

SCOPE OF WORK & CHECKLIST

New River Janitorial Services.

1. CLIENT & PROPERTY INFORMATION

Client / Company Name: _____ Phone: _____
 Service Address / Site: _____
 Site Contact: _____ Contact Phone: _____
 Date of Service: _____ Cleaner: _____

Service Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Service Time Window: _____ to _____

Room Counts:

Lobby/Reception: _____ Waiting Rooms: _____ Offices: _____ Open Office: _____ Hallways: _____ Common Areas: _____ Bathrooms: _____ Stairs: _____ Storage: _____ Warehouse: _____ Other: _____

KEY: ☐ Core Services | ☐ Enhanced | ☐ Periodic | ☐ Facility Care / Safety Tasks

1. LOBBY / RECEPTION	Wk1	Wk2	Wk3	Wk4	DONE
☐ Wipe reception desk & counters	☐	☐	☐	☐	☐
☐ Clean entrance glass (smudges)	☐	☐	☐	☐	☐
☐ Disinfect high-touch points	☐	☐	☐	☐	☐
☐ Empty garbage & recycling	☐	☐	☐	☐	☐
☐ Vacuum/mop floors & entry mats	☐	☐	☐	☐	☐
☐ Dust horizontal surfaces	☐	☐	☐	☐	☐
☐ Clean seating (wipe arms/frames)	☐	☐	☐	☐	☐
☐ Clean interior glass panels	☐	☐	☐	☐	☐
☐ Spot clean walls & doors	☐	☐	☐	☐	☐
☐ Wipe kiosk or display stand surfaces	☐	☐	☐	☐	☐
☐ Deep clean entrance glass	☐	☐	☐	☐	☐
☐ High dust vents & fixtures	☐	☐	☐	☐	☐
☐ Machine scrub hard floors	☐	☐	☐	☐	☐
☐ Clean under furniture (reachable)	☐	☐	☐	☐	☐
☐ Straighten seating and signage	☐	☐	☐	☐	☐
☐ Report spills, damage or hazards	☐	☐	☐	☐	☐

2. OFFICES / CUBICLES	Wk1	Wk2	Wk3	Wk4	DONE
☐ Wipe desks and counters (surfaces only)	☐	☐	☐	☐	☐
☐ Dust horizontal surfaces	☐	☐	☐	☐	☐
☐ Empty garbage and recycling	☐	☐	☐	☐	☐
☐ Vacuum/mop floors	☐	☐	☐	☐	☐
☐ Disinfect high-touch points	☐	☐	☐	☐	☐
☐ Wipe chair arms	☐	☐	☐	☐	☐
☐ Spot clean walls and dividers	☐	☐	☐	☐	☐
☐ Clean interior glass panels	☐	☐	☐	☐	☐
☐ High dust vents and fixtures	☐	☐	☐	☐	☐
☐ Vacuum under furniture (reachable)	☐	☐	☐	☐	☐
☐ Report spills or damage	☐	☐	☐	☐	☐

3. OPEN OFFICE AREAS	Wk1	Wk2	Wk3	Wk4	DONE
☐ Wipe shared tables and counters	☐	☐	☐	☐	☐
☐ Dust horizontal surfaces	☐	☐	☐	☐	☐
☐ Empty garbage and recycling	☐	☐	☐	☐	☐
☐ Vacuum/mop floors	☐	☐	☐	☐	☐
☐ Disinfect shared equipment touchpoints	☐	☐	☐	☐	☐
☐ Spot clean partitions and walls	☐	☐	☐	☐	☐
☐ High dust vents, beams, ducting	☐	☐	☐	☐	☐
☐ Machine scrub hard floors	☐	☐	☐	☐	☐
☐ Report hazards or obstructions	☐	☐	☐	☐	☐

How To Select Your Custom Cleaning Plan

Simply go room by room and fill in the circles you want for each week (Wk1-Wk4).

**Empty circles = not included.

Filled circles = included.**

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4. HALLWAYS / CORRIDORS	Wk1	Wk2	Wk3	Wk4	DONE
☐ Vacuum/mop floors	☐	☐	☐	☐	☐
☐ Spot clean doors and touchpoints	☐	☐	☐	☐	☐
☐ Empty corridor garbage bins (if present)	☐	☐	☐	☐	☐
☐ Dust ledges and horizontal surfaces	☐	☐	☐	☐	☐
☐ Spot clean walls	☐	☐	☐	☐	☐
☐ Machine scrub hard floors	☐	☐	☐	☐	☐
☐ Deep clean interior glass	☐	☐	☐	☐	☐
☐ Ensure exits and halls remain clear	☐	☐	☐	☐	☐

5. STAIRS	Wk1	Wk2	Wk3	Wk4	DONE
☐ Sweep/vacuum steps and landings	☐	☐	☐	☐	☐
☐ Wipe handrails	☐	☐	☐	☐	☐
☐ Spot clean doors and touchpoints	☐	☐	☐	☐	☐
☐ Mop hard stair surfaces	☐	☐	☐	☐	☐
☐ Spot clean wall scuffs	☐	☐	☐	☐	☐
☐ High dust fixtures	☐	☐	☐	☐	☐
☐ Deep clean handrails	☐	☐	☐	☐	☐
☐ Report loose steps or hazards	☐	☐	☐	☐	☐

6. BREAKROOM / KITCHENETTE	Wk1	Wk2	Wk3	Wk4	DONE
☐ Wipe counters and tables	☐	☐	☐	☐	☐
☐ Empty garbage and recycling	☐	☐	☐	☐	☐
☐ Clean sink and faucet	☐	☐	☐	☐	☐
☐ Wipe exterior of appliances	☐	☐	☐	☐	☐
☐ Vacuum/mop floors	☐	☐	☐	☐	☐
☐ Disinfect high-touch points	☐	☐	☐	☐	☐
☐ Wipe cupboard fronts	☐	☐	☐	☐	☐
☐ Spot clean backsplash and walls	☐	☐	☐	☐	☐
☐ Clean inside microwave	☐	☐	☐	☐	☐
☐ Clean inside fridge (if approved)	☐	☐	☐	☐	☐
☐ Deep scrub floors	☐	☐	☐	☐	☐
☐ Report leaks or equipment issues	☐	☐	☐	☐	☐

7. LUNCHROOM	Wk1	Wk2	Wk3	Wk4	DONE
☐ Wipe tables and chairs	☐	☐	☐	☐	☐
☐ Empty garbage and recycling	☐	☐	☐	☐	☐
☐ Sweep/vacuum/mop floors	☐	☐	☐	☐	☐
☐ Disinfect shared surfaces	☐	☐	☐	☐	☐
☐ Spot clean wall marks	☐	☐	☐	☐	☐
☐ High dust vents and fixtures	☐	☐	☐	☐	☐
☐ Clean interior glass panels	☐	☐	☐	☐	☐
☐ Report sanitation or safety concerns	☐	☐	☐	☐	☐

8. CONFERENCE / MEETING ROOMS	Wk1	Wk2	Wk3	Wk4	DONE
☐ Wipe counters and tables	☐	☐	☐	☐	☐
☐ Dust horizontal surfaces	☐	☐	☐	☐	☐
☐ Empty garbage and recycling	☐	☐	☐	☐	☐
☐ Vacuum/mop floors	☐	☐	☐	☐	☐
☐ Disinfect shared equipment	☐	☐	☐	☐	☐
☐ Clean interior glass panels	☐	☐	☐	☐	☐
☐ High dust fixtures	☐	☐	☐	☐	☐
☐ Spot clean walls and doors	☐	☐	☐	☐	☐
☐ Report equipment or furniture damage	☐	☐	☐	☐	☐

9. COMMON AREAS	Wk1	Wk2	Wk3	Wk4	DONE
☐ Wipe shared surfaces	☐	☐	☐	☐	☐
☐ Spot clean high-touch surfaces	☐	☐	☐	☐	☐
☐ Empty garbage and recycling	☐	☐	☐	☐	☐
☐ Vacuum/mop floors	☐	☐	☐	☐	☐
☐ Clean seating (arms and frames)	☐	☐	☐	☐	☐
☐ Clean interior glass	☐	☐	☐	☐	☐
☐ High dust fixtures	☐	☐	☐	☐	☐
☐ Machine scrub floors	☐	☐	☐	☐	☐
☐ Report hazards	☐	☐	☐	☐	☐

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10. STORAGE / SUPPLY ROOMS		Wk1	Wk2	Wk3	Wk4	DONE
☐	Sweep/vacuum floors	☐	☐	☐	☐	☐
☐	Empty garbage	☐	☐	☐	☐	☐
☐	Wipe reachable surfaces	☐	☐	☐	☐	☐
☐	Dust shelving fronts	☐	☐	☐	☐	☐
☐	Spot clean walls	☐	☐	☐	☐	☐
☐	High dust shelves and ledges	☐	☐	☐	☐	☐
☐	Mop hard floors	☐	☐	☐	☐	☐
☐	Report blocked access or hazards	☐	☐	☐	☐	☐

11. WAREHOUSE / INDUSTRIAL		Wk1	Wk2	Wk3	Wk4	DONE
☐	Sweep main walkways	☐	☐	☐	☐	☐
☐	Empty garbage and recycling	☐	☐	☐	☐	☐
☐	Wipe railings and touchpoints	☐	☐	☐	☐	☐
☐	Mop spill-prone areas (if safe)	☐	☐	☐	☐	☐
☐	Spot clean doors and walls	☐	☐	☐	☐	☐
☐	High dust vents and piping (where safe)	☐	☐	☐	☐	☐
☐	Machine scrub concrete (if applicable)	☐	☐	☐	☐	☐
☐	Report spills, leaks, hazards	☐	☐	☐	☐	☐

12. ELEVATORS		Wk1	Wk2	Wk3	Wk4	DONE
☐	Clean buttons and control panel	☐	☐	☐	☐	☐
☐	Clean interior/exterior doors	☐	☐	☐	☐	☐
☐	Vacuum/mop floors	☐	☐	☐	☐	☐
☐	Polish metal surfaces	☐	☐	☐	☐	☐
☐	Spot clean walls and mirrors	☐	☐	☐	☐	☐
☐	Clean tracks and thresholds	☐	☐	☐	☐	☐
☐	Report malfunctioning lights or panels	☐	☐	☐	☐	☐

Client may list additional requests below:

EXTRA CLEANING / CARE REQUESTS		Wk1	Wk2	Wk3	Wk4	DONE
☐		☐	☐	☐	☐	☐
☐		☐	☐	☐	☐	☐
☐		☐	☐	☐	☐	☐
☐		☐	☐	☐	☐	☐
☐		☐	☐	☐	☐	☐
☐		☐	☐	☐	☐	☐
☐		☐	☐	☐	☐	☐
☐		☐	☐	☐	☐	☐
☐		☐	☐	☐	☐	☐

13. ENTRYWAYS / VESTIBULES		Wk1	Wk2	Wk3	Wk4	DONE
☐	Clean entrance glass	☐	☐	☐	☐	☐
☐	Vacuum/mop floors and mats	☐	☐	☐	☐	☐
☐	Empty garbage	☐	☐	☐	☐	☐
☐	Dust surfaces and ledges	☐	☐	☐	☐	☐
☐	Spot clean walls and doors	☐	☐	☐	☐	☐
☐	Deep clean entrance glass	☐	☐	☐	☐	☐
☐	Machine scrub floors	☐	☐	☐	☐	☐
☐	Report damaged mats or trip hazards	☐	☐	☐	☐	☐

If you would like to add services, or modify the services you already have, we are happy to accommodate your needs. Please let your cleaner know.

Thank you for trusting in us!

Cleaners Notes:
