

Annex D - Room cleaning tasks and frequency

ENTRANCES (High traffic area)		SERVICE FREQUENCY
1	Vacuum all entry walkover mats using a wet/dry vacuum.	Daily
2	Wet mop entrances to remove all stains and spills and remove excess water.	Daily
3	Dust all hard surface floors with dust mop	Daily
4	Empty all waste containers and replace liners.	Daily
5	Clean all entrance and partition glass with window brush and squeegee	Monthly or As required
6	Clean and vacuum door tracks.	Monthly or As required
7	Clean both sides of all glass doors	As Required
8	Using a high speed machine, spray buff all hard surface areas.	Monthly or As required
9	Dust high and low areas (pictures, clocks, partition tops, etc.)	As Required
10	Strip all resilient floors and apply 2 coats of metalized polymer finish and buff.	Yearly

WASHROOM (High traffic area)		SERVICE FREQUENCY
1	Empty washroom waste containers and replace liners.	Daily
2	Replenish all washroom supplies.	Daily
3	Using a germicidal solution, spot clean all stains and spills.	Daily
4	Using a germicidal solution, thoroughly clean all toilets and urinals inside/outside.	Daily
5	Using a germicidal solution, thoroughly clean all sinks including undersides and pipes. Wipe and polish all chrome	Daily
6	Using a germicidal solution wipe walls and partitions around toilets, urinals, sinks and door knobs.	Daily
7	Clean mirrors.	Daily
8	Dust all hard surface floors with treated dust mop.	Daily
9	Damp mop floor using a germicidal solution.	Daily
10	Dust high and low areas (pictures, clocks, partition tops, etc.)	Daily
11	Pick up all litter and debris.	Daily
12	Wash all trash containers using germicidal detergent.	Monthly / As required
13	Using a high speed machine, spray buff all hard surface areas.	Monthly or As required
14	Strip all resilient floors and apply 2 coats of metalized polymer finish and buff.	Yearly

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OFFICE / DUTY POST – Resilient Flooring / Ceramic Tiles.		SERVICE FREQUENCY
1	Empty waste receptacles, replace liners if required and wipe any soiled containers	Daily
2	Spot clean (germicidal products) all walls, light switches and doors knob.	Daily
3	Dust mop all hard surface floors with treated dust mop.	Daily
4	Using a high speed machine, spray buff all hard surface areas.	Monthly or As required
5	Strip all resilient floors and apply 2 coats of metallized polymer finish and buff.	Yearly
6	Dust high (7ft) and low areas (pictures, clocks, partition tops, etc.)	As Required
7	Spot clean all partition and door glass and interior window glass	As Required
8	Mop up all stains and spills.	As Required
9	Using a damp mop, mop hard surface area (spot clean).	As Required
10	Clean all partition and door glass and all interior window glass.	As Required
11	Empty recyclable containers and store contents in designated area.	As Required
12	Strip all resilient floors and apply 2 coats of metalized polymer finish and buff.	Yearly

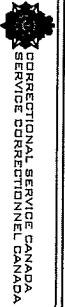
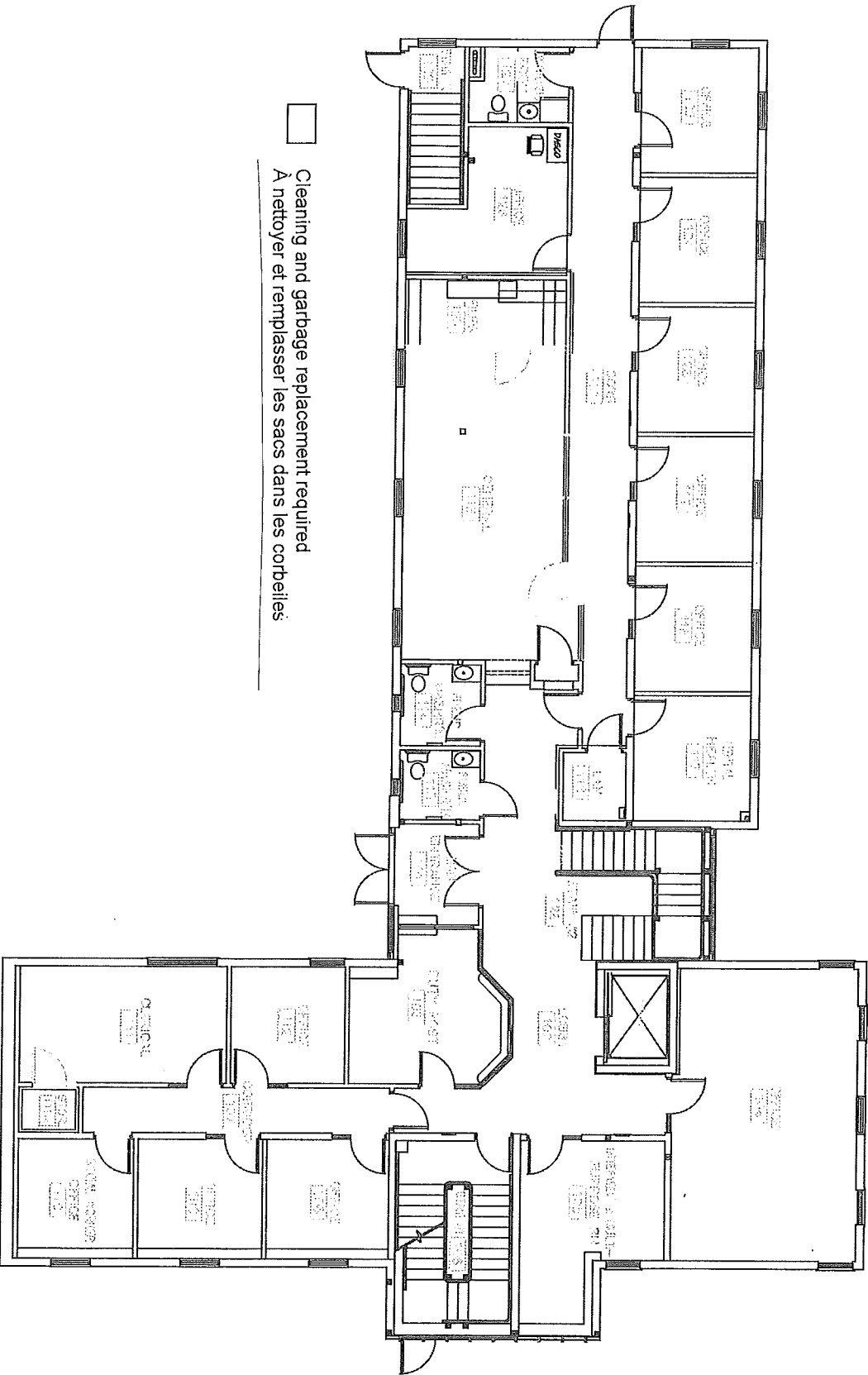
KITCHEN		SERVICE FREQUENCY
1	Empty waste receptacles, replace liners if required and wipe any soiled containers	Daily
2	Using a detergent disinfectant solution and clean cloth or sponge, spot clean counter tops, tables, chairs and any other furniture as needed. Areas cleaned are to be let dry.	Daily
3	Dust mop all hard surface floors with treated dust mop.	Daily
4	Using a damp mop, mop entire hard surface area.	Daily
5	Using a germicidal solution, thoroughly clean all sinks, wipe and polish all chrome.	Daily
6	Clean inside of microwave ovens and side mouldings with damp cloth.	Weekly or As required
7	Using a high speed machine, spray buff all hard surface areas.	Monthly or As required
8	Strip all resilient floors and apply 2 coats of metalized polymer finish and buff.	Yearly
9	Spot clean all partition and door glass and interior window glass.	As Required
10	Clean all partition and door glass and interior window glass.	As Required
11	Empty recyclable containers and store contents in designated area.	Yearly or as required.

CORRIDORS, HALLWAYS (High traffic area)		SERVICE FREQUENCY
1	Pick up litter and debris	Daily
2	Spot clean all stains and spills	Daily
3	Spot clean (germicidal products) all walls, light switches and doors.	Daily
4	Dust mop all hard surface floors with treated dust mop.	Daily
5	Damp mop hard surface floors	Daily
6	Wash walls	Daily
7	Dust all horizontal surfaces	Monthly or As required
8	Using a high speed machine, spray buff all hard surface areas.	Monthly or As required
9	Strip all resilient floors and apply 2 coats of metalized polymer finish and buff.	Yearly or as required.

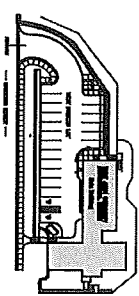
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STAIRS, HARD SURFACE		SERVICE FREQUENCY
1	Dust all ledges, lights, window sills and rails in stairwells.	Daily
2	Wash all handrails with germicidal solution and dry.	Daily
3	Pick up all litter and debris.	Daily
4	Sweep all stairs and landings	Daily
5	Damp mop all stairs and landings.	Daily
6	Clean all soil, scuffs and shoe marks from risers.	Daily
7	Using a high speed machine, spray buff all hard surface areas.	Monthly or As required
8	Strip all resilient floors and apply 2 coats of metalized polymer finish and buff.	Yearly or as required.

LAUNDRY		SERVICE FREQUENCY
1	Empty waste receptacles, replace liners if required and wipe any soiled containers	Daily
2	Using a detergent disinfectant solution and clean cloth or sponge, spot clean counter tops, tables, chairs and any other furniture as needed. Areas cleaned are to be let dry.	Daily
3	Dust mop all hard surface floors with treated dust mop.	Daily
4	Using a damp mop, mop entire hard surface area.	Daily
5	Using a germicidal solution, thoroughly clean all sinks, wipe and polish all chrome.	Daily
6	Clean all lint behind washing/drying machine.	Monthly or As required
7	Using a high speed machine, spray buff all hard surface areas.	Monthly or As required
8	Strip all resilient floors and apply 2 coats of metalized polymer finish and buff.	Yearly
9	Spot clean all partition and door glass and interior window glass.	As Required
10	Clean all partition and door glass and interior window glass.	As Required



CORRECTIONAL SERVICE CANADA
SERVICE CORRECTIONNEL CANADA



Institution / Établissement
SAINT JOHN, NB

Building Name / Nom de Bâtiment
Main Building / Edifice principal

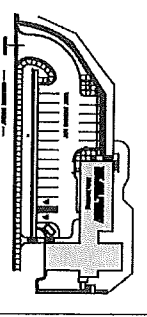
Building # / # de Bâtiment
01

Floor / Étage
GROUND / REZ-DE-CHAUSÉE

Date Modified / Date Modifier
2014-06-30

Legend / Légende

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Institution / Établissement
SAINT JOHN, NB

Building Name / Nom de Bâtiment
**Main Building
Édifice principal**

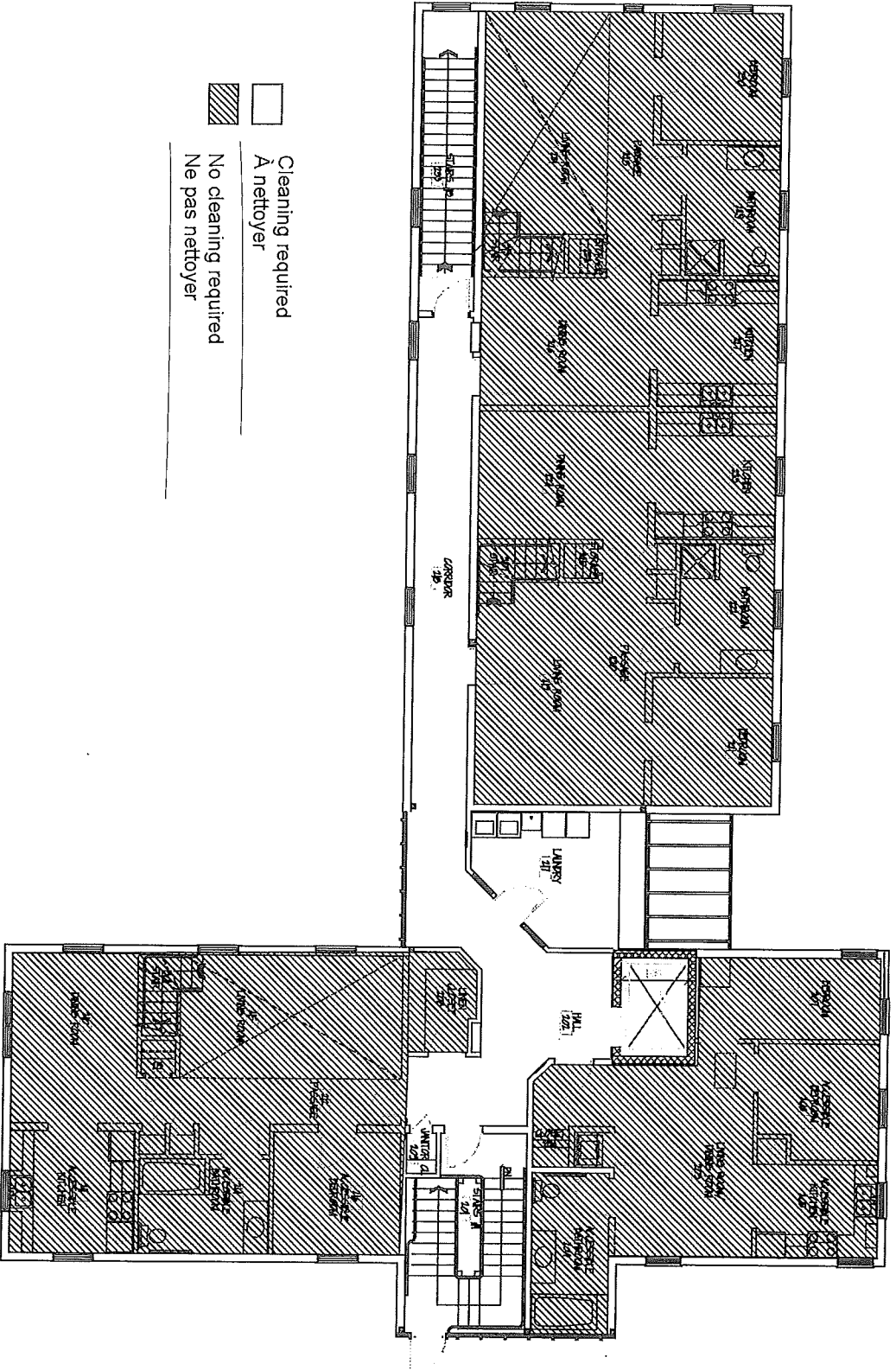
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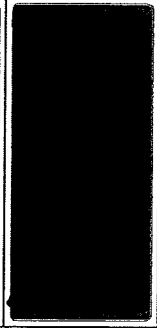
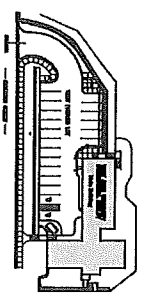
Floor / Étage
SECOND / DEUXIÈME

Date Modified / Date Modifier
2014-06-30

Legend / Légende

- Cleaning required
A nettoyer
- No cleaning required
Ne pas nettoyer





Institution / Établissement
SAINT JOHN, NB

Building Name / Nom de Bâtiment
Main Building
Édifice principal


Building # / # de Bâtiment
01

Floor / Étage
THIRD / TROISIÈME

Date Modified / Date Modifier
2014-06-30

Legend / Légende

Cleaning and garbage replacement required
 A nettoyer et remplacez les sacs dans les corbeilles

 No cleaning required
 Ne pas nettoyer

