

Updated March 19th 2025

PRO \$ RFP

JC Penney Store Cleaning Instructions

Your daily goal is to keep the store clean, stocked, and presentable. Focus on removing trash, restocking restrooms, wiping down high-touch areas, spot cleaning mirrors, floors, and walls, and sweeping or vacuuming all major areas. Make sure restrooms, fitting rooms, entrances, and breakrooms are spotless and ready for use. Stick to your daily tasks, and knock out any weekly or monthly items if time allows.

DAILY CLEANING TASKS

1. SALONS & DISPENSARY

- Empty all trash bins.
- Wipe down and disinfect drinking fountains.
- Spot clean walls and fixtures.
- Sweep or dust mop the hard floors.
- Damp mop the hard floors (3 times/week).

2. ENTRANCES

- Empty trash cans inside and outside.
- Sweep entry hard floors (pan and broom).
- Wipe drinking fountains.
- Spot clean glass and mirrors.
- Spot clean walls and floors.

3. RESTROOMS

- Clean and disinfect sinks, toilets, urinals, dispensers, stalls, and doors.
- Mop the floor.
- Stock all supplies (toilet paper, soap, paper towels).
- Empty all trash.
- Clean mirrors and glass.

4. FITTING ROOMS

- Empty trash.
- Remove pins from walls, seats, and bins.
- Pick up any trash or debris.

- Spot clean walls and mirrors.
- Sweep and spot mop floors.

5. SALES FLOOR

- Pick up and remove trash.
- Wipe and sanitize drinking fountains.
- Sweep/dust mop aisles and areas that won't be vacuumed today.
- Follow vacuum plan (1/7th of area per day).

6. PUBLIC ESCALATORS & ELEVATORS

- Wipe handrails, walls, doors, and controls.

7. EMPLOYEE BREAKROOM

- Remove trash and clean up spots or spills.
- Spot clean carpets.

WEEKLY TASKS

SALONS / DISPENSARY

- Vacuum salon mats and carpet.
- Clean all interior glass and mirrors (up to 12 ft).

ENTRANCES

- Vacuum carpets and mats (3x/week).
- Spot clean carpet (3x/week).
- Clean all mirrors and glass (3x/week).
- Mop floors (2x/week).
- Empty ashtrays.

RESTROOMS

- Deep clean toilets and urinals.
- Dust horizontal surfaces.

FITTING ROOMS

- Fully clean all mirrors.
- Vacuum and spot clean carpet (as needed).
- Buff the floor.

SALES FLOOR

- Mop main aisles (5x/week).
- Mop interior aisles (3–4x/week).
- Clean customer stairwells (2x/week).
- Clean interior glass and mirrors.
- Machine scrub hard surface floors.

BREAKROOM

- Vacuum carpet (5x/week).
- Mop hard floors.
- Disinfect sink area and surfaces (2x/week).

ESCALATORS/ELEVATORS

- Clean elevator landing plates and edges (2–3x/week).

MONTHLY TASKS

- Buff or spray buff all HSF (hard surface floors) in all areas.
- Dust light fixtures, vents, ducts, and horizontal surfaces up to 12 ft.

- Clean mall door tracks.
 - Clean stairwells (walls, handrails, baseboards).
 - Vacuum office carpets (2x/month).
 - Clean associate office floors (sweep, mop, vacuum).
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PERIODIC PROJECTS

QUARTERLY (every 3 months)

- Power wash entrances (if weather allows).
- Extract carpets in fitting rooms.
- Clean light fixtures and elevator ceilings.

3x YEAR

- Machine scrub restroom floors.
- Clean vestibule mats.

SEMI-ANNUALLY (every 6 months)

- Clean ceiling vents/panels/returns.
- Clean exterior and interior salon glass.
- Wash all exterior glass (not part of entrances).

ANNUALLY

- Deep clean employee stairways.
 - Strip and wax floors (4 coats).
 - Recoat waxed floors (2 coats – all areas).
 - Extract carpet (except fitting rooms).
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AUDIT STANDARDS

- **Meets** = 90–100% complete.
- **Marginal** = 75–89% complete.
- **Below** = Under 75%, needs immediate improvement.