

Night Cleaning Services Chart

Cleaning Tasks and Areas	Lobbies and Entrances	Corridors	Main Stairs	Secondary Stairs	Lounges	Offices	Class- rooms, labs, computer rooms	Wash-rooms	Elevators
Empty waste and recycling containers	N	N			N	W	N	N	
Sweep and mop floors	N	N	N	3W	N	W	N	N	N
Vacuum carpets	N				N	W	N		
Spray buff floors	SM	SM			SM	M	M		
Refinish floors	SM	SM	A	A	SA	A	SA	M	M
Steam clean carpets	A				A	A	A		
Clean blackboards and stock with chalk							N		
Spot clean walls	N	N	W	W	N		M	N	N
Wash walls	A							M	
Dust sills and ledges	N	W	W	W	N	M	N	N	N
Clean door glass	N	N	N	N	N	W	N		N
Dust vertical surfaces	N					Q	M		
Damp wipe furniture	N				N	Q	N		
Clean sinks and counters					N		N	N	
Clean fixtures					N		N	N	

Legend			
N – Nightly	W – Weekly	3W – 3 Times Weekly	SM – Semi-Monthly (Every two weeks)
M – Monthly	Q – Quarterly	SA – Semi-Annually (twice a year)	A – Annually
Note: Some frequencies change during the summer months.			

Description of Services
Night Service (10:30 pm to 7:00 am Sunday to Thursday)
This is the period when most of the major cleaning takes place on campus. Please see the Night Cleaning Services Chart below for a summary of the major night cleaning tasks and their frequencies. Please note that during summer months some tasks decrease in frequency.
Evening Service (3:30 pm to 10:30 pm Monday to Friday)
During this period the main focus of the service is patrolling and stocking classrooms and washrooms. Staff also patrols common areas picking up litter and spills and wiping down table tops and is available to respond to any emergencies which may arise.
Daytime Service (7:00 am to 3:30 pm Monday to Friday)
The main tasks of the Daytime Staff are changing lights, monitoring washrooms, monitoring classrooms, keeping common spaces clean and free of litter, removing unauthorized posters, picking up litter around building perimeters, keeping main entrances clean, servicing building recycle stations, responding to spills or other emergencies and identifying and reporting cleaning deficiencies or broken building equipment.