



**APPENDIX C
MAINTENANCE PROGRAM REV1
SAINT-JEAN-SUR-RICHELIEU RESEARCH AND DEVELOPMENT CENTRE (SAINT-JEAN RDC)**

FREQUENCY

**A FIVE DAYS A WEEK
B ONCE A WEEK
C ONCE A MONTH**

**D ~~THREE TIMES A YEAR~~
D ONCE A MONTH DURING WINTER PERIOD
(NOVEMBER 1ST TO APRIL 30TH)
E TWICE A YEAR
F ONCE A YEAR**

Hours for regular cleaning operations: Monday to Friday, 1:00 p.m. to 10:00 p.m.

	#	A	B	C	D	E	F	Comments
Floors – Uncarpeted (tile, cushioned vinyl, ceramic, linoleum, battleship linoleum, marmoleum, terrazzo, slate, rubber, wood, painted and epoxy concrete)	- Sweep all uncarpeted floors.	A						
	- Clean all uncarpeted floors except for stairwells.	A						
	- Remove litter from laboratories, offices, workstations and stairwells.	A						
	- Sweep and mop floors of laboratories, offices, workstations and stairwells.		B					
	- Sweep and mop concrete floors.		B					
	- Lift entrance mats and sweep and mop the floor underneath.		B					
	- Remove foot grills, clean recessed pan and replace foot grills.				C			
	- Buff, strip, wax and polish all uncarpeted floors.						E	F
Floors – Carpeted	- Remove any litter.	A						
	- Cut any loose threads.	A						
	- Clean spills and stains.	A						Identify permanent stains and inform the Project Authority via the logbook - reference SOW section 8.0.
	- Vacuum all carpets.		B					
	- Steam-clean all carpets.						E	F
Entrance Mats	- Vacuum all winter entrance mats.	A						Winter mats must be vacuumed daily from November 1 to April 30.
	- Cut any loose threads.	A						



Entrance Mats	- Clean spills and stains (identify permanent stains and inform the Project Authority via the logbook – reference SOW section 8.0).		A					
	- Vacuum all summer entrance mats.			B				Summer mats must be vacuumed once a month from May 1 to October 31.
	- All entrance mats must be steam-cleaned.					D		In January, May and October. The exact dates must be scheduled in advance and approved by the Project Authority.
Entrances, Exits, Lobbies and Reception/Security Areas	- Remove any litter.		A					
	- Empty garbage bins and replace the bin liners when needed.		A					
	- Clean the four glass doors at the main entrance and the two at the rear entrance and their frames, on both sides.		A					Clean the main door and rear door.
	- Clean benches, countertops and counter sides with a damp cloth.		A					
	- Spot-clean display cases, directory board glass, sidelights and walls.		A					
	- Clean doors and sash windows.		A					
	- Dust and clean newspaper display stands and display stands on reception desk.			B				
	- Polish all metals.			B				
	- Dust and clean the welcome screen.			B				
	- Dust and clean wall vents and room identification plaques.				C			
	- Clean all interior glass windows on either side of the main entrance doors and their frames. Clean the sidelights of the rear entrance doors.					C		Clean the windows on either side of the main door and rear door.
	- Dust and clean all horizontal and vertical high surfaces. - Dust shelves and all high surfaces. - Dust and clean radiators, windowsills, doorsills and baseboards.					C		***Tasks to be done before waxing the floor**
Hallways and Corridors	- Remove any litter.		A					
	- Empty garbage bins and replace bin liners.		A					
	- Check blue recycling containers or stations; empty and replace the bags.		A					



Hallways and Corridors	- Spot-clean doors, sash windows, walls, display cases, directory board glass and sidelights.	A						
	- Clean and disinfect the drinking fountains.	A						
	- Clean partition walls on both sides.		B					
	- Dust fire extinguishers and first-aid kits mounted on the walls.		B					
	- Polish all metals.		B					
	- Clean interior and exterior of fire cabinets.			C				
	- Dust and clean wall vents and room identification plaques.			C				
	- Dust and clean all horizontal and vertical high surfaces. - Dust shelves and all high surfaces. - Dust and clean radiators, windowsills, doorsills and baseboards.			C				*** Tasks to be done before waxing the floor ***
	- Vacuum workstation partition walls.						F	Glassed-in area at southeast corner of 1st floor.
Elevators	- Remove any litter from the floor.	A						
	- Clean the interior and exterior of the metal panels.	A						
	- Spot-clean doors, frames, walls and control panels.	A						
	- Scrape and vacuum the elevator door sills and landings.		B					
	- Polish metal with the appropriate product.		B					
Stairwells	- Remove any litter.	A						
	- Clean glass doors and sash windows.	A						
	- Spot-clean walls, doors and sidelights.	A						
	- Dust.		B					
	- Sweep and mop the steps.		B					
	- Polish all metal surfaces.		B					
	- Clean sidelights on both sides of the doors.			C				



Kitchens and Lunchrooms	- Put chairs back correctly.	A						
	- The contents of the recycling bins must be placed in the rolling bins (blue or orange, depending on the materials).	A						Located in the garage door work area (room 109).
	- Empty and rinse the compost bin and return it to its place. Replace the bags when required.	A						The contents of the bag must be emptied into the green compost barrels located in the garage door work area (room 109).
	- Clean the interior/exterior of garbage bins, the compost bin, recycling bins and doors.	B						
	- Clean sash windows on both sides.	B						
	- Clean the interior/exterior of microwave ovens.	B						
	- Clean the interior/exterior of refrigerators.	B						
Washrooms, Locker Rooms and Shower Stalls	- Remove any litter.	A						
	- Unclog sinks, urinals and drains using a plunger (immediately).	A						If a sink, urinal or drain cannot be unclogged with the plunger, inform the Project Authority.
	- Re-fill hand soap, toilet paper and paper towel dispensers.	A						
	- Empty garbage bins and replace liners when needed.	A						
	- Empty the compostable paper towel bins or replace them with empty bins.	A						Full bins must be taken to the designated location near the garage door work area (room 109).
	- Clean and disinfect toilet bowls (including the base and exterior of the bowl), urinals, exterior/interior of sinks, taps, shower faucets and counters.	A						
	- Remove litter from urinal strainers and replace strainers when required.	A						
	- Clean all mirrors.	A						
	- Polish all metals (lights, dispensers, receptacles).	A						
	- Clean and polish the hand and foot plates on all doors.	A						
	- Remove litter from empty lockers.	A						
- Clean locker exteriors and benches with a damp cloth.	A							



Washrooms, Locker Rooms and Shower Stalls	- Remove litter from showers and clean drains.		A					
	- Clean and disinfect shower walls with a soap-free detergent.		A					
	- Remove the rubber mats in the showers, wash the floor and put the mats back.		A					
	- Spot-clean doors, walls, partitions and sash windows.		A					
	- Descale toilet bowls and urinals.			B				
	- Clean partitions and doors.			B				
	- Pour a clean bucket of water with odour eliminator down the drains.			B				
	- Clean and disinfect receptacle interiors.				C			
	- Dust and clean all horizontal and vertical high surfaces.				C			
Laboratories	- Remove any litter.		A					
	- Empty garbage bins and replace liners when needed.		A					
	- Spot-clean sash windows and glass doors.		A					
	- Empty blue recycling bins and replace bags as required.			B				
	- Wash and disinfect garbage bins and replace liners.				C			
	- Clean sash windows and glass doors on both sides.				C			
Building Interiors – Miscellaneous	- Remove any litter.		A					
	- Dust artificial plants, remove litter and wash the outside of the pots.				C			
	- Vacuum room 124 and the archive room.				C			
	- Sweep and mop the floor of the compressor room on the ground floor.					E		See floor plan.
	- Sweep and mop the basement floor.					E		See floor plan.
	- Sweep and mop the floor on the 2nd floor.					E		See floor plan.
	- Vacuum mobile vertical filing cabinet tracks in the buildings.					E		

(*These tasks must be organized in advance with the Project Authority or his or her



<i>delegate.)</i>	- Clean the inside of exterior perimeter windows.							E	Exceptions: 45-degree glass roofs above 1st-floor glassed-in area and 2nd-floor laboratories.
	*Clean air vents, diffusers, and intake and exhaust grills in the offices and washrooms.							F	
	* Wipe ceiling fans and fan heaters with a damp cloth.							F	
	- Dust Venetian and vertical blinds.							F	
Building Exteriors (outside entrances, exits, passageways, verandas, steps, concrete platforms, loading docks, spaces up to a distance of 5 metres from the building, and the “Butt Stops,” which are included as long as they are located within 20 metres)	- Clean the windows and the metal frames on both sides of the main entrance.		A						
	- Thoroughly clean doors, including windows and door handles.		A						
	- Spot-clean sidelights.		A						
	- Remove cobwebs.			B					
	- Empty the “Butt Stops” (in front of and on the exterior wall of the garage).			B					
	- Empty garbage bins and replace liners when needed.			B					
	- Clean the windows around the building’s perimeter that can be reached from the ground and are a maximum of 3 metres high.							E	