

*Updated July 24th 2025*

# PRO \$ RFP

## Xylem Scope of Work

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This Scope of Work explains what to clean, how often, and in which areas for the Xylem facility. Each area is organized by location and service frequency so there's no guesswork. You'll also find a list of basic supplies and equipment needed and a clear Post Cleaning Goals summary to describe the expected result.

Stick to the breakdown, complete each task as scheduled, and ask if anything is unclear. Your role ensures the space stays safe, clean, and professional every day.



# 1. COMMON AREAS

## Daily:

- ☐ Sweep or dust mop all hard surface floors
- ☐ Vacuum all carpeted areas (not responsible for staple removal)
- ☐ Spot clean fingerprints on windows and glass doors
- ☐ Empty all trash receptacles and replace liners as needed
- ☐ Damp mop hard surface floors
- ☐ Dust horizontal surfaces (furniture, desktops, shelves, ledges)
- ☐ Sanitize high-touch surfaces using EPA-approved disinfectants

## Weekly:

- ☐ Thorough vacuuming, including edges and corners
- ☐ Damp wipe all interior glass and doors
- ☐ Sanitize all high-touch surfaces
- ☐ Dust vertical surfaces like walls and shelving
- ☐ Sweep/dust mop and damp mop HSF, focusing on corners and edges

## Monthly (Last Friday):

- ☐ Clean all light fixtures and ceiling vents
- ☐ Dust and wipe down window blinds and curtains
- ☐ Deep clean and buff all hard surface flooring
- ☐ Dust baseboards, sills, and hard-to-reach areas

## Basic Equipment & Supplies Needed – Common Areas:

- Dust mop and wet mop
- Neutral floor cleaner
- Vacuum with edge tools
- EPA-approved disinfectant
- Glass cleaner
- Trash liners
- Dusters and microfiber cloths

## Post Cleaning Goals – Common Areas:

- Floors streak-free and clear of debris
  - Windows and glass fingerprint-free
  - No dust on visible surfaces or corners
  - Trash emptied and liners fresh
  - Space smells clean and feels ready for business
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## 2. RESTROOMS

### Daily:

- ☐ Clean and disinfect toilets (bowl, base, tank), stall doors, and handles
- ☐ Clean and polish sinks, faucets, countertops
- ☐ Clean and disinfect mirrors
- ☐ Restock supplies (toilet paper, soap, paper towels)
- ☐ Sweep/dust mop floors, clean corners and edges
- ☐ Damp mop restroom floors
- ☐ Clean and polish chrome fixtures
- ☐ Spot clean walls, doors, and partitions
- ☐ Empty trash and replace liners

### Basic Equipment & Supplies Needed – Restrooms:

- Disinfectant cleaner (multi-surface and toilet bowl)
- Glass cleaner
- Toilet brush
- Floor mop and bucket
- Paper product refills
- Trash liners
- PPE

### Post Cleaning Goals – Restrooms:

- Fixtures and floors fully sanitized
  - Restroom odor-free
  - Paper and soap fully stocked
  - Chrome polished, mirrors streak-free
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## 3. BREAKROOM / KITCHEN

### Daily:

- ☐ Wipe down tables, counters, appliance exteriors
- ☐ Clean microwave (interior & exterior)
- ☐ Spot clean cabinet doors/fronts
- ☐ Sweep/dust mop floors, focus on edges
- ☐ Damp mop floors
- ☐ Spot clean floor spills/crumbs
- ☐ Polish all surfaces
- ☐ Clean sink
- ☐ Empty trash and replace liners

### Monthly (Last Friday):

- ☐ Deep clean interior of microwaves, refrigerators, and appliances

#### **Basic Equipment & Supplies Needed – Breakroom:**

- Food-safe disinfectant
- Degreaser
- Mop and bucket
- Trash liners
- Scrub pads and microfiber cloths
- PPE

#### **Post Cleaning Goals – Breakroom:**

- All surfaces food-safe and polished
  - Appliances clean inside and out
  - Floors spotless and trash removed
  - Area smells neutral or fresh
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## **4. CONFERENCE ROOMS**

#### **Weekly:**

- ☐ Wipe down and disinfect all hard surfaces (tables, cabinet tops, desks)

#### **Basic Equipment & Supplies Needed – Conference Rooms:**

- Disinfectant spray
- Microfiber cloths

#### **Post Cleaning Goals – Conference Rooms:**

- Tables and worktops clean and sanitized
  - Dust-free and presentation-ready space
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## **5. PROJECT WORK – MONTHLY (LAST FRIDAY)**

#### **Monthly:**

- ☐ Clean all light fixtures and ceiling vents
- ☐ Dust and wipe down blinds and curtains
- ☐ Deep clean and buff all hard surface floors
- ☐ Thoroughly clean interiors of appliances (breakroom)
- ☐ Dust windowsills, baseboards, and hard-to-reach areas

#### **Basic Equipment & Supplies Needed – Monthly Project Work:**

- Extension dusters and step stool
- Buffing machine and pads
- Degreaser and disinfectant
- Appliance-safe cleaning agents

**Post Cleaning Goals – Project Work:**

- High/low surfaces free of buildup
- Appliances fresh and food-safe
- Floors shine and look renewed
- Entire facility feels deeply refreshed and maintained