

# INTERIOR SPACES: Schedule for Cleaning & Custodial Services

*Last Updated February 2019*

Location	Services	Frequency
<b>Classrooms</b>		
	Clean blackboards	Daily
	Damp mop floors	Daily
	Dust mop floors	Weekly
	Wash floors with auto scrubber	Daily
	Remove garbage	Daily
	Spot cleaning - general	Daily
	Remove recycling	2x weekly
	Vacuum (carpets)	2x weekly
	Remove stains (carpets)	2x weekly
Disinfect waste receptacles	Weekly	
<b>Teaching Labs</b>		
	Spot cleaning - general	2x weekly
	Remove garbage	2x weekly
	Damp mop floors	2x weekly
	Wash floors with auto scrubber	2x weekly
	Dust mop floors	2x weekly
	Remove recycling	Weekly
	Remove stains (carpets)	Weekly
<b>Office Space</b>		
	Spot cleaning - general/low and high dusting	Weekly
	Remove garbage	Weekly
	Disinfect waste receptacles	Weekly
	Remove recycling	Weekly
	Dust mop floors	Weekly
	Damp mop floors	Weekly
	Vacuum (carpets)	Weekly
	Remove stains (carpets)	Weekly
Remove scuff marks	Weekly	
<b>Research Labs</b>		
	Damp mop floors	2x weekly
	Dust mop floors	2x weekly
	Wash floors with auto scrubber	2x weekly
	Remove garbage	2x weekly
	Disinfect waste receptacles	Weekly
	Remove recycling	Weekly
	Spot cleaning - general	Weekly
	Clean sinks and replenish dispensers	Weekly
<b>Library Space</b>		
	Clean drinking fountains	Daily
	Damp mop floors	Daily
	Dust mop floors	Daily
	Wash floors with auto scrubber	Daily
	Remove garbage	Daily
	Remove scuff marks	Daily

Note: The frequency of floor cleaning services may vary depending on the season.

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Note: In order for desks, bookshelves, credenzas, etc. to be dusted and cleaned, the client is responsible for removing all items from the surface of the furniture.

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	Remove stains (carpets)	2x weekly
	Vacuum (carpets)	2x weekly
	Disinfect waste receptacles	Weekly
	Remove recycling	Weekly
	Spot clean tables	Weekly
<b>Cafeterias/Lounges</b>	Clean sinks and replenish dispensers	Daily
	Damp mop floors	Daily
	Wash floors with auto scrubber	Daily
	Disinfect doors	Daily
	Dust mop floors	Daily
	Remove garbage	Daily
	Remove scuff marks	Daily
	Vacuum (carpets)	Daily
	Wash tables	Daily
	Disinfect waste receptacles	Weekly
	Remove recycling	2x weekly
	Remove stains (carpets)	Weekly
<b>Daycare Areas</b>	Damp mop floors	Daily
	Dust mop floors	Daily
	Remove garbage	Daily
	Remove scuff marks	Daily
	Remove stains (carpets)	Daily
	Special disinfectants	Daily
	Special dusting	Daily
	Vacuum (carpets)	Daily
	Disinfect waste receptacles	Weekly
	Remove recycling	Weekly
<b>Washrooms</b>	Clean & disinfect entire washroom area	Daily
	Clean & disinfect showers	Daily
	Clean & disinfect toilets & urinals	Daily
	Clean accessories	Daily
	Clean mirrors	Daily
	Clean sinks	Daily
	Remove garbage	Daily
	Remove graffiti	Daily
	Replenish dispensers	Daily
	Sweep floor surface	Daily
	Wet mop floors with disinfectant solution	Daily
	Disinfect waste receptacles	Weekly
	Pour solution down floor drains	Weekly

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<b>Corridors - Primary and Entrances</b>	Clean drinking fountains	Daily
	Damp mop floors	Daily
	Dust mop floors	Daily
	Remove garbage	Daily
	Spot cleaning - general	Daily
	Vacuum (carpets)	Daily
	Wash floors with auto scrubber	Daily
	Wet vacuum winter matting	Daily
	Clean glass surfaces	Daily
	Disinfect waste receptacles	Weekly
Remove recycling	Weekly	
<b>Corridors - Secondary</b>	Clean drinking fountains	Daily
	Dust mop floors	Daily
	Remove garbage	Daily
	Spot cleaning - general	Daily
	Vacuum (carpets)	Winter 2x weekly   Summer weekly
	Clean glass surfaces	2x weekly
	Damp mop floors	Winter 2x weekly   Summer weekly
	Disinfect waste receptacles	Weekly
	Remove recycling	Weekly
	Wash floors with auto scrubber	Winter 2x weekly   Summer weekly
<b>Elevators</b>	Clean stainless steel	Daily
	Remove graffiti	Daily
	Spot clean	Daily
	Damp mop	Winter 5x weekly   Summer weekly
	Dust mop	Winter 5x weekly   Summer weekly
	Clean elevator tracks	Weekly
	Remove stains	Weekly
	Dust elevators	Weekly
<b>Secondary Staircases</b>	Dust Mop (Emergency or Secondary Stairs)	Weekly
	Damp Mop (Emergency or Secondary Stairs)	Weekly
<b>Primary Staircases</b>	Dust mop (main stairs)	Winter 5x weekly   Summer 3x weekly
	Damp mop (main stairs)	Winter 5x weekly   Summer 3x weekly
<b>Various</b>	Shampoo winter matting	Every second month during winter
	Shampoo carpets in high traffic areas	Once a year
	Shampoo carpets in low traffic areas	Every second year

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# INTERIOR SPACES: Schedule for Cleaning & Custodial Services

*Last Updated February 2019*

Location	Services	Frequency
	Shampoo carpets in office areas	Pending approval by Building Services Manager
	Provide 2 coats of sealer and 3 coats of floor finish in high traffic areas	Pending approval by Building Services Manager
	Provide 2 coats of sealer and 3 coats of floor finish in low traffic areas	Pending approval by Building Services Manager

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