

## University of Toronto Cleaning Specifications

<u>AREA TYPE</u>	<u>Task To Be Completed</u>	<u>Frequency</u>
<b>Main Entrance &amp; Secondary Entrances</b>	1 Clean both sides of door glass including side lights.	<b>Daily</b>
	2 Clean and polish all door frames.	<b>Daily</b>
	3 Dust mop using a treated dust mop.	<b>Daily</b>
	4 Damp mop using a neutral synthetic free rinsing solution.	<b>Daily</b>
	5 Vacuum all walk - off mats and remove gum deposits.	<b>Daily</b>
	6 Dust all window ledges.	<b>Weekly</b>
	7 Spot clean walls.	<b>Weekly</b>
	8 Spray buff floors.	<b>As required</b>
	9 Light scrub and refinish floors.	<b>As required</b>
	10 Dry strip and refinish floors as required.	<b>As required</b>
	11 Police the immediate area outside of entrance doors and remove all litter.	<b>As Required</b>
	12 Clear snow for, entrance ways during inclement weather	<b>As Required</b>
	13 Supply entrance Trap Mats as required at all ground level entry points	<b>As Required</b>
	14 Keep all trap mats clean, in good condition and free of excessive moisture during inclement weather.	<b>As Required</b>
	15 Lift Grates and remove accumulated debris. In addition, neutralize all salt deposits and rinse tray. Keep trap clear of debris.	<b>As Required</b>
<b>Main Floor Lobby</b>	1 Empty waste and recycle receptacles. Liners shall be replaced as required but not less than weekly. Collected waste and recyclable material to be removed to a designated area . Wash interior/exterior of receptacles as required.	<b>Daily</b>
	2 Clean both sides of door glass including side lights.	<b>Daily</b>
	3 Clean and polish all door frames.	<b>Daily</b>
	4 Dust mop using a treated dust mop.	<b>Daily</b>
	5 Damp mop/autoscrub using a neutral synthetic free rinsing solution.	<b>Daily</b>
	6 Vacuum all walk - off mats and remove gum deposits.	<b>Daily</b>
	7 Clean and sanitize drinking fountains removing all hard hard water scaling.	<b>Daily</b>
	8 Dust all window ledges.	<b>Weekly</b>
	9 Spot clean all walls.	<b>Weekly</b>
	10 Spray buff floors.	<b>As required</b>
	11 Light scrub and refinish floors.	<b>As required</b>
	12 Dry strip and refinish floors as required.	<b>As required</b>
	13 Supply and keep in good repair, Trap Mats as required. Keep Mats Clean and free of excessive moisture at all times.	<b>As Required</b>

**Upper Floor Lobby**

1	Empty waste and recycle receptacles. Liners shall be replaced as required but not less than weekly. Collected waste and recyclable material to be removed to a designated area . Wash interior/exterior of receptacles as required.	3/week
2	Clean both sides of door glass including side lights.	3/week
3	Clean and polish all door frames.	3/week
4	Dust mop using a treated dust mop.	3/week
5	Damp mop/autoscrub using a neutral synthetic free rinsing solution.	3/week
6	Vacuum all walk - off mats and remove gum deposits.	3/week
7	Clean and sanitize drinking fountains removing all hard hard water scaling.	3/week
8	Dust all window ledges.	Weekly
9	Spot clean all walls.	Weekly
10	Spray buff floors.	As required.
11	Light scrub and refinish floors.	As required
12	Dry strip and refinish floors as required.	As required
13	Supply and keep in good repair, Trap Mats as required. Keep Mats Clean and free of excessive moisture at all times.	As Required

**Classrooms, Teaching Labs**

1	Empty waste receptacles. Liners shall be replaced as required but not less than weekly. Collected waste material to be removed to a designated area . Wash interior/exterior of receptacles as required.	Daily
2	Pick up floor litter	Daily
3	Clean all blackboards as instructed. Caution to be used to avoid erasure of needed work. Chalk rails and/or trays to be cleaned.	Daily
4	Spot mop floors to remove spills.	Daily
5	All desk tops/work surfaces (Classrooms only), chairs, etc. are to be damp dusted.	2 X Weekly
6	Damp dust all tables and counter tops (Classrooms only).	2 X Weekly
7	Damp dust all window sills and ledges.	Weekly
8	Dust mop floors using treated dust mop.	2 X Weekly
9	Spot clean all doors, door glass, and door frames.	2 X Weekly
10	Damp mop using a neutral synthetic free rinsing solution.	2 X Weekly
11	Traffic Lane vacuum carpets to remove visible soil and debris.	Weekly
12	Remove stains from carpet using approved chemicals and methodology. Spot defined as an area up to a foot square.	Weekly
13	Low dust all furniture and fixtures in room.	Weekly
14	Damp dust all filing cabinets.	Bi-weekly
15	Dust all picture frames.	Monthly
16	Clean telephones.	Delete
17	Dust/clean all baseboards.	Monthly
18	Completely vacuum all carpeted surfaces.	Monthly
19	High Dust all areas ( to a height of 96" [8 Feet])	Monthly
20	Spray buff floors.	Monthly
21	Dry strip and refinish floors. Refinishing shall consist of two coats of rubber based floor finish.	As Required

**Seminar, Conference  
Rooms & Auditoriums**

1	Empty waste and recycle receptacles. Liners shall be replaced as required but not less than weekly. Collected waste and recycled material to be removed to a designated area . Wash interior/exterior of receptacles as required.	<b>Daily</b>
2	All desks/tables/counters/work surfaces, & chairs are to be damp dusted. Remove all graffiti.	<b>3 X Weekly</b>
3	Damp dust all window sills and ledges. scaling.	<b>Weekly</b>
4	Clean all blackboards as instructed. Caution to be used to avoid erasure of needed work. Chalk rails and/or trays to be cleaned.	<b>Daily</b>
5	Dust mop floors using treated dust mop.	<b>Daily</b>
6	Spot mop/dam mop floors to remove visible soiling.	<b>Daily</b>
7	Traffic Lane vacuum carpets to remove visible soil and debris.	<b>Daily</b>
8	Remove stains from carpet using approved chemicals and methodology. Spot defined as an area up to a foot square.	<b>Daily</b>
9	Low dust all furniture and fixtures in room.	<b>Weekly</b>
10	Damp dust all filing cabinets.	<b>Bi-weekly</b>
11	Dust all picture frames.	<b>Monthly</b>
12	Clean telephones.	<b>Delete</b>
13	Spot clean all doors, door glass, and door frames.	<b>2 X Weekly</b>
14	Dust/clean all baseboards.	<b>Monthly</b>
15	Completely vacuum all carpeted surfaces.	<b>Monthly</b>
16	High Dust all areas ( to a height of 96" [8 Feet])	<b>Monthly</b>
17	Spray buff floors.	<b>Monthly</b>
18	Dry strip and refinish floors. Refinishing shall consist of two coats of rubber based floor finish.	<b>As Required</b>

**Research Laboratories**

1	Empty waste and recycle receptacles. Liners shall be replaced as required but not less than weekly. Collected waste and recycled material to be removed to a designated area . Wash interior/exterior of receptacles as required.	<b>Weekly</b>
2	Damp dust telephones.	<b>Weekly</b>
3	Dust mop floors using treated dust mop.	<b>Weekly</b>
4	Spot clean all doors, and door frames.	<b>Weekly</b>
5	Damp dust all window ledges	<b>Weekly</b>
6	Spot clean entrance door glass.	<b>Weekly</b>
7	Damp mop using a neutral synthetic free rinsing solution.	<b>Weekly</b>
8	High Dust all areas ( to a height of 96" [8 Feet])	<b>Monthly</b>
9	Spray buff floors.	<b>Monthly</b>
10	Dry strip and refinish floors. Refinishing shall consist of two coats of rubber based floor finish.	<b>As Required</b>
11	<b>Damp dust tables tops and counter tops in laboratories are cleaned upon request form occupants. All research experiments and chemicals must be cleared.</b>	<b>Upon Request</b>

**Elevators &  
Elevator Lobbies**

1	Empty waste and recycle receptacles. Liners shall be replaced as required but not less than weekly. Collected waste and recycled material to be removed to a designated area . Wash interior/exterior of receptacles as required.	<b>Daily</b>
2	Clean and sanitize all drinking fountains removing hard water scaling.	<b>3/week</b>
3	Dust mop floors using treated dust mop.	<b>3/week</b>
4	Spot mop/damp mop floors to remove visible soiling.	<b>3/week</b>
5	Traffic Lane vacuum carpet to remove visible soil and debris.	<b>3/week</b>
6	Remove stains from carpet using approved chemicals and methodology. Spot is an area up to one square foot.	<b>3/week</b>
7	Spot Clean all surfaces to hand reach.	<b>3/week</b>
8	Clean Elevator call buttons/plates.	<b>3/week</b>
9	Dust/Damp Dust exterior of elevator doors.	<b>3/week</b>
10	Damp dust all elevator doors and frames	<b>3/week</b>
11	Clean Elevator directional signals.	<b>3/week</b>
12	Spot clean all doors, and door frames removing finger marks and visible soil .	<b>3/week</b>
13	Spot clean entrance door glass.	<b>3/week</b>
14	Damp mop using a neutral synthetic free rinsing solution.	<b>3/week</b>
15	Complete vacuum all carpeted surfaces.	<b>Weekly</b>
16	High dust all surfaces to a height of 96"	<b>Monthly</b>
17	Dust all picture frames.	<b>Monthly</b>
18	Dust/clean all baseboards.	<b>Monthly</b>
19	Spray buff floors.	<b>Monthly</b>
20	Dry strip and refinish floors. Refinishing shall consist of two coats of rubber based floor finish.	<b>As Required</b>

**Corridors**

1	Empty waste and recycle receptacles. Liners shall be replaced as required but not less than weekly. Collected waste and recycled material to be removed to a designated area . Wash interior/exterior of receptacles as required.	<b>3/week</b>
2	Clean and sanitize all drinking fountains removing hard water scaling.	<b>3/week</b>
3	Dust mop floors using treated dust mop.	<b>3/week</b>
4	Spot mop floors to remove visible soiling.	<b>3/week</b>
5	Traffic Lane vacuum carpet to remove visible soil and debris.	<b>3/week</b>
6	Remove stains from carpet using approved chemicals and methodology. Spot is an area up to one square foot.	<b>3/week</b>
7	Spot clean all doors, and door frames removing finger marks and visible soil .	<b>3/week</b>
8	Spot clean entrance door glass.	<b>3/week</b>
9	Damp mop using a neutral synthetic free rinsing solution.	<b>3/week</b>
10	Complete vacuum all carpeted surfaces.	<b>Weekly</b>
11	High dust all surfaces to a height of 96"	<b>Monthly</b>
12	Dust all picture frames.	<b>Monthly</b>
13	Dust/clean all baseboards.	<b>Monthly</b>
14	Spray buff floors.	<b>Monthly</b>
15	Dry strip and refinish floors. Refinishing shall consist of two coats of rubber based floor finish.	<b>As Required</b>

**Work Shop Areas**

1	Empty waste receptacles. Liners shall be replaced weekly or as required but not less than bi-weekly. Collected waste material will be removed to a designated area. The rooms occupant(s) are to remove recycled material to a designated public area for pick up.	<b>Twice a Week</b>
2	All desk or bench tops are to be damp dusted if cleared of work.	<b>Weekly</b>
3	Damp dust all counter tops if cleared.	<b>Weekly</b>
4	Damp dust telephones.	<b>Weekly</b>
5	Damp dust all filing cabinets.	<b>Weekly</b>
6	Damp dust furniture.	<b>Weekly</b>
7	Sweep floors using a broom.	<b>Weekly</b>
8	Spot clean all doors, and door frames removing all visible soil.	<b>Weekly</b>
9	Spot clean entrance door glass.	<b>Weekly</b>
10	Damp mop using a neutral synthetic free rinsing solution.	<b>Monthly</b>

**Private Offices**

1	Empty waste and recycle receptacles. Liners shall be replaced as required but not less than weekly. Collected waste and recycled material to be removed to a designated area . Wash interior/exterior of receptacles as required.	<b>Weekly</b>
2	All desk tops and tables are to be damp dusted if cleared.	<b>Bi-Weekly</b>
3	Damp dust all window sills and ledges.	<b>Bi-Weekly</b>
4	Remove stains from carpet using approved chemicals and methodology. Spot is an area up to one square foot.	<b>Bi-Weekly</b>
5	Damp dust all filing cabinets.	<b>Bi-Weekly</b>
6	Dust all furniture.	<b>Bi-Weekly</b>
7	Damp dust telephones.	<b>Bi-Weekly</b>
8	Spot clean all doors, and door frames <b>and walls</b> removing all visible soil.	<b>Bi-Weekly</b>
9	Spot clean all <b>glass partitions and</b> entrance door glass.	<b>Bi-Weekly</b>
10	Complete vacuum all carpeted surfaces.	<b>Bi-Weekly</b>
11	Dust all picture frames.	<b>Monthly</b>
12	High dust all surfaces to a height of 96"	<b>Monthly</b>

**Public Offices**

1	Empty waste receptacles. Liners shall be replaced weekly or as required but not less than bi-weekly. Collected waste material will be removed to a designated area. The rooms occupant(s) are to remove recycled material to a designated public area for pick up.	<b>Daily</b>
2	All desk tops and tables are to be damp dusted.	<b>3/week</b>
3	Dust mop floors using treated dust mop.	<b>3/week</b>
4	Spot mop floors to remove visible soiling.	<b>3/week</b>
5	Traffic lane vacuume carpets to remove visible soil and debris.	<b>3/week</b>
6	Remove stains from carpet using approved chemicals and methodology. Spot is an area up to one square foot.	<b>3/week</b>
7	Damp dust all filing cabinets.	<b>3/week</b>
8	Damp dust all furniture.	<b>3/week</b>
9	Damp dust telephones.	<b>3/week</b>
10	Spot clean all doors, and door frames removing all visible soil.	<b>3/week</b>
11	Spot clean entrance door glass.	<b>3/week</b>
12	Damp mop using a neutral synthetic free rinsing solution.	<b>3/week</b>
13	Damp dust all window sills and ledges.	<b>weekly</b>
14	Complete vacuum all carpeted surfaces.	<b>Monthly</b>
15	Dust all picture frames.	<b>Monthly</b>
16	High dust all surfaces to a height of 96"	<b>Monthly</b>
17	Spray buff floors.	<b>Monthly</b>
18	Dry strip and refinish floors. Refinishing shall consist of two coats of rubber based floor finish.	<b>As Required</b>

<b>Computer/Study/Work Areas</b> <b>Computer Labs</b>	1	Empty waste and recycle receptacles. Liners shall be replaced as required. Collected waste and recyclable material to be removed to a designated area.	<b>Daily</b>
	2	Pick up floor litter.	<b>Daily</b>
	3	Spot mop floor spills.	<b>Daily</b>
	4	All desk tops and tables are to be damp dusted.	<b>2 X Weekly</b>
	5	Damp dust all filing cabinets.	<b>2 X Weekly</b>
	6	Dust mop floors using treated dust mop.	<b>2 X Weekly</b>
	7	Remove stains from carpet using approved chemicals and methodology. Spot defined as an area up to a foot square.	<b>2 X Weekly</b>
	8	Damp dust all furniture.	<b>2 X Weekly</b>
	9	Damp dust telephones.	<b>2 X Weekly</b>
	10	Damp mop using a neutral synthetic free rinsing solution.	<b>2 X Weekly</b>
	11	Vacuum carpet traffic lanes to remove visible soil and debris.	<b>2 X Weekly</b>
	12	Completely vacuum all carpeted surfaces.	<b>2 X Weekly</b>
	13	Spot clean all doors, and door frames removing all finger marks and visible soil.	<b>Twice Weekly</b>
	14	Spot clean entrance door glass.	<b>Twice Weekly</b>
	15	Damp dust all window sills and ledges.	<b>Weekly</b>
	16	Dust all picture frames.	<b>Monthly</b>
	17	High dust all surfaces to a height of 96".	<b>Monthly</b>
	18	Spray buff floors.	<b>Monthly</b>
	19	Dry strip and refinish floors. Refinishing shall consist of two coats of rubber based floor finish.	<b>As required</b>
<b>Storage Areas/Rooms</b>	1	Empty waste and recycle receptacles. Liners shall be replaced as required but not less than bi-weekly.	<b>Weekly</b>
	2	Dust mop or sweep floors.	<b>Bi-Weekly</b>
	3	Damp mop using a neutral synthetic free rinsing solution.	<b>Bi-Weekly</b>
<b>Change Rooms</b>	1	Empty waste and recycle receptacles. Liners shall be replaced as required. Collected waste and recyclable material to be removed to a designated area.	<b>Daily</b>
	2	Dust mop floors using treated dust mop.	<b>Daily</b>
	3	Damp mop using a neutral synthetic free rinsing solution.	<b>Daily</b>
	4	Remove carpet stains using approved chemicals and methodology. Spot defined as an area up to a square foot.	<b>Daily</b>
	5	Vacuum all carpet traffic lanes.	<b>2 X Weekly</b>
	6	Completely vacuum all carpeted surfaces.	<b>3 X Weekly</b>
	7	Spot clean all doors, and door frames removing all finger marks and visible soil.	<b>Weekly</b>
	8	Damp dust all window sills and ledges.	<b>Weekly</b>
	9	Spray buff floors.	<b>Monthly</b>
	10	Dry strip and refinish floors. Refinishing shall consist of two coats of rubber based floor finish.	<b>As required</b>
<b>Coffee Shop &amp; Kitchenettes</b>	1	Empty waste and recycle receptacles. Liners shall be replaced as required. Collected waste and recyclable material to be removed to a designated area.	<b>Daily</b>
	2	Clean door glass and door frames including sidelights.	<b>Daily</b>
	3	Dust mop floors using treated dust mop.	<b>Daily</b>
	4	Spot clean all doors, and door frames removing all finger marks and visible soil.	<b>Daily</b>
	5	Damp mop using a neutral detergent.	<b>Daily</b>
	6	Vacuum all carpets completely.	<b>Daily</b>
	7	Remove stains from carpet using approved chemicals and methodology. Spot defined as an area up to a foot square.	<b>Daily</b>
	8	Damp dust all window sills and ledges.	<b>Weekly</b>
	9	Wash/disinfect waste cans (exterior/interior) surfaces	<b>Weekly</b>
	10	Spray buff floors.	<b>Weekly</b>
	11	High dust all surfaces to a height of 96"	<b>Monthly</b>
	12	Dry strip and refinish floors. Refinishing shall consist of two coats of rubber based floor finish.	<b>As required</b>

<b>Washrooms</b>	1	Clean and sanitize, using a neutral detergent, all body contact points including toilet bowls and seats, sinks, urinals, grab bars, faucets, spigots, and other fixtures.	<b>Daily</b>
	2	Mirrors to be cleaned and polished leaving a streak free surface.	<b>Daily</b>
	3	Empty all waste containers and wipe clean.	<b>Daily</b>
	4	Damp wipe doors and partitions.	<b>Daily</b>
	5	Empty napkin disposal unit, wipe clean and reline with waxed sanitary bag.	<b>Daily</b>
	6	Spot clean all walls to remove all visible soil.	<b>Daily</b>
	7	Dust mop or dry sweep floors.	<b>Daily</b>
	8	Damp mop floors.	<b>Daily</b>
	9	Remove all waste to designated area.	<b>Daily</b>
	10	Replenish hand towel and toilet tissue dispensers.	<b>Daily</b>
	11	Replenish sanitary napkin dispenser.	<b>Daily</b>
	12	Replenish soap dispensers.	<b>Daily</b>
	13	Machine scrub floors.	
<b>Stairwells</b>	1	Sweep/vacuum/spot clean carpets -all stairs and landings.	<b>3/week</b>
	2	Damp dust all rails, and ledges.	<b>Weekly</b>
	3	Damp mop stairs and landings.	<b>Weekly</b>
<b>Clearing Paths &amp; Entrances</b>	1	The caretakers shall clear building entrances of snow, immediately adjacent to doorways, under overhangs only.	<b>As Required</b>
<b>Litter Pick Up</b>	1	The caretakers shall police the area immediately in front of the Main Entrance to buildings to pick up/remove litter.	<b>Daily</b>
<b>Brass &amp; Bright Metal</b>	1	All brass to hand reach is to be maintained smudge free.	<b>Weekly</b>
<b>Light Bulb Replacement</b>	1	The Caretaker is to supply and install replacements for burnt out tubes/bulbs as they occur throughout the building. The exceptions are for fixtures higher than 10 Ft., and Exit Signs.	<b>As required</b>
<b>Carpet Extraction/Shampoo</b>	1	Corridors, Student/Faculty Lounges	<b>4 X Yearly</b>
	2	Offices Areas	<b>Yearly</b>
	3	Temporary Walk Off Mats	<b>Yearly</b>
	4	Permanent Walk Off Mats	<b>8 X Yearly</b>
<b>Day PATROL Staff Mon to Fri 07:00 to 15:00 hours</b>		Caretaking will supply sufficient Staff to Patrol/Police all areas of the public areas of the buildings including lobbies, corridors, washrooms, lounges, eating areas, stairwells, and auditoriums. Patrol staff answer emergency calls for spills, floods etc., and replacement of burnt out bulbs. Staff are equipped with cell/mike phones.	<b>Daily</b>
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<b>Loading Docks:</b>		Litter Pick Up	<b>3/week</b>
		Empty all trash containers.	<b>3/week</b>
		Completely sweep	<b>Bi-weekly</b>