

Area	Daily	Alternate Days	Weekly	Monthly	As Scheduled or Required	Annually
<b>Auditorium (seating and foyer)</b>	General cleaning, waste removal.	Sweep, dust-mop under seating. Damp mop under the seating.	Vacuum Carpet.	Dust furniture and arm backs. Spot clean walls, doors and carpet.		Restorative carpet care. Floor refinishing.
<b>Auditorium (Stage and Wings)</b>			Sweep,/dust-mop floors. Damp-mop floors			Floor refinishing.
<b>Cafeteria</b>	General cleaning including floors vacuumed / swept & wet mopped, waste removal. Wipe table and seating.	Dust flat surfaces (window ledge). Spot clean carpets.	Spot clean walls and doors. Burnish floors.	Interim carpet care. Dust blinds. Clean waste bins.	Restorative carpet care. Interim floor care. Clean table and chairs.	Clean light fixtures, windows. Floor refinishing.
<b>Classrooms</b>	General cleaning including chalk board and trays, waste removal, clean erasers.	Sweep, dust-mop floors.	Dust flat surfaces. Vacuum carpet / damp mop floors.	Spot clean walls and doors. Spot clean carpets.	Clean waste bins. Dust vents. Interim carpet care / burnish floors.	Dust blinds. Clean furniture and seating, windows, light fixtures. Restorative carpet care / refinish floors.
<b>Classrooms (High Use)</b>	General cleaning including chalk board and trays, waste removal, clean erasers. Sweep, dust-mop floors.	Vacuum Carpet.	Dust flat surfaces.	Spot clean walls and doors. Spot clean carpets / damp mop floors.	Clean waste bins. Dust vents. Interim carpet care / burnish floors.	Dust blinds. Clean furniture and seating, windows, light fixtures. Restorative carpet care / refinish floors.
<b>Dormitory Lounges</b>	General pick-up, waste removal.	Clean glass and TV screen.	Spot clean carpet. Vacuum carpet.	Dust flat surfaces.	Clean trash containers. Interim carpet care. Clean furniture.	Floor refinishing. Restorative carpet care. Clean furniture.
<b>Dormitory Sleep-Study</b>		Spot clean carpet, waste removal, spot clean walls & doors, vacuum carpet.	Dust flat surfaces.		Clean windows, light fixtures, furniture, waste bins. Interim carpet care. Dust blinds, vents.	Restorative carpet care.
<b>Dormitory Washroom</b>	General cleaning including floors dry mopped/swept, mirrors, sinks and counter tops washed, paper restored, toilet bowls, urinals and showers cleaned & disinfected, waste removal. Wet-mop floor.		Spot clean walls and doors. Dust open flat surfaces.	Dust vents. Clean waste bins.	Clean light fixtures.	
<b>Entranceway</b>	General cleaning including floors swept, vacuumed or dry/wet mopped.		Dust flat surfaces.	Clean doors and windows. Spot clean walls and doors. Burnish floors. Sweep outside ramp & landing.	Entrance floor mats cleaned.	Floor refinishing. Restorative carpet care. Clean light fixtures.
<b>Gymnasium</b>	Sweep / dust mop floor	Auto-scrub floor.		Spot clean walls, doors, centre partitions.	Dust flat surfaces.	Clean bleachers. Refinish floors.

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<b>Library</b>	General cleaning including floors swept, waste removal and water fountains.		Vacuum Carpet / damp mop floors.	Spot clean carpet and walls. Dust flat surfaces.	Clean waste bins, interim carpet care / burnish floors, clean furniture, clean windows, dust vents.	Clean light fixtures, restorative carpet care / refinish floors.
<b>Locker - Changing Room - No Shower</b>	General cleaning including lockers and benches, water fountains, waste removal, spot clean walls and doors, sweep floors, mop floors.		Clean waste bins.	Dust vents.		Clean light fixtures. Refinish floors.
<b>Nursing Station - Hard Floor</b>	General cleaning including glass, sweep & mop floors. Clean, dust and disinfect flat surfaces. Empty trash. Spot clean walls and doors.		Clean telephone. Dust high surfaces. Dust vents.		Interim floor care.	Refinish floors.
<b>Offices</b>			Waste removal.	Dust furniture and flat surfaces. Spot clean carpet / damp mop floor. Spot clean walls, partitions and doors. Vacuum carpet.	Clean waste bins. Clean furniture. Dust vents. Interim carpet care / burnish floors.	Clean windows. Dust blinds. Restorative carpet care / refinish floors. Clean light fixtures.
<b>Patient Conference Room</b>	General cleaning including dust furniture and flat surfaces, waste removal, spot clean walls & doors, vacuum carpet.		Dust blinds. Clean windows. Spot clean carpets. Dust vents.	Clean waste bins. Interim carpet care. Restorative carpet care.		
<b>Patient Treatment Room</b>	General cleaning including clean/disinfect patient table, portable equipment, sink. Damp-mop floor. Dust, clean, disinfect flat surfaces. Waste removal. Dust blinds. Remove dirty linen, hazardous waste. Restock dispensers. Spot clean walls and doors. Sweep/dust-mop floor / vacuum carpet.		Dust high surfaces. Clean telephone.		Interim floor care.	Clean patient table. Refinish floors / restorative carpet care.
<b>Public (Circulation)</b>	General cleaning including waste removal and water fountains. Sweep/dust-mop floors.	Auto scrub floor.	Vacuum Carpet. Spot clean carpet.	Dust flat surfaces. Spot clean walls and doors. Burnish floors.	Clean waste bins, dust vents. Interim floor care.	Refinish floor / restorative carpet care, clean light fixtures.

# Custodial Service Standards

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<b>Research Lab</b>	General cleaning including waste removal (including hazardous waste, where applicable)	Sweep/dust-mop floor.	Damp-mop floor.	Burnish floor.	Clean waste bins, dust furniture & flat surfaces, dust vents, interim floor care. Spot clean walls and doors.	Clean light fixtures. Clean furniture. Refinish floors.
<b>Shower Room</b>	General cleaning including clean/disinfect shower room and drains.					
<b>Stairwells</b>			Damp mop stairs and landings. Sweep, dust-mop stairs and landings.		Dust flat surfaces. Spot clean walls and doors. Interim floor care.	Clean windows. Clean light fixtures. Refinish floors.
<b>Storeroom</b>					Damp mop floors. Dust mop floors.	Dust vents. Refinish floors.
<b>Utility</b>						
<b>Vending</b>	General cleaning including sweep floors, waste removal and water fountains.			Dust flat surfaces, burnish floors, spot clean walls, doors and vending machines.	Clean waste bins, dust vents, interim floor care. Auto-scrub floors.	Clean light fixtures. Refinish floors.
<b>Washrooms</b>	General cleaning including floors dry mopped/swept, mirrors, sinks and counter tops washed, restock dispensers, toilet bowls and urinals disinfected, waste removal. Floors wet mopped. Wet and scrub floors.		Spot clean walls and doors. Dust open surfaces. Clean partitions & doors.	Clean waste bins. Dust vents.		Clean light fixtures. Refinish floors.