



CLEANING SPECIFICATIONS

Annex D – Cleaning Profiles, Cleaning Activities and Cleaning Zones

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1. General

The contractor must meet all the requirements in this annex.

2. Description of cleaning activities

Vacuum and brush grooves (grilles, scraper mats, door thresholds, sand, rock, etc.): Remove dirt IORged in entrance door grooves, scraper mats, door thresholds, grilles and elevator doors.

Vacuum armchairs and chairs: Remove dust and dirt from armchairs with a vacuum cleaner.

Vacuum diffusers and ventilation grilles: Remove dust and dirt from diffusers and ventilation grilles with a vacuum cleaner. Nearby tiles or ceilings must be free of dust after cleaning.

Vacuum woORen wall panelling: Use a vacuum cleaner to remove dust from woOR partitions and around edges of woOR panelling.

Vacuum carpets: Use a vacuum cleaner that has a carpet beater to remove dirt from the surface and pile of carpeting.

Sweep stairs: Remove all sand and dust, checking each step and landing.

Sweep floors: Remove all sand and dust from floors.

Brush floors: Brush floor coverings with visible joints (ceramic tiles) and concrete floors using a polisher equipped with a brush.

Strip floors: Remove all dirt, stains, coats of floor finish and filler from surface, and apply a new finish.

Dust surfaces to height of 4 m: Remove dust from all horizontal surfaces up to a height of 4 m with a vacuum cleaner, and remove stains with a cleaning solution.

Dust to full height: Remove dust from all horizontal surfaces, regardless of height, with a vacuum cleaner, and remove stains with a cleaning solution.

Dust and clean exhibits: Remove dust and any other material from exhibits with a duster or vacuum cleaner. If necessary, clean with a cleaning solution that will not damage the finish on the objects.

Dust mechanical rooms: Remove dust and any other material from wall piping and horizontal surfaces using a duster or vacuum cleaner. If necessary, clean with a cleaning solution.

Dust computer cases and monitors: Remove dust and any other material from computer cases and monitors using a duster or vacuum cleaner.



Dust walls and partitions (fabric): Remove dust and dirt from walls using a duster or vacuum cleaner.

Dust glass ceilings: Remove dust or any other material from glass ceilings using a duster or vacuum cleaner.

Vacuum the underside of raised floors: Remove dust and any other material from underneath raised floors using a vacuum cleaner.

Dust venetian blinds: Remove dust and dirt from blinds using a duster or vacuum cleaner.

Dust horizontal surfaces: Remove dust and any other material from horizontal surfaces using a duster or vacuum cleaner (tops of work, window sills, shelves, hutches, tops of picture frames).

Dust television sets and clean screens: Remove dust and any other material from television sets using a duster or vacuum cleaner. Clean screens using a cloth dampened with a cleaning solution.

Disinfect telephones: Clean and disinfect handsets and the fixed part of the equipment using a cloth dampened with a disinfecting solution.

Remove stains from walls, doors, door frames, etc.: Remove only stains and other marks from walls, furniture, doors, door handles, light switches and tables using a product that will not damage surfaces.

Remove stains from floors: Remove stains and other marks from floors using a suitable product that will not damage surfaces.

Remove stains from carpeting: Remove stains and other marks from carpeting using suitable products, equipment and work methods.

Remove stains from glass panes and partitions: Remove stains and marks only.

Remove all debris from around the daycare play area as well as entrances, exits and access ramps: Pick up all debris, including any dead birds.

Remove posters from walls, windows, doors and columns: Remove any stickers or posters.

Remove stains from anti-static floor finishes: Take a flat mop, dip it in a solution with a pH level of about 9 or 10, wring it out and mop the floor. A FloPack brush can also be used, or a mop with a pivoting head that can be fitted with a rectangular green pad manufactured by the same company that makes the polisher pads.

Clean anti-static floor finishes:

Use a BR Vario machine (for small surfaces) or a Karcher BR 400 (for larger surfaces). These machines brush and clean with a minimum amount of water. A pile lifter can also be used to clean the carpets.

Service deodorizing devices: Clean equipment and replace batteries and the deodorizing cartridge, as required.



Pour water down drains: Pour 1 L of water down floor drains.

Inspect and clean whiteboards: Clean boards using appropriate methORs and techniques and a prORuct suitable for the type of finish (the prORuct used must be approved by the CSA representative).

Wash floors: Slightly wet the whole floor area with the proper concentration of a cleaning solution containing either a neutral detergent, a grease-removing agent or a neutralizing agent, as required. This operation can be performed either manually or with an auto-scrubber, except for granite floors, which are to be washed only with an auto-scrubber. (Use a disinfectant to wash the floor of the gymnasium, washrooms, showers and daycare.)

Shampoo carpets thoroughly: Shampoo carpeting using an extractor and special cleaning fluid. Heavy-traffic areas must be cleaned before the extractor is used, and an anti-static, anti-stain agent must be applied after the extractor is used.

Clean and disinfect dispensers: Use a cloth dampened with a disinfecting cleaning solution.

Clean and disinfect showers (floors and walls): Clean showers very thoroughly with a brush and a disinfecting cleaning solution.

Clean and disinfect sinks, taps, mirrors and vanities: Use a cloth dampened with a disinfecting cleaning solution, as required.

Clean and disinfect door handles: Clean door handles with a disinfecting solution.

Clean and disinfect waste bins and recycling containers: Clean containers with a disinfecting cleaning solution.

Clean and disinfect toilets, urinals, piping and flushing mechanisms: Clean toilets, urinals, piping and flushing mechanisms of all toilets with a disinfectant.

Wash ceilings: Wash ceilings using specialized equipment or appropriate techniques, but do not touch acoustic tiles.

Clean suspended lighted ceilings: Remove plastic covers of light fixtures, and clean both sides as well as the interior of the fixture and its outside edges.

Clean glass balustrades: Clean both sides of glass balustrades, making sure to clean both the structure and the glass.

Wash concrete footings: Slightly wet the whole floor area with the proper concentration of a cleaning solution containing either a neutral detergent or a grease-removing agent, as required.

Clean counters and furniture: Clean counters and furniture using a cloth dampened with a cleaning solution.

Wash stairs: Wash steps, risers and landings with a wet mop.



Wash shower walls: Wash shower walls from bottom to top using specialized equipment and suitable cleaning products (disinfectant, etc.).

Wash walls: Wash walls from bottom to top using specialized equipment and a mild soap that will not damage paint.

Wash fireproof glass: Wash both sides of fireproof glass.

Wash baseboards: Wash rubber baseboards, and remove all marks and built-up dirt.

Wash doors: Wash all metal or wood doors to remove built-up dirt on surfaces and handles using a suitable cleaning product. Change water regularly so as not to leave any traces of dirt.

Wash glass doors: Remove all dirt from glass doors and their frames (metal or wood) by washing with a window mop and a squeegee.

Wash windows and frames: Wash with a window mop and a squeegee.

Wash glass walls and partitions: Wash all glass surfaces with a window mop and a squeegee.

Clean to height of 4 m: Clean all horizontal and vertical surfaces from floor level to a height of 4 m using a cloth dampened with a cleaning solution that will not damage surfaces.

Clean and disinfect water fountains: Clean and disinfect water fountains with a disinfecting detergent.

Clean and disinfect equipment cushions: Use a cloth dampened with a disinfecting cleaning solution to clean all cushions on equipment and on the floor.

Clean and polish stainless steel: Clean with a detergent-dampened cloth and then use a polish-dampened cloth to add a thin layer of polish (for water fountains, elevator doors, metal trim, aluminum panelling, etc.).

Clean and polish woodwork and wood doors: Clean wood surfaces with a suitable cleaner and then polish.

Clean and polish furniture: Dust wood furniture, clean with a suitable cleaner and then polish with furniture polish.

Clean kitchenette: Clean all horizontal and vertical surfaces (counters, doors and tops of cabinets), sinks, microwave ovens and the outside of appliances.

Clean revolving door carpets: Vacuum and mop the revolving door carpets to remove any accumulated dirt.

Clean kitchenette thoroughly: Clean all horizontal and vertical surfaces (counters, doors and tops of cabinets), empty cabinets and clean all surfaces, clean refrigerators (inside and outside), clean the oven thoroughly (inside and outside using a special oven cleaner), pull the oven out from the wall and wash the walls and floor, and clean the ventilation hood. The kitchenette must be perfectly clean.



Clean structure under steps: Wash the structure under the steps.

Clean furniture: Clean using a cloth dampened with a cleaning solution, and remove all dirt and shoe marks.

Clean exterior of ventilation hoORs: Clean the outside of ventilation hoORs with a detergent-dampened cloth.

Clean exterior of foOR vending machines: Wash the outside of foOR vending machines to keep the area clean.

Clean desk tops and work surfaces: Clean with a detergent-dampened cloth.

Clean microwave ovens and refrigerator: Clean the inside and outside these appliances with a sanitizing detergent.

Clean the receiving dock: Wash the outside walls and floor of the receiving dock with a pressure washer. Brush the floor, and use a cloth to remove stubborn dirt from the walls.

Clean refrigerator: Clean the inside and outside of the refrigerator with a sanitizing detergent.

Clean lockers: Clean the inside of lockers with a sanitizing, grease-removing detergent, and remove all marks, stains and graffiti.

Clean ashtrays: Clean and disinfect ashtrays with a disinfecting detergent.

Clean chairs: Clean armrests, backs, supports, legs and any leather cushions using a cloth dampened with a cleaning solution.

Clean partitions: Clean partitions with a detergent-dampened cloth.

Clean drains: Clean drain grates and pour sanitizing solution or disinfectant down the drain.

Clean patios and main entrances (outdoor): Clean all walls, ceilings and glass partitions to a height of 4 m using a pressure washer, a brush and a suitable detergent, and then clean the windows. Three patios: cafeteria, exhibit, library and two rotundas (the entire outside of the two rotundas to a height of 4 m).

Clean office areas: This includes the following activities: Dust television sets and clean screens. Dust horizontal surfaces (tops of filing cabinets and hutches to a height of 2 m). Clean desk tops and other work surfaces (including removing shoe marks and any other marks from furniture). Remove marks from photocopying machines. Disinfect telephones. Vacuum and clean chairs. Vacuum partitions (fabric). Clean woORwork, woOR doors, etc. Inspect whiteboards and clean them with a solution that will not damage the surface.

Clean sinks: Clean sinks using a cloth dampened with a sanitizing cleaning solution.

Clean scraper mats: Remove salt, sand, gravel and other material from the bottom, and brush and wash.



Clean fluorescent light fixtures: Clean inside fluorescent light fixtures with a detergent-dampened cloth. Clean square fluorescent light diffusers (gloves are required to handle the diffusers).

Clean handrails: Clean handrails using a cloth dampened with a disinfecting solution.

Clean mirrors and vanities: Clean surfaces with a disinfecting cleaning solution.

Clean wall ornaments and signs: Clean wall ornaments and signs with a detergent-dampened cloth.

Clean partitions: Clean and disinfect the tops and sides of toilet cubicle and shower stall partitions using a disinfectant.

Clean glass ceilings: Wash with a window mop and a squeegee (both sides).

Clean the loading dock: Wash the walls and floor with a pressure washer, brush the floor, and use a window mop to clean the walls.

Clean and disinfect horizontal surfaces: Check for and remove dust and marks from all objects in the room (furniture, tables, examination tables, frames, radiators, Plexiglas demonstration cubes, wall lights, door handles, etc.). Do not use feather dusters, hand mops and other tools that tend to spread dust around. Then clean using a cloth dampened with a sanitizing cleaning solution.

Clean vertical surfaces: Clean vertical surfaces (fronts of counters, cabinets, refrigerators and any other vertical surfaces) with a disinfecting cleaning product.

Clean metal structures: Wash metal structures of balustrades with a suitable detergent.

Clean and disinfect tables: Clean using a cloth dampened with a disinfecting detergent.

Clean to full height: Clean all horizontal and vertical surfaces from floor to ceiling using a cloth dampened with a cleaning solution that will not damage surfaces.

Clean under stairs, landings and the structure: Clean under stairs, landings and the structure with a detergent-dampened cloth.

Buff floors: Remove marks and restore shine using the spray-buffing or burnishing technique.

Scrub floors and apply coats of finish: Spread a detergent solution on the floor, and scrub with a polisher and an appropriate pad to remove the film of dirt. Then apply the number of coats indicated in the cleaning profile.

Restock dispensers: Open dispensers and replenish the soap, paper towels, sanitary pads, tampons, toilet paper, wipes, antibacterial gel, etc., as needed. All dispensers must be at least half full. Fill shower soap dispensers with special soap for sensitive skin.



Put furniture back in place: Put chairs and armchairs back in their proper positions in conference rooms (does not apply to the conference centre).

Clean coffee areas: Clean the microwave, fill dispensers, empty garbage cans and recycling bins, clean vertical and horizontal surfaces, clean and disinfect garbage cans and recycling bins, clean the outside of foOR machines, empty liquid recovery receptacles, and clean furniture.

Lift raised-floor tiles and vacuum subfloors: Vacuum to pick up dirt and dust underneath raised floors.

Empty ashtrays: Empty ashtrays into fireproof containers.

Empty recycling and waste bins: Empty all recycling bins (including containers for recycling specific types of objects such as ink cartridges, CDs and batteries) and waste bins. Only change garbage bags that are dirty. Includes all four-compartment sorting stations (waste, plastics/metals, paper/cardboard and composting).

3. Cleaning activities by zone

3.1 Frequency legends

Frequency legend table

Symbol	Description	Symbol	Description	Symbol	Description
3xD	Three times a day	M	Monthly	2 YRS	Every two years
2xD	Twice a day	6xY	Six times a year	N	As needed
1xD	Daily	4xY	Four times a year	OR	On request
3xW	Three times a week	3xY	Three times a year	Winter	November 1 – April 15
2xW	Twice a week	2xY	Twice a year		
1xW	Weekly	1xY	Yearly		

3.2 Zone legends

Zone legend table

Zone	Description	Zone	Description
1	Archives, library	2	Elevators (6 x)
3	Carpentry shop (including 2nd Floor)	4	Prototype shop
5	Antenna building / water-tank enclosure (bulkhead)	6	“Closed/open” offices, meeting rooms, training rooms, photocopy rooms



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7	Cafeteria	8	Power and heating plant (mechanical rooms, generator)
9	Corridors	10	Computer room
11	Entrances (main and secondary), reception area	12	Secondary staircases
13	Guard hut	14	Gymnasium
15	High bays (Levels 1 and 2), Corridors 2NS and 2NS-206.A	16	Laboratories
17	Exterior cleaning (gardens, cafeteria patio, entrances and exits, walkways, bus shelter, antenna and water-tank enclosure)	18	Shipping/receiving, computer warehouse, hazardous materials room
19	Storerooms (storage and sanitary maintenance)	20	Compactor room
21	Electrical rooms, telephone system rooms	22	Executive area
23	Conference room area (including 7A-100, ticket booth and 2C-200)	24	Control/security/infirmarary/Radarsat areas
25	Washrooms		

3.3 Cleaning profiles

ARCHIVES, LIBRARY Zone # 1	
<u>TASKS</u>	<u>FREQUENCY</u>
Empty garbage and recycling garbage cans	1xD
Remove walls, doors, door frames, etc.	1xM
Remove glass and glass walls	2xW
Clean office environments	1xW
Wash and disinfect recycling garbage cans and containers	1xM
Wash walls & glass panels	1xM
Vacuum carpets under mobile shelves	1xM
Dusting at height	2xY
Dust horizontal surfaces.	4xY
Vacuum ventilation grilles and diffusers	4xY
Clean and polish woORwork and woORen doors	1xY
Dust Venetian blinds	4xY
FLOORING SECTION	



Carpet removal	1xW
Vacuuming carpets	1xW
Sweep floor (tile)	1xW
Wash tile floor	1xM
Strip tile floor	Every 2 years

<u>ELEVATORS Zone # 2</u>	
<u>TASKS</u>	<u>FREQUENCY</u>
Clean wall ornaments and signs	1xW
Vacuum & brush grooves (grilles, scrapers)	1xD
Detach walls, doors, door frames	1xW
Clean & polish stainless steel (doors and panels)	1xD
High dusting	1xM
Wash walls	4xY
Wash ceilings	1xY
FLOORS SECTION	
Sweep floors	2xD
Vacuum carpets	** 2xD
Loosen carpets / floors	1xW
Wash floor	1xD
Wash carpets thoroughly	**1xM
SPECIAL FEATURES	
** Winter period	

<u>Carpentry shop (including 2nd Floor) Zone # 3</u>	
<u>TASKS</u>	<u>FREQUENCY</u>
Empty garbage and recycling garbage cans	1xW
Wash glass doors	1xM
Clean office environments (2nd floor)	1xW
Wash and disinfect recycling garbage cans and containers	1xM
Wash doors	2xY
Dust horizontal surfaces	1xM



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Dust walls	2xY
Dust overhead	2xY
FLOORS SECTION	
Stripping floors	1xM
Sweeping floors	1xW
Floor washing	1xM

<u>Prototype shop Zone # 4</u>	
<u>TASKS</u>	<u>FREQUENCY</u>
Empty garbage and recycling garbage cans	1xD
Remove glass panes and walls	1xW
Clean horizontal surfaces	1xW
Clean office environments	1xW
Detach walls, doors and door frames.	1xM
Wash and disinfect recycling garbage cans and containers	1xM
Wash doors	2xY
Dust overhead areas	4xY
Dust venetian blinds	2xY
Dust walls	1xY
Vacuum ventilation grilles and diffusers	1xY
Full-height dusting	1xY
FLOORS SECTION	
Sweep floors	1xW
Wash floors	2xM
Scrub floors	1xY
Stripping floors	Every 2 years

<u>Antenna building / water-tank enclosure (bulkhead) Zone # 5</u>	
<u>TASKS</u>	<u>FREQUENCY</u>
Empty garbage and recycling garbage cans	1xW
Wash and disinfect sinks, faucets, mirrors and vanities	1xW
Wash and disinfect toilets, urinals, plumbing and flushes	1xW



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Wash and disinfect garbage and recycling garbage cans	1xM
Wash doors	2xY
Vacuum ventilation grilles and diffusers	1xY
Dust walls	**1xY
Dust overhead	**1xY
FLOORS SECTION	
Sweep floor	1xM
Wash floors	1xM
DETAILS	
** Under the supervision of a CSA manager.	

“Closed/open” offices, meeting rooms, training rooms, photocopy rooms Zone # 6	
<u>TASKS</u>	<u>FREQUENCY</u>
Fill dispensers with feminine Products	1xD
Empty garbage and recycling garbage cans	1xD
Remove walls, doors, door frames, etc.	1xD
Remove glass and glass panels	1xD
Replace furniture	OR
Remove posters from walls, windows, doors and columns	OR
Cleaning office environments	1xW
Wash glass doors	1xW
Clean microwaves and refrigerators	6xY
Wash and disinfect recycling garbage cans and containers	1xM
Wash walls & glass panels	1xM
Wash doors	1xM
Clean wall ornaments and signs	6xY
Dust and clean exhibits	4xY
Dust overhead	4xY
Clean and polish woodwork and wood doors	4xY
Vacuum ventilation grilles and diffusers	4xY



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Dust walls and partitions (fabrics)	4xY
Remove dust from Venetian blinds	2xY
Clean furnishings	1xY
Dust full height	Every 2 years
FLOORS SECTION	
Sweep floors (tile)	1xW
Vacuum carpets	1xW
Wash floors (tile)	1xW
Loosen carpets/floors	2xW
Polish floor or scrub as required (tile) and apply 2 coats of finish	3xY
Strip floors (tile)	1xY

<u>Cafeteria Zone # 7</u>	
<u>TASKS</u>	<u>FREQUENCY</u>
Empty waste bins and recycling containers	1xD
Remove stains from walls, doors, door frames, etc.	1xD
Clean and disinfect waste bins and recycling containers	1xD
Remove stains from glass panes and partitions	1xD
Wash glass doors	1xD
Clean and disinfect tables	1xD
Clean horizontal surfaces	1xD
Clean sinks	2xD
Replace furniture	1xD
Wash glass walls and partitions	1xD
Remove posters from walls, windows, doors and columns	1xW
Vacuum wooden wall panelling	1xM
Clean and polish furniture	1xM
Wash doors	1xW
Clean and polish stainless steel	1xM
Clean partitions	4xYR
Dust surfaces to height of 4 m	6xYR



Cafeteria Zone # 7 (next)	
TASKS	FREQUENCY
Clean to height of 4 m	4xYR
Vacuum air vent grates and diffusers	4xYR
Wash walls (behind service counter)	4xYR
Clean suspended lighted ceilings	1xYR
Wash ceiling (service counter)	1xYR
Clean and polish woodwork and wood doors	4xM
All areas - Brushing and scrubbing of non-slip floors with mechanical equipment	2xY
Preparation areas - Detach glass/glass panels (wall)	1xW
Preparation areas - Vacuum diffusers/ventilation grids	1xM
Preparation areas - Dusting and/or detaching at height (6' and more)	1xM
Preparation areas - Cleaning wall surfaces	4xY
Preparation areas - Cleaning diffusers/ventilation grids	4xY
Preparation areas - Cleaning at height (6' and more)	4xY
Preparation areas - Cleaning walls	4xY
Preparation areas - Cleaning ceilings	1xY
Service areas and common islands - Dusting at height (6' and more)	1xM
Service areas and common islands - Maintenance of kitchen hoORs	1xM
Service areas and common islands - Cleaning at height (6' and more)	4xY
Service areas and common islands - Washing walls	4xY
Closed areas - Deep mechanical floor cleaning	2xY
Closed areas - Vacuum air diffusers/ventilation grids	1xM
Closed areas - Dust at height (6' and more)	1xM
Closed areas - Clean diffusers/ventilation grids	2xY
Closed rooms - Cleaning at height (6' and more)	2xY
Closed areas - Cleaning walls	2xY
Closed areas - Cleaning ceilings	1xY
Coffee corners - Cleaning surfaces and microwave ovens	1xW
Coffee corners - Take cabarets back to cafeteria	1xD
Warehouse - Vacuum diffusers/ventilation grids	2xY
Depot - High dusting (6' and more)	2xY

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Cafeteria Zone # 7 (next)	
TASKS	FREQUENCY
Depot - Clean diffusers/ventilation grids	1xY
Depot - Cleaning ceilings and high elements (6' and more)	1xY
Warehouse - Cleaning walls	1xY
Reception/Shipping - Detach glass panes/walls	1xD
Receiving/Shipping - Detach walls/doors/door frames, etc.	1xD
Reception/Shipping - Clean and sanitize door handles and doors	1xD
Reception/Shipping - Clean and sanitize switches	1xD
Receiving/Shipping - Keep floor clean	1xD
Reception/Shipping - Clean floors (sweep, brush and/or wash)	1xD
Receiving/Shipping - Inspect/apply corrective measures as required	1xD
Receiving/Shipping - Sweep or clear snow from outside stairs	1xD
Reception/Shipping - Brush and clean floors	2xY
Reception/Shipping - Dust walls	1xM
Reception/Shipping - Clean ceilings	1xY
Clean and disinfect tank under floor grid	1xW
Dive and conveyor - Vacuum diffusers/ventilation grids	1xM
Plunge and conveyor - High dusting (6' and more)	1xM
Plunge and conveyor - Clean diffusers/ventilation grids	1xY
Plunge and conveyor - Cleaning ceilings	1xY
Dive and conveyor - Clean walls	4xY
Garbage room - Garbage room maintenance according to our schedule	1xD
Checkrooms - Dust walls	1xM
Checkrooms - High dusting (6' and more)	1xY
Locker rooms - Clean vertical surfaces	1xY
Locker rooms - Dusting and cleaning ceilings	1xY
Locker rooms - Clean air diffusers/ventilation grids	1xY
Locker rooms - Clean walls	1xY
Kitchen washrooms - Complete maintenance of both washrooms	1xD



Power and heating plant (mechanical rooms, generator) Zone # 8	
TASKS	FREQUENCY
Empty recycling garbage cans and containers	1xW
Wash and disinfect recycling garbage cans and containers	1xY
Wash doors	1xY
Dust mechanical rooms	1xY
Dust walls	1xY
FLOORS SECTION	
Sweep floors	1xM
Wash floors and concrete bases	1xM

Corridors Zone # 9	
TASKS	FREQUENCY
Empty garbage and recycling garbage cans	1xD
Remove glass panes and balustrades	1xW
Detach walls, doors and door frames	1xD
Clean handrails	1xD
Remove posters from walls, windows, doors and columns	N
Wash and disinfect recycling garbage cans and containers	1xW
Clean furnishings	1xM
Vacuum armchairs and chairs	1xM
Clean wall ornaments	1xM
Wash glass doors	1xW
Wash glass walls	1xM
Wash doors	1xM
Wash baseboards	1xM
High-level cleaning	4xY
Full-height dusting	4xY
Vacuuming ventilation grilles and diffusers	4xY
Clean and polish woORwork and doors	4xY



Dust and clean exhibits	2xY
Wash glass balustrades (2 sides)	2xY
Wash smoke screens	1xY
Clean metal structures (balustrades)	2xY
FLOORS SECTION	
Vacuum carpet	1xW **2xW
Detach floors and carpets	1xD
Sweep floors	1xD
Clean carpets on revolving doors	1xD **2xD
Wash floors with polisher (granite and tile)	1xD **2xD
Vacuum winter carpets (1st level back)	**1xD
Polish floors (tile)	1xW
Wash winter carpets thoroughly	**1xW
Scrub floors (tile)	4xY
Strip floors (tile)	1xY
SPECIAL FEATURES	
** Winter period	

<u>Computer room Zone # 10</u>	
<u>TASKS</u>	<u>FREQUENCY</u>
Empty garbage and recycling garbage cans	1xW
Detach walls, doors and door frames	1xM
Remove glass and glass panels	1xM
Wash and disinfect recycling garbage cans and containers	1xM
Clean office environments	1xW
Dust at height	4xY
Wash walls & glass panels	4xY
Wash doors	4xY
Vacuum ventilation grilles and diffusers	4xY
Wash walls	1xY
Clean vertical surfaces	2xY



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Dust Venetian blinds	4xY
FLOORS SECTION	
Sweep floors	1xM
Strip floors	1xM
Vacuum carpets	1xM
Wash floors	1xW
Dusting the underside of raised access floors*** (for example)	1xY
Polish floors	2xY
Scrub floors	1xY
Stripping floors	Every 2 years
PECIAL FEATURES	
*** In the presence of a person responsible for the computer room, using appropriate techniques.	

<u>Entrances (main and secondary), reception area Zone # 11</u>	
<u>TASKS</u>	<u>FREQUENCY</u>
Detach glass and glass walls	1xD
Detach walls, doors and door frames	1xD
Clean handrails	1xD
Wash glass doors	1xD
Disinfect telephones	1xD
Empty garbage and recycling garbage cans	1xD
Replace furniture	1xD
Wash stairs	1xD **2xD
Sweep stairs	1xD **3xD
Cleaning horizontal surfaces	1xW
Cleaning office environments	1xW
Wash glass balustrades	1xW
Dusting walls (including columns and frames)	1xW
Cleaning and polishing stainless steel	1xD
Clean toe scrapers	**1xM
Wash doors	1xM



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Wash baseboards	1xM
Wash and disinfect garbage and recycling garbage cans	1xM
Clean wall ornaments and signs	1xM
Dust and clean exhibits	1xM
Thoroughly wash chair fabric	2xY
Dust overhead	4xY
Clean and polish woORwork and woORen doors	4xY
Vacuum ventilation grilles and diffusers	4xY
Clean structure under steps	2xY
FLOORS SECTION	
Remove carpets	1xD
Vacuum winter carpets	**1xD
Sweep and wash floor	2x J **3xD
Thoroughly wash winter carpets (including steps)	**1xW
Vacuum winter carpets on steps	2xW **3xW
SPECIAL FEATURES	
** Winter period	

Secondary staircases Zone # 12	
<u>TASKS</u>	<u>FREQUENCY</u>
Detach walls, doors and door frames	1xM
Clean handrails	1xD
Remove glass and glass walls	1xM
Detach floors	1XM
Sweep stairs	1xD **2xD
Clean wall ornaments and signs	1xM
Wash stairs (including bottom of steps)	1xW
Wash glass doors	1xW
Wash doors	1xM
Wash baseboards	1xM
Dust full height	4xY



Wash walls	4xY
Vacuum ventilation grilles and diffusers	2xY
FLOORS SECTION	
Sweep floors (steps and landings)	1xW
Stripping floors (steps and landings)	1xW
Wash floors (steps and landings)	1xW
Brushing floors (steps and landings)	4xY
SPECIAL FEATURES	
** Winter period	

<u>Guard hut Zone # 13</u>	
<u>TASKS</u>	<u>FREQUENCY</u>
Empty garbage and recycling garbage cans	2xW
Remove glass panes and walls	1xW
Detach walls, doors and door frames	1xW
Wash and disinfect toilets, urinals, plumbing and flush toilets	1xD
Wash and disinfect sinks, taps, mirrors and vanities	1xD
Clean office environments	1xW
Wash and disinfect recycling garbage cans and containers	1xM
Clean furnishings	2xY
Vacuum armchairs and chairs	2xY
Vacuum and brush grooves (grills, foot scrapers, door thresholds, sand, rock, etc.)	1xM
Wash glass doors	1xM
Wash glass walls	1xM
Wash doors	1xM
Wash baseboards	1xM
Wash walls	1xM
Deep clean kitchenette	1xM
Dampen drains	4xY
Dust mechanical rooms	4xY



Maintenance of deORorizing units	4xY
Vacuum ventilation grids and diffusers	4xY
High-level cleaning	4xY
FLOORS SECTION	
Wash floors	2xW
Clean foot grilles	1xW **
Wash winter carpets thoroughly	1xW
SPECIAL FEATURES	
** Winter period	

Gymnasium Zone # 14	
<u>TASKS</u>	<u>FREQUENCY</u>
Empty garbage and recycling garbage cans	1xD
Remove walls, doors and door frames	1xM
Clean and disinfect equipment cushions.	1xW
Clean horizontal surfaces	1xM
Detach squash court walls	1xM
Wash and disinfect waste garbage cans	1xM
Wash doors	1xW
Vacuum ventilation grids and diffusers (around showers)	4xY
High dusting	1xY
Full-height dusting	1xY
Locker rooms and showers	
Clean mirror and vanity (including countertop)	1xD
Wash and disinfect dispensers	1xM
Refill dispensers (including sanitary supplies)	1xD
Wash and disinfect showers (floor and wall)	1xD
Wash and disinfect toilets, plumbing and flushing systems	1xD
Wash and disinfect sinks and faucets	1xD
Clean partitions and lockers	1xW



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Moisten drains	1xM
High dusting	2xY
Wash walls and glass panels	1xY
Wash ceramic walls	4xY
FLOORS SECTION	
Sweep and mop floors with microfiber mop	1xD
Wash and disinfect floors	1xD
Scrub floor***	4xY
SPECIAL FEATURES	
<p>*** For tile (TVC) only General cleaning from 9:30 a.m. to 10:30 a.m. 2 patrols per day, 10 a.m. and 2 p.m.</p>	

High bays (Levels 1 and 2), Corridors 2NS and 2NS-206.A Zone # 15	
<u>TASKS</u>	<u>FREQUENCY</u>
Empty recycling garbage cans and containers	1xD
Remove glass panes and walls	1xM
Detach walls, doors and door frames	1xM
Clean and polish stainless steel	2xM
Wash walls & glass	1xW
Cleaning office environments and work areas *** Cleaning and disinfecting garbage bins	1xW
Clean and disinfect recycling garbage cans and containers	1xM
Wash doors	1xM
Dust and clean exhibits and watches	2xY
Dust and clean exhibits at heights of 4m and more	1xY
High dusting	2xY
Vacuum ventilation grilles and diffusers	2xY
Full-height dusting	1xY
Dust walls	1xY
Clean glass ceilings (2 sides)	1xY
Dust glazed ceilings	4xY



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FLOORS SECTION	
Vacuum carpet	1xM
Sweep floor (tile and concrete)	1xW
Wash floors (tile and concrete)	1xW
Polish floor (tile)	6xY
Scrub floor and apply 2 coats of finish (tile)	1xY
Strip and wax floor (tile)	N
SPECIAL FEATURES	
*** For work areas, occupants' work must not be moved at any time, and the contractor must consult the CSA manager in case of doubt. For periORic work, the work must be scheduled with the CSA manager.	

<u>Laboratories Zone # 16</u>	
<u>TASKS</u>	<u>FREQUENCY</u>
Empty recycling garbage cans and containers	1xD
Remove glass panes and walls	1xD
Remove walls, doors and door frames.	1xM
Clean office environments	1xW
Clean the outside of ventilation hoORs	1xM
Wash doors	1xM
Cleaning and disinfecting recycling garbage cans and containers	1xM
High dusting	1xY
Dusting venetian blinds	4xY
Vacuum ventilation grilles and diffusers	2xY
Dust full height	1xY
FLOORS SECTION	
Sweep floors	1xW
Wash floors	1xM
Detach antistatic floors	1xW
Clean antistatic floors	1xM
Scrub floor and apply 2 coats of floor finish	1xY
Lift and dust raised floor tiles and subfloors	1xY
Strip floor and apply new wax	N



SPECIAL FEATURES
<p>** Winter period</p> <p>Some laboratories are not accessible at all times; cleaning of these premises must be carried out on request and when users are available. At all times, cleaning must not displace or affect work in progress. In case of doubt, the CSA manager must be contacted before cleaning begins.</p>

Exterior cleaning (gardens, cafeteria patio, entrances and exits, walkways, bus shelter, antenna and water-tank enclosure) Zone # 17	
TASKS	FREQUENCY
Empty and clean ashtrays	1xD
Remove posters from walls, windows, doors and columns	1xD
Clean and polish stainless steel	1xW
Wash glass doors (2 sides)	1xD
Clean furnishings on terraces and courtyards*.	1xW
Patrol entrances, exits and sidewalks around the building, removing litter and foreign objects.	1xD
Empty garbage cans	1xD
Remove litter from daycare playground access, entrances, exits, ramps, shipping reception, antenna and kiosk.	1xD
Remove dust and cobwebs from entrances, exits, steps and platforms*.	1xW
Close umbrellas and replace chairs and tables on terraces, clean	1xD
as required* (IN THE EVENING)	1xD**
Remove snow from 5 areas as described in Appendix C Winter maintenance	1xD
Empty garbage garbage can and ashtray inside bus shelter	N**
Remove snow from bus shelter	1xW
Sweep terraces and main entrances*.	2xY
Clean and disinfect waste containers and ashtrays.	N
Remove graffiti from windows, doors, walls and columns*.	2xY
Wash bus shelter walls and glass panels	2xY
SPECIAL FEATURES	
<p>* Spring, summer and autumn</p> <p>** Winter period</p>	



Shipping/receiving, computer warehouse, hazardous materials room Zone # 18	
<u>TASKS</u>	<u>FREQUENCY</u>
Empty waste and recycling garbage cans	1xD
Clean office environments	1xW
Detach walls, doors, door frames	1xM
Wash delivery corridor walls	1xM
Wash doors	1xM
Wash and disinfect recycling garbage cans and containers	1xM
Dust overhead areas	1xY
Wash dock walls to a height of 3m	1xY
Dust horizontal surfaces	1xY
Wash walls in hazardous materials rooms	1xY
Full height dusting	1xY
Vacuum ventilation grids and diffusers	1xY
Dust walls	1xY
FLOORS SECTION	
Sweep floors (including stairs)	1xW
Wash floors (including stairs)	1xW **2xW
Vacuum carpet at delivery entrance and wash floor	1xW
Brush floors	2xY

Storerooms (storage and sanitary maintenance) Zone # 19	
<u>TASKS</u>	<u>FREQUENCY</u>
Empty garbage and recycling garbage cans	1xD
Remove walls, doors, door frames, etc.	1xM
Clean and disinfect sinks and faucets	1xW
Clean and disinfect recycling garbage cans and containers	1xM
Moisten drains	1xM
Wash doors	1xM



High-level cleaning	2xY
Wash walls	2xY
Vacuum diffusers and ventilation grids	2xY
FLOOR SECTION	
Sweep floor	1xW
Wash floor	1xM
Brush floor	2xYN
Strip or scrub floor (tile)	Every 2 years
SPECIAL FEATURES	
Keep equipment clean	

<u>Compactor room Zone # 20</u>	
<u>TASKS</u>	<u>FREQUENCY</u>
Clean the drain (remove the plates and clean the drain pit) - **To be carried out each time the container is lifted. About once a month.	**1xM
Clean and disinfect recycling garbage cans and containers	1xM
Wash doors	1xM
Wash walls (up to ceiling)	4xY
Wash ceiling	1xY
Clean and disinfect waste transport carts	1xW
FLOORS SECTION	
Sweep floor	1xD
Wash and disinfect floor	1xW
Wash, disinfect and brush floor. **To be carried out each time the container is lifted. Approximately once a month.	1xM
SPECIAL FEATURES	
Use an ORor-control prORuct when cleaning.	

<u>Electrical rooms, telephone system rooms Zone # 21</u>	
<u>TASKS</u>	<u>FREQUENCY</u>



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Remove walls, doors, door frames, switches and handles	2xY
Wash doors	2xY
Dust walls	1xY
Dust horizontal surfaces	1xY
FLOORS SECTION	
Sweep floor	2xY
Floor washing	2xY
Floor stripping	Every 2 years
SPECIAL FEATURES	
Work must be carried out during daylight hours under the supervision of an electrician.	

<u>Executive area Zone # 22</u>	
<u>TASKS</u>	<u>FREQUENCY</u>
Empty garbage and recycling garbage cans	1xD
Remove glass panes and walls	1xW
Clean desk tops or work areas	1xW
Detach walls, doors, door frames, partitions (fabric)	1xW
Clean office environments	1xW
Clean and disinfect recycling garbage cans and containers	1xW
Clean kitchenettes	1xW
Clean and polish furniture	1xM
Cleaning wall ornaments and exhibits	1xM
Clean vertical surfaces	1xM
Clean woORwork and woORen doors	6xY
High dusting	2xY
Vacuuming ventilation grilles and diffusers	4xY
Deep cleaning of kitchenette	2xY
Clean venetian blinds	4xY
Toilet	
Clean mirrors and vanities	1xD
Wash and disinfect toilets	1xD



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Wash walls	1xM
Moisten drains	1xM
FLOORS SECTION	
* Sweep and wash floors	1xD
Remove carpets	1xD
Vacuum carpets	1xW
SPECIAL FEATURES	
*Toilet section. The presence of a janitor is required for this area.	

<u>Conference room area (including 7A-100, ticket booth and 2C-200) Zone # 23</u>	
<u>TASKS</u>	<u>FREQUENCY</u>
Empty waste and recycling garbage cans (including console desk).	1xD
Remove walls, doors, door frames, switches, handles	1xW
Remove glass panes and walls	1xW
Inspect and clean whiteboards (mobile boards)	1xW
Clean tables	1xW
Clean office environments (including control rooms)	1xW
Dust televisions and clean screens	1xW
Wash doors	1xW
Wash garbage and recycling garbage cans	1xM
Clean wall ornaments and signs	1xM
Dust horizontal surfaces	1xM
Vacuum chairs	2xY
Clean chairs	2xY
Dust overhead surfaces	2xY
Clean and polish woORwork and woORen doors	2xY
Clean glass in observation rooms and consoles (both sides)	6xY
Clean chair fabrics using an approved methOR	1xY
Full-height dusting	1xY
Vacuum diffusers and ventilation grilles	1xY
Dust underside of raised floors	1xY



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Wash baseboards	1xY
Dust walls and partitions (fabrics)	1xY
FLOORS SECTION	
Loosen carpets	OR
Vacuum carpet	1xW
Sweep floor (2C-200 control room)	1xW
Wash floor (2C-200 control room)	1xM
Scour floor (2C-200 control room)	1xY

<u>Control/security/infirmary/Radarsat areas Zone # 24 (Opérations 24h/7d)</u>	
<u>TASKS</u>	<u>FREQUENCY</u>
Remove glass panes and walls	1xW
Empty garbage and recycling garbage cans	1xD
Cleaning kitchenettes	1xM
Clean office environments	1xW
Wash and disinfect recycling garbage cans and containers	1xM
High dusting	1xM
Wash doors	1xM
Wash glass doors	1xM
Wash walls & glass panels	1xM
Dust venetian blinds	2xY
Deep clean kitchenette	2xY
Vacuum diffusers and ventilation grilles	4xY
FLOORS SECTION	
Wash and sweep tile floor	1xW
Vacuum floors	1xW
Polish floor (tile)	6xY
Scrub floors (tile)	2xY
Strip floors (tile)	1xY
Dust the underside of raised access floors	1xY
SPECIAL FEATURES	



Cleaning in these areas will be based on schedules set by the A.S.C..

Certain restrictions will be applied, as Radarsat and control are occupied 24 hours a day, so work is spread over 7 days, and security/sick bay access is very restricted. (Guard presence required at all times).

Washrooms Zone # 25	
TASKS	FREQUENCY
Empty waste garbage cans	1xD
Wash and disinfect sinks, taps, mirrors and vanities	1xD
Wash and disinfect toilets, urinals, plumbing and flushing systems	1xD
Detach walls, doors and door frames	1xD
Wash and disinfect dispensers	1xD
Clean and disinfect drinking fountains	1xD
Fill dispensers	1xD
Wash and disinfect waste garbage cans	1xM
Clean partitions	2xM
Moisten drains	1xM
Wash doors	1xM
Maintenance of deORorizing units	4xY
High dusting	4xY
Vacuum ventilation grilles and diffusers	4xY
Wash walls	4xY
TANK SERVICE (daytime - between 10 a.m. and 2 p.m.)	
Empty waste garbage cans	1xD
Clean and disinfect dispensers	1xD
Fill all dispensers	1xD
Wash and disinfect sinks and faucets, mirror and vanity	1xD
Wash and disinfect toilets, urinals, plumbing and flushing systems	1xD
Clean and disinfect drinking fountains	1xD
FLOORS SECTION	
Sweep floors	1xD
Wash floors	1xD



Brush floors	4xY
SPECIAL FEATURES	
Dispensers must be filled to at least 60% of their capacity at all times.	