



Revised: January 2015

Annually

- a) Tile floors reconditioned.
- b) Steam clean floors.

Daily

Annually

- a) Carpets steam cleaned
- b) Tile flooring reconditioned
- c) Fabric chairs vacuumed or steam cleaned

Art Gallery

Weekly

- a) All floors dry mopped and wet mopped

Offices:

Weekly

- a) Carpet tiles vacuumed.
- b) Horizontal surfaces within reach of the average person dusted. Any ledges with personal items on them or impeding access to them will not be cleaned unless the incumbent clears the space around the ledge. (For most expedient service, please place a work order)
- c) Both sides of glass partitions in offices spot cleaned.
- d) Finger marks and smudges removed if possible from doors, door frames, light switches filing cabinet handles and other normal body contact points.

Periodic (once a year)

- a) Carpeted floors steam cleaned and tiled floors scrubbed and re-waxed.
- b) Desk tops and used tables dusted with a damp cloth only if the desktop is cleared of all papers. (For most expedient service, place a work order)
- c) Horizontal surfaces dusted (high ledges, high cabinets, exit signs) if access is clear to the space.
- d) Sides of chairs and tables, filing cabinets and equipment dusted.

- b) Carpets vacuumed
- c) Ledges dusted

Photocopy rooms

Daily

- a) Floors dust mopped and spot mopped
- b) Carpet areas to be spot vacuumed
- c) Carpet areas completely vacuumed
- d) Finger marks and smudges removed from painted walls

Monthly

- a) Push and kick plates cleaned.

Annually

- a) Carpet areas steam cleaned
- b) Tile floor refurbished

Office areas: Homburg office areas will be cleaned as per section 1.

a. Showers

Daily

- a) Clean shower walls and floor.
- b) Damp wipe benches using germicidal detergent.
- c) Clean walls and floors in drying areas adjacent to shower rooms.
- d) Clean stainless steel fixtures in shower rooms.
- e) Remove hair from drain grates.
- f) Machine scrub shower and drying rooms. (Remove matting and hose down.)
- g) Scrub shower.
- h) Scrub drying room walls.

b. Sauna, Steam room

Daily

- a) Damp wipe benches using disinfecting detergent.
- b) Clean benches, floor, and walls
- c) Three times weekly, scrub shower.
- d) Scrub drying room walls.
- e) Vacuum sauna weekly or as required.

Monthly

- a) All kick and push plates cleaned or as required.

d. Locker Rooms

Daily

- a) Tile and concrete floors swept and damp mopped.
- b) Damp wipe change benches using disinfecting detergents.
- c) Spot clean walls.

Weekly

- a) Dust exterior and top of lockers.

Monthly

- a) Clean exterior of lockers.
- b) Wash walls bi-monthly.
- c) Machine scrub floors.

e. Field House

Daily

- a) Floors dry mopped
- b) Floors spot mopped.
- c) Waste receptacles emptied.
- d) Use a scraper, remove all gum and foreign items.
- e) Semi Annually completely mop floors by hand

g. Life Mark Clinic

Daily

- a) Floors dust mopped and wet mopped throughout the centre in all walking areas.
- b) Waiting area glass cleaned of finger prints and smudges.
- c) Washroom thoroughly cleaned and washroom fixtures will be disinfected.

Weekly

- a) Floor dust mopped and wet mopped from corner to corner, moving chairs in the waiting area and furniture in the treatment rooms to get behind items.
- b) All treatment tables moved and floor mopped underneath twice a week or as required.
- c) Waiting area furniture cleaned. Hard surface arm rests will be disinfected.
- d) Horizontal surfaces will be damp wiped.

Annually

- a) Floors reconditioned.

a. Apartment Style Residence (Rice, Family Housing, Senior Suite):

Residences are expected to clean their own rooms, kitchens and bathrooms within their apartment.

Residents are required to sort waste streams in the 4 stream waste bins provided for their use. Garbage is to be placed down the garbage chute available in the garbage room on each floor. The waste bag must be tied. In the event a bag is too big, place the bag in the chute room on the floor.

Daily

- a) Chute rooms are cleared of waste daily.
- b) Stairwells swept and litter picked.
- c) Hallways dust mopped and mopped.
- d) Walls cleaned of food waste.
- e) Elevator floors cleaned and graffiti removed from cab door.

Weekly

- a) Mop hallways and stairwells.
- b) Elevator tracks vacuumed.
- c) Finger marks and smudges removed from light fixtures, elevator walls.
- d) Horizontal dusting performed.
- e) Walls
- f) Corridors burnished
- g) Furniture spot cleaned as required.

Periodic or as required

- a) Floors refinished Annually
- b) Elevator cab walls and exterior elevator doors polished.

(Vanier, Student Housing Loyola):

Residence are required to clean their own room.

Residences are required to place waste bags down the chute on their floor. The waste bag must be tied.

Daily

- a) Washrooms cleaned
- b) Stairwells swept and litter picked.
- c) Hallways dust mopped and spot mopped.
- d) Walls cleaned of any food waste.
- e) Elevator floors cleaned and graffiti removed from cab door.

Weekly

- a) Mop hallways and stairwells as required.
- b) Elevator tracks vacuumed.
- c) Finger marks and smudges removed from light fixtures, elevator walls.
- d) Horizontal dusting performed.
- e) Walls cleaned of kick marks.
- f) Corridors burnished
- g) Furniture spot cleaned as required.

e) Desk and counter tops cleaned.