

*Updated March 19th 2025*

# PRO \$ RFP

## AT&T Cleaning Instructions

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The goal is to clean the AT&T store quickly and thoroughly in 45 minutes or less with one or two people. Focus on key areas—restrooms, sales floor, entrance, and breakroom—leaving them clean, stocked, and ready for customers. Always document your work and leave the store looking customer-ready.

# AT&T Daily Janitorial SOP – 1–2 Cleaners, 45 Minutes Max

“Clean Sharp. Stay Ready. Log Everything.”

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## Who's Cleaning?

This job is for **1 or 2 people**, max **45 minutes total**.

Split smart or work together—move fast, stay focused.

- **If solo:** Start in restrooms and move through zones efficiently.
  - **If two:**
    - Cleaner 1: **Sales floor, glass, entrance**
    - Cleaner 2: **Restrooms, breakroom, trash, mop**
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## When to Clean

- **After 7:00 PM**
  - **Be fully done within 45 minutes**
  - Get permission before entering **Inventory** or **Manager's Office** if staff are present
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## Clock In/Out – KBS Presence App

1. **Download & Set Up**
  - Vendor ID: 905911
  - Crew ID: 3661
2. **Each Shift**
  - Clock in when on site
  - Clock out when done
  - **Take a screenshot of your clock-out screen**

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## Upload Your Work – ProUpload

Go to: [www.prorfp.com/upload](http://www.prorfp.com/upload)

Upload:

- **2–3 clear photos** (restroom, floor, glass)
- **KBS clock-out screenshot**

If it's not uploaded, it didn't happen.

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## Daily Cleaning Tasks (Condensed)

### Entrance & Glass

- Sweep outside entrance
- Wipe & disinfect door handles and frames
- Clean front glass (inside & out) – **no streaks**

### Sales Floor

- Quick vacuum across main walkways (hit visible debris)
- Wipe display counters and demo areas (avoid electronics)
- Spot mop visible dirt or scuffs on hard floors
- Disinfect high-touch points (phones, keyboards, etc.)

### Restrooms

- Disinfect toilets, sinks, and mirrors
- Mop with germicidal solution
- Refill toilet paper, soap, towels
- Empty trash and replace liner

## **Breakroom**

- Empty trash
- Wipe tables, counters, chair backs
- Spot mop floor
- Check & report low supplies

## **Inventory Room / Manager's Office (*Optional – if time allows or upon request*)**

- Empty trash
  - Spot mop & wipe desks or touchpoints
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## **Bring These Every Time**

- Microfiber cloths (restroom-only cloths marked)
  - Disinfectant spray & glass cleaner
  - Mop & bucket (restroom mop separate)
  - Vacuum (hand tool/cordless preferred)
  - 1 bottle of each cleaner (labeled)
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## **Final Quick Checklist**

- Sales floor looks fresh (main walkways vacuumed)
- Restrooms clean, dry, stocked
- Breakroom tidy, trash out
- Front glass spotless
- Trash pulled, liners replaced
- Mop/tools rinsed & put away

- Clock-out screenshot saved
- Photos uploaded to ProUpload

**Golden Rule:**

Leave it like a customer might walk in the moment you walk out.