

AREA CLEANING FREQUENCY FOR ALL BUILDINGS
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Introduction

As a service provider, the Caretaking Department must ensure that our clients receive prompt, professional and timely services. The Caretaking Department has made a commitment to our clients that they will receive regular and reliable cleaning services. The following is our department's commitment to our clients as to the frequency of cleaning:

AREA SERVICES	CLEANING FREQUENCY
Auditoriums	Daily
Classrooms / Lecture Halls	2 X per week
Corridors / Hallways - Public	Daily
Elevators	Daily
Entrances / Lobbies	Daily
Health Areas	Daily
Kitchenettes / Lunch Areas / Cafeterias / Coffee Shop	Daily
Loading / Freight	Weekly
Lounges	Daily
Pool Deck	Daily
Private Offices	Bi-Weekly
Public Offices Space – Reception Areas	Daily
Research Labs	Weekly
Seminar / Conference Rooms	Daily
Stairs – Back Stairs	Weekly
Stairs – Main Stairs	Daily during inclement weather
Teaching Labs	2 X per week
Washrooms / Change Rooms / Shower Areas	Daily
Weight Rooms / Fitness Rooms / Gymnasiums	Daily
Workshops	Weekly

** Individual cleaning tasks that are listed below under “As Needed” for frequency are completed on that basis. For example, light bulbs get inspected based on the area type cleaning frequency, and replaced as needed. However, floor refinishing also falls under this category. Caretaking keeps accurate records of flooring that is re-finished. Prior to floor re-finishing approval, the overall appearance, the need, available access, date of last resurfacing, and if it actually makes sense are all take into consideration. If it is a natural stone, Caretaking does not finish this surface. Instead, regular maintenance using the diamond floor pads ensures the natural lustre of the stone comes through and prevents the use of unnecessary chemicals. **

Cleaning Frequencies

LIST OF CARETAKING TASKS & FREQUENCIES

Entrances / Lobbies	DAILY	2 x PER WEEK	WEEKLY	BI WEEKLY	MONTHLY	ANNUALLY	AS NEEDED
Waste and Recycling Removal, and replace liners	X						
Remove finger marks and spillage from waste receptacles	X						
Completely clean entrance glass in doors and side panels	X						
Dust mop floor	X						
Damp mop floor	X						
Vacuum matting	X						
Spot clean walls							X
Clean floor grates							
Spot clean spills	X						
Clean light fixtures when replacing burnt out lamps	X						X
FLOOR MAINTENANCE							
• spray buff or burnish					X		
• machine scrub and refinish							X
• strip and refinish applying 3 coats							X
Assist with snow removal during inclement weather as required							X

Cleaning Frequencies

LIST OF CARETAKING TASKS & FREQUENCIES

Meeting Spaces (Auditoriums, Seminar / Conference Rooms, and Lounges)	DAILY	2 x PER WEEK	WEEKLY	BI WEEKLY	MONTHLY	ANNUALLY	AS NEEDED
Waste and Recycling Removal, and replace liners	X						
Remove fingermarks and spillage from waste receptacles	X						
Dust horizontal surfaces – high dust			X				
Dust horizontal surfaces – low dust			X				
Dust mop floor	X						
Spot damp mop floor to remove spills	X						
Damp mop floor or as required during inclement weather	X						X
DAMP WIPE:							
• glass	X						
• chairs					X		
• tables	X						
• furniture			X				
• doors & door frames			X				
• door glass	X						
• light fixtures when changing burnt out lamps as per the University Lighting Policy	X						X
• window sills			X				
• ledges			X				
• picture frames			X				
FLOOR MAINTENANCE:							
• spray buff or burnish							X
• machine scrub and refinish							X
• strip and refinish applying 3 coats							X
SPOT CLEANING							
• walls to remove fingerprints and smudges			X				
• carpeting to remove spills and stains up to 1 square foot	X						
CARPET MAINTENANCE							
• spot vacuum to remove visible soil and debris	X						
• complete vacuum wall to wall			X				
• shampoo carpets						2X	
Furniture							
• furniture is to be re-set to plan	X						
Vents					X		
• Wash chalkboard or whiteboards & rails	X						
Replenish chalk and erasers	X						
Turn Off Lights when cleaning is completed	X						
Lock Doors when cleaning is completed	X						

Cleaning Frequencies

LIST OF CARETAKING TASKS & FREQUENCIES

Classrooms / Lecture Halls, and Teaching Labs	DAILY	2 x PER WEEK	WEEKLY	BI WEEKLY	MONTHLY	ANNUALLY	AS NEEDED
Waste and Recycling Removal, and replace liners		X					
Remove fingermarks and spillage from waste receptacles		X					
Dust horizontal surfaces – high dust			X				
Dust horizontal surfaces – low dust			X				
Dust mop floor		X					
Spot damp mop floor to remove spills		X					
Damp mop floor or as required during inclement weather		X					
DAMP WIPE:							
• glass		X					
• chairs					X		
• tables		X					
• furniture			X				
• doors & door frames			X				
• door glass		X					
• light fixtures when changing burnt out lamps as per the University Lighting Policy		X					X
• window sills			X				
• ledges			X				
• picture frames			X				
FLOOR MAINTENANCE:							
• spray buff or burnish							X
• machine scrub and refinish							X
• strip and refinish applying 3 coats							X
SPOT CLEANING							
• walls to remove fingerprints and smudges			X				
• carpeting to remove spills and stains up to 1 square foot		X					
CARPET MAINTENANCE							
• spot vacuum to remove visible soil and debris		X					
• complete vacuum wall to wall			X				
• shampoo carpets						2X	
Furniture							
• furniture is to be re-set to plan		X					
Vents					X		
• Wash chalkboard or whiteboards & rails		X					
Replenish chalk and erasers		X					
Turn Off Lights when cleaning is completed		X					
Lock Doors when cleaning is completed		X					

Cleaning Frequencies

LIST OF CARETAKING TASKS & FREQUENCIES

Corridors / Hallways	DAILY	2 x PER WEEK	WEEKLY	BI WEEKLY	MONTHLY	ANNUALLY	AS NEEDED
Waste and Recycling Removal, and replace liners	X						
Dust horizontal surfaces – high dust			X				
Dust horizontal surfaces – low dust			X				
Dust mop floor	X						
Auto scrub or damp mop floor	X						
DAMP WIPE:							
• doors & door frames	X						
• door hardware	X						
• door glass	X						
• furniture	X						
• benches			X				
• lockers			X				
• picture frames / bulletin boards			X				
• ledges			X				
• banisters			X				
• display cases			X				
• fire extinguisher cases					X		
• window sills			X				
FLOOR MAINTENANCE							
• spray buff or burnish							X
• machine scrub and refinish							X
• strip and refinish applying 3 coats							X
SPOT CLEANING							
• spot clean walls	X						
• carpeting	X						
VACUUM							
• complete area			X				
WASH							
• drinking fountains	X						
• light fixtures when changing burnt out lamps	X						X
• garbage/recycling containers	X						
Turn Off Lights – where applicable	X						
Lock Doors	X						

Cleaning Frequencies

LIST OF CARETAKING TASKS & FREQUENCIES

Stairwells (Main)	DAILY	2 x PER WEEK	WEEKLY	BI WEEKLY	MONTHLY	ANNUALLY	AS NEEDED
Clean light fixtures when replacing burnt out lamps	X						X
Sweep stairs and landings	X						
Damp mop stairs and landings	X						
Spot clean walls	X						
DAMP WIPE:							
• doors & door frames			X				
• door hardware	X						
• door glass	X						
• ledges			X				
• banisters			X				
• window sills			X				
Dust horizontal surfaces – high dust					X		
Dust horizontal surfaces – low dust			X				
FLOOR MAINTENANCE							
• machine scrub and refinish							X
• strip and refinish applying floor finish landings only							X

Cleaning Frequencies

LIST OF CARETAKING TASKS & FREQUENCIES

Elevators	DAILY	2 x PER WEEK	WEEKLY	BI WEEKLY	MONTHLY	ANNUALLY	AS NEEDED
Replace burnt out bulbs	X						X
Dust mop floor	X						
Damp mop floor	X						
DAMP WIPE							
• call buttons & directional signals	X						
• hand rails	X						
• mirrors/glass	X						
• doors & door frames	X						
• ledges	X						
• elevator tracks			X				
• telephone			X				
• light fixtures			X				
Dust horizontal surfaces – high dust			X				
Dust horizontal surfaces – low dust			X				
FLOOR MAINTENANCE							
• spray buff							X
• machine scrub and apply finish							X
• strip and refinish and apply 3 coats							X
SPOT CLEANING							
• Walls	X						
• Carpeting	X						
VACUUMING							
• complete area	X						
Vents			X				

Cleaning Frequencies

LIST OF CARETAKING TASKS & FREQUENCIES

Coffee Shops, Cafeteria Seating Areas, and Kitchenettes	DAILY	2 x PER WEEK	WEEKLY	BI WEEKLY	MONTHLY	ANNUALLY	AS NEEDED
Waste Removal, and replace liners	X						
Dust mop floor	X						
Damp mop floor	X						
Dust horizontal surfaces – high dust			X				
Dust horizontal surfaces – low dust			X				
DAMP WIPE							
• chairs	X						
• tables	X						
• furniture	X						
• glass	X						
• doors & door frames	X						
• light fixtures when replacing burnt out lamps	X						X
• window sills			X				
• ledges			X				
FLOOR MAINTENANCE							
• spray buff or burnish							X
• machine scrub and refinish							X
• strip/scrub & refinish							X
SPOT CLEANING							
• walls	X						
• carpeting	X						
VACUUMING							
• traffic areas	X						
• complete area			X				
Vents					X		
WASH							
• sinks	X						
• garbage /recycling containers			X				
Turn Off Lights	X						
Lock Doors	X						

Cleaning Frequencies

LIST OF CARETAKING TASKS & FREQUENCIES

Private Offices	DAILY	2 x PER WEEK	WEEKLY	BI WEEKLY	MONTHLY	ANNUALLY	AS NEEDED
Waste Removal, and replace liners			X				
Dust horizontal surfaces – high dust				X			
Dust horizontal surfaces – low dust				X			
Dust mop floor				X			
Damp mop floor				X			
DAMP WIPE							
• chairs				X			
• tables				X			
• furniture				X			
• counters				X			
• doors & door frames				X			
• door glass				X			
• file cabinets				X			
• open book shelves				X			
• picture frames / bulletin boards				X			
• desks				X			
• telephone				X			
• light fixtures when changing burnt out lamps	X						X
• window sills				X			
• ledges				X			
FLOOR MAINTENANCE							
• spray buff or burnish							X
• machine scrub and refinish							X
• strip and refinish with 3 coats							X
SPOT CLEANING							
• walls				X			
• carpeting				X			
VACUUMING							
• traffic areas				X			
• complete area				X			
• furniture				X			
Vents					X		
WASH							
• chalkboard & chalk rail by request only							
• sink (if applicable)				X			
• garbage /recycling containers				X			
Turn Off Lights			X				
Lock Doors			X				

Cleaning Frequencies

LIST OF CARETAKING TASKS & FREQUENCIES

Public Offices (Reception Areas / Information Desks)	DAILY	2 x PER WEEK	WEEKLY	BI WEEKLY	MONTHLY	ANNUALLY	AS NEEDED
Dust horizontal surfaces – high dust			X				
Dust horizontal surfaces – low dust			X				
Dust mop floor	X						
Damp mop floor	X						
DAMP WIPE							
• chairs			X				
• tables			X				
• furniture			X				
• counters			X				
• doors & door frames			X				
• door glass			X				
• file cabinets			X				
• open book shelves			X				
• picture frames / bulletin boards			X				
• desks			X				
• telephone			X				
• light fixtures when replacing burnt out lamps	X						X
• window sills			X				
• ledges			X				
FLOOR MAINTENANCE							
• spray buff or burnish							X
• machine scrub and refinish							X
• strip and refinish with 3 coats							X
SPOT CLEANING							
• Spot clean walls			X				
• carpeting	X						
VACUUMING							
• traffic areas	X						
• complete area			X				
Vents					X		
• Wash garbage /recycling containers			X				
Waste Remove, and replace liners – Empty Central Recycling Toters	X						
Turn Off Lights	X						
Lock Doors	X						

Cleaning Frequencies

LIST OF CARETAKING TASKS & FREQUENCIES

Research Labs (Labs w/ Hazardous Materials)	DAILY	2 x PER WEEK	WEEKLY	BI WEEKLY	MONTHLY	ANNUALLY	AS NEEDED
Waste Removal, and replace liners			X				
Dust horizontal surfaces – high dust							X
Dust horizontal surfaces – low dust							X
Dust mop floor			X				
Damp mop floor			X				
DAMP WIPE:							
• door glass							X
• chairs							X
• tables if cleared							X
• furniture							X
• doors, door glass &							X
• light fixtures when replacing burnt out lamps			X				X
• window sills							X
• ledges							X
• picture frames							X
FLOOR MAINTENANCE:							
• spray buff or burnish							X
• machine scrub and refinish							X
• strip and refinish							X
SPOT CLEANING							
• walls							X
• carpeting							X
VACUUMING is the carpeted research labs							
• traffic areas							N/A
• complete area							N/A
Vents							X
WASH:							X
• chalkboard or whiteboard & rail							X
• garbage /recycling containers			X				
Replenish chalk and erasers							X
Turn Off Lights			X				
Lock Doors			X				
* As needed items cleaned upon request from occupants. Labs are generally de-commissioned first (all research experiments and hazardous materials have been removed and present no health and safety risk to Caretaking staff).							

Cleaning Frequencies

LIST OF CARETAKING TASKS & FREQUENCIES

Washrooms / Change Rooms / Shower Areas ** check and service/clean several times daily** Review Section H-8 – Bodily Fluid Precautions	DAILY	2 x PER WEEK	WEEKLY	BI WEEKLY	MONTHLY	ANNUALLY	AS NEEDED
Waste and Recycling Removal, and replace liners	X						
Dust horizontal surfaces – high dust			X				
Dust horizontal surfaces – low dust			X				
Dust mop floor	X						
Damp mop floor	X						
DAMP WIPE							
• partitions	X						
• doors (push & pull plates)	X						
• walls	X						
• **counters**	X						
• doors & door frames	X						
• dispensers – toilet/hand paper & soap etc.	X						
• benches			X				
• lockers			X				
• picture frames / bulletin boards			X				
• door vents			X				
• light fixtures when changing burnt out lamps			X				
• window sills			X				
• drain pipes			X				
• ledges			X				
DISENFECT / DESCALE							
• urinals							X
• toilets							X
• sinks							X
FILL DISPENSERS							
• **toilet paper**	X						
• **hand paper**	X						
• **soap**	X						
• **sanitary napkins**	X						
• **hand –sanitizer**	X						
• **toilet seat covers**	X						
FLOOR MAINTENANCE							
• Machine scrub							X
• Strip and refinish							X
Flush drains					X		
Vents					X		
WASH							
• **exterior urinals & fittings**	X						
• **interior urinals**	X						
• **exterior toilet bowl & fittings**	X						
• **interior toilet bowl**	X						
• drinking fountain	X						
• **glass / mirrors**	X						
• showers	X						
• **sinks**	X						
• garbage /recycling containers	X						

Cleaning Frequencies

LIST OF CARETAKING TASKS & FREQUENCIES

Workshops	DAILY	2 x PER WEEK	WEEKLY	BI WEEKLY	MONTHLY	ANNUALLY	AS NEEDED
Waste and Recycling Removal, and replace liners		X					
Dust horizontal surfaces – high dust			X				
Dust horizontal surfaces – low dust			X				
Dust mop floor			X				
Damp mop floor			X				
DAMP WIPE:							
• doors & door frames			X				
• door hardware			X				
• benches			X				
• lockers			X				
• picture frames / bulletin boards			X				
• door glass			X				
• ledges			X				
• display cases			X				
• fire extinguisher cases			X				
• window sills			X				
• telephone			X				
• desk			X				
• file cabinets			X				
FLOOR MAINTENANCE							
• spray buff							X
• strip/scrub & refinish with 3 coats							X
SPOT CLEANING							
• walls			X				
• carpeting			X				
VACUUM							
• traffic areas							N/A
• complete area							N/A
• entrance mats			X				
WASH							
• drinking fountains			X				
• entrance floor grates			X				
• light fixtures when replacing burnt out lamps			X				X
• lockers			X				
• garbage/recycling containers			X				
Turn Off Lights		X					
Lock Door		X					

Cleaning Frequencies

LIST OF CARETAKING TASKS & FREQUENCIES

Weight Rooms and Fitness Rooms	DAILY	2 x PER WEEK	WEEKLY	BI WEEKLY	MONTHLY	ANNUALLY	AS NEEDED
Waste and Recycling Removal, and replace liners	X						
Dust horizontal surfaces – high dust			X				
Dust horizontal surfaces – low dust		X					
Dust mop or vacuum floor	X						
Damp mop floor	X						
DAMP WIPE:							
• doors & door frames	X						
• door hardware	X						
• benches	X						
• picture frames	X						
• door glass	X						
• mirrors	X						
• ledges	X						
• display cases	X						
• fire extinguisher cases					X		
• window sills	X						
FLOOR MAINTENANCE							
• machine scrub							X
• Collaborate with Fitness staff to have equipment moved to facilitate cleaning beneath fitness equipment							X
SPOT CLEANING							
• walls	X						
• carpeting	X						
WASH							
• drinking fountains	X						
• light fixtures when replacing burnt out lamps	X						
• garbage/recycling containers		X					
Turn Off Lights	X						
Lock Door	X						

Cleaning Frequencies

LIST OF CARETAKING TASKS & FREQUENCIES

Gymnasiums	DAILY	2 x PER WEEK	WEEKLY	BI WEEKLY	MONTHLY	ANNUALLY	AS NEEDED
Waste and Recycling Removal, and replace liners	X						
Dust horizontal surfaces – low dust		X					
Dust mop or vacuum floor	X						
Wash floor	X						
DAMP WIPE:							
• doors & door frames	X						
• door hardware	X						
• benches	X						
• door glass	X						
• ledges		X					
FLOOR MAINTENANCE (outsourced)							X
SPOT CLEANING							
• walls							X
WASH							
• drinking fountains	X						
• garbage/recycling containers			X				
Turn Off Lights	X						
Lock Door	X						

Cleaning Frequencies

LIST OF CARETAKING TASKS & FREQUENCIES

Pool Decks	DAILY	2 x PER WEEK	WEEKLY	BI WEEKLY	MONTHLY	ANNUALLY	AS NEEDED
Dust horizontal surfaces – low dust	X						
DAMP WIPE:							
• doors & door frames	X						
• door hardware	X						
• benches	X						
• door glass	X						
• ledges	X						
POOL DECK MAINTENANCE							
• Auto scrub or power wash	X						
SPOT CLEANING							
• walls	X						
Turn Off Lights	X						
Lock Door	X						

Cleaning Frequencies

LIST OF CARETAKING TASKS & FREQUENCIES

Loading Docks	DAILY	3 x PER WEEK	WEEKLY	BI WEEKLY	MONTHLY	ANNUALLY	AS NEEDED
			X				
			X				
							X
							X