

*Updated March 19th 2025*

# PRO\$ RFP

## Kohls Store Cleaning Instructions

The goal is to maintain a clean, safe, and welcoming Kohl's store environment by completing daily tasks like cleaning restrooms, entrances, floors, fitting rooms, and break areas, while also handling trash and high-touch surfaces. Each week, deeper tasks like auto-scrubbing, detailed vacuuming, and equipment cleaning should be completed, with monthly duties focusing on scrubbing floors, cleaning vents, and maintaining escalators. Annual goals include full carpet extractions and VCT floor care to ensure the store stays in top condition year-round.

# Kohl's Daily Janitorial SOP – Morning Porter & PM Cleaners

“Stay Sharp. Keep It Clean. Document Everything.”

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## Who's Cleaning?

This job is split between multiple shifts with different timeframes:

- **Morning Porter** (1 person, ~4 hours)
- **Friday & Saturday PM Cleaner** (3:00 PM – 9:00 PM)
- **Sunday, Monday & Wednesday PM Cleaner** (4:00 PM – 8:00 PM)

🕒 No evening service on **Tuesdays or Thursdays**.

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## When to Clean

- **Morning Porter** works **before store opens**
  - **PM Cleaners** work **after 3:00 PM or 4:00 PM**, depending on the day
  - All areas should be **clean, stocked, and customer-ready** before store open or at the end of your shift
  - Always **check in** with the store team when you arrive and **check out** when you finish
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## ➡ Clock In/Out – KBS Presence App

### Setup Once

- Vendor ID: 905911
- Crew ID: 3661

### 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, etc.)
- **KBS clock-out screenshot**

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

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## Daily Cleaning Tasks (Condensed)

### Entrances

- Sweep outside entrance and sidewalk
- Clean glass on doors and windows up to 7'
- Wipe door handles, pull bars, and EAS towers
- Empty entrance trash and smoker's posts
- Vacuum or sweep mats
- Remove gum or debris from sidewalks

### Restrooms

- Clean and disinfect toilets, urinals, sinks, and partitions
- Refill paper towels, toilet paper, soap, and air fresheners
- Sweep and mop floors
- Clean water fountains and floor drains
- Empty trash and spot clean walls and doors

## **Sales Floor**

- Dust mop or sweep main aisles and Sephora zone
- Remove gum, scuffs, and floor stickers
- Use cordless sweeper for spot pickup
- Wipe down mirrors and shoe benches
- Empty trash from bins and remove boxes

## **Fitting Rooms**

- Sweep and spot mop floors
- Clean mirrors, benches, doors, and partitions
- Remove debris, stickers, and trash

## **Breakroom / Great Room / Offices**

- Sweep or spot mop floors
- Wipe down tables, chairs, counters, and appliance fronts
- Empty trash and replace liners
- Clean up spills or debris



## **Weekly Tasks**

- Scrub restroom and fitting room floors
- High dusting in entrances, salesfloor, breakroom, and fitting rooms (vents, above 7', ledges)
- Detail vacuum fitting rooms (edging tool)
- Clean high glass, kick plates, and mats at entrances
- Wipe doors, emergency exits, vending machines, lockers
- Clean stained walls or baseboards



## Weekly Floorcare Zones (*Rotate Based on Day*)

Vacuum, gum removal, and spot cleaning apply to all zones. Scrub main aisles 2–3x/week on non-truck days. Use low-moisture extraction 3–4x/week when possible.

- **Sunday:** Misses, Intimate Apparel, Mens, Mens Accessories, Mens Updated, Shoes
- **Monday:** Bed/Bath, Cookware, Electronics, Luggage, Mens Outerwear, Young Mens, Mens Active, Juniors
- **Tuesday:** Rugs, Candles, Frames, Seasonal, Toys, Infants, Maternity, Womens, Misses
- **Wednesday:** Misses, Mens, Juniors, Girls, Petites, Misses Outerwear, Active, Boys
- **Thursday:** Accessories, Intimate Apparel, Jewelry, Cosmetics, Shoes
- **Friday:** Repeat Monday's sections
- **Saturday:** Repeat Tuesday's sections



## Bring These Every Time

- Microfiber cloths (mark restroom-only ones)
- Disinfectant spray & glass cleaner
- Mop & bucket (restroom mop kept separate)
- Cordless sweeper or vacuum
- Spot carpet cleaner or low-moisture extractor
- Floor scrubber if assigned that day
- Wet floor cones (always use during mopping)



## Final Quick Checklist

- Entrances clear, glass clean, mats vacuumed

- Restrooms disinfected, stocked, and dry
  - Sales floor spotless, no stickers/gum/debris
  - Fitting rooms cleaned, mirrors and benches wiped
  - Breakroom and offices tidy, trash removed
  - Trash pulled and liners replaced in all zones
  - Equipment cleaned and stored
  - KBS screenshot saved
  - Photos uploaded to ProUpload
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## Safety Reminders

- Announce “**Housekeeping**” (**twice, in English**) before entering restrooms or opposite-gender fitting rooms
  - Use **wet floor cones** during mopping or cord use
  - Immediately handle any spills or slip hazards
  - **Do not** remove the 55-gallon rolling trash bin from store
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## Golden Rule

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