Interior Spaces: Schedule for Cleaning & Custodial Services

Last Updated July 2025

Location	Services	Frequency
Classrooms	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
Teaching Labs	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
Office Space	Spot cleaning - general/low and high dusting	2x weekly
	Remove garbage	2x weekly
	Disinfect waste receptacles	Weekly
	Remove recycling	2x weekly
	Dust mop floors	Weekly
	Damp mop floors	Weekly
	Vacuum (carpets)	Weekly
	Remove stains (carpets)	Weekly
	Remove scuff marks	Weekly
Research Labs	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
Library Space	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.

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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Location	Services	Frequency
	Remove stains (carpets)	2x weekly
	Vacuum (carpets)	2x weekly
	Disinfect waste receptacles	Weekly
	Remove recycling	Weekly
	Spot clean tables	Weekly
Cafeterias/Lounges	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
Daycare Areas	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
Washrooms	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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Location	Services	Frequency
Corridors – Primary and Entrances	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
Corridors – Secondary	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
Elevators	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
Secondary Staircases	Dust Mop (Emergency or Secondary Stairs)	Weekly
	Damp Mop (Emergency or Secondary Stairs)	Weekly
Primary Staircases	Dust mop (main stairs)	Winter 5x weekly | Summer 3x weekly
	Damp mop (main stairs)	Winter 5x weekly | Summer 3x weekly
Various	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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Last Updated July 2025

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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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.