vents (within 10 feet).

Equipment & Supplies Needed

- Toilet bowl cleaner, disinfectant, microfiber cloths
- Mop and bucket, gloves/PPE
- Soap and paper supply refills

Post Cleaning Goals

- Fixtures sanitized and odor-free.
 - Floors evenly mopped, disinfected, and dry.
 - Restrooms fully stocked with no lingering odors.
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6. Custodial Closet

Weekly Tasks

- Sweep and dust mop hard surface floor.

- Clean mop sink.

Monthly Tasks

- Damp mop hard surface floor.

Equipment & Supplies Needed

- Mop and bucket, disinfectant, PPE

Post Cleaning Goals

- Closet clean, safe, and organized.
 - Mop sink sanitized and free of buildup.
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7. Secured Areas (Vaults, ATM Rooms, etc.)

Quarterly Tasks

- Detail vacuum all carpet, including edges.
- Sweep and damp mop hard floors.
- High and low dust all applicable surfaces.
- Clean vault doors.

Equipment & Supplies Needed

- Vacuum with attachments, microfiber cloths
- Mop and bucket, disinfectant spray

Post Cleaning Goals

- Secured areas dust-free, clean, and professional.
 - Vault doors polished and streak-free.
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8. Exterior

Daily Tasks

- Pick up trash and debris within 20 feet of building.
- Wipe down ATM, teller tubes, and night depository boxes.

Equipment & Supplies Needed

- Trash grabbers, gloves, outdoor broom
- Disinfectant spray, microfiber cloths

Post Cleaning Goals

- Exterior areas presentable and free of debris.
 - ATM and depository areas clean and smudge-free.
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9. Periodic Services – Floors and Windows

Quarterly

- Clean exterior windows.

Semi-Annually

- Extract all carpet.
- Scrub and recoat tile and grout flooring.
- Scrub and recoat VCT flooring.

Equipment & Supplies Needed

- Carpet extractor, floor scrubber, squeegee
- Neutral floor cleaner, glass cleaner

Post Cleaning Goals

- Floors restored with uniform finish.
 - Carpets refreshed and stain-free.
 - Windows streak-free with clear visibility.
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General Equipment & Supplies Checklist

- Cleaning Tools: Vacuums, mop buckets, dusters, glass cleaners, carpet extractors, floor scrubbers
 - Chemicals: Neutral floor cleaner, disinfectant, degreaser, germicidal solutions, glass cleaner
 - Consumables: Paper towels, toilet paper, soap refills, liners
 - Protective Gear: Gloves, PPE, safety signage
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Post Cleaning Goals Summary

- **Visible Cleanliness:** No dust, debris, stains, or streaks.
- **Disinfection:** All high-touch surfaces sanitized.
- **Customer-Ready:** Facility feels fresh, safe, and welcoming.
- **Trash Control:** All receptacles emptied, liners replaced, and containers wiped.
- **Odor Neutrality:** No lingering odors — restrooms and entries smell fresh.