

Campus Cleaning Standard Practices

August 31, 2021

Welcome Back to Campus:

For many of you this will be the first time you have been in your offices for a number of months.

This summary has been prepared as a reminder of the standard cleaning requirements with frequencies for categorized areas that are completed by our contracted cleaning agency.

We have increased regular daily sanitizing of high touch surfaces in Common areas and door handles, but everyone plays a part in maintaining the cleanliness of the College both inside and out. Sanitizing wipes and sprays are available to order from the College stores. Please get your orders in early.

Key Items for occupants with private or semi private offices – with or with out public access

1. Please take care if you dispose of organic or soiled material wastes in your office garbage that you are transferring your office waste to larger receptacles in common spaces to ensure that is removed daily. This will ensure pest control issues and unpleasant odors do not develop within your office space.
2. Sanitation wipes are available from stores for persons to wipe down high touch surfaces within your offices. Wipe downs should occur regularly to maintain the healthiest environment.
3. Larger waste items or cardboard for recycle, can be placed outside office door and if clearly labelled as RECYCLE or GARGAGE for removal. They will be taken away and disposed of by the Contracted cleaners. Cleaners will not remove items that are not labelled.

If you have a cleaning need or question for Reliable please email cleaning@confederationcollege.ca, with full details.

On the following pages you will see a few of the categorized areas – Contracted Cleaning Requirements

Robin Gould

Director, Facilities Services

Email: robin.gould@confederationcollege.ca

Phone: (807) 475-6687

Fax: (807) 473-3725

COMMON AREAS

(includes reception areas in department offices, hallways, staff & student lounges, Library, Atrium,				
Description	Hourly	Daily	Weekly	Monthly
Clean benches, flower pots, waste receptacles, signs and directories. Wipe all tables and work surfaces with a germicidal cleaning solution and remove all graffiti, marks and debris		X		
Attend to and clean up any food or drink spills immediately on a priority basis		X		
Pick up all litter, including paper and chewing gum promptly		X		
Clean all interior window surfaces and entrance door glass. This includes the interior portion of glass on exterior walls and skylights.		X		
Sweep the outside of all building entrances.		X		
Using an approved product, wash public telephones and disinfect mouth pieces		X		
Spot clean walls		X		
Dust/clean all signage		X		
Dust/ clean all book shelves		X		
Clean all doors and door glass		X		
Clean vending machines		X		
Clean exterior and top of student lockers		X		
Inspect, clean, sanitize and polish all drinking fountains		X		
Empty all waste and recycling containers and replace garbage bags		X		
Kiosks: Clean, dust, vacuum, sweep and mop		X		
Vacuum upholstered furniture		X		
Remove spots on upholstered furniture		X		
Vacuum all carpeting		X		
Remove spots on carpeted surfaces		X		
Return all furniture back to original location as per the floor plan(s) provided for by the College		X		
Clean all common entrance doors		X		
Sweep and wet mop hard surface flooring		X		
Dust fire extinguishers and fire hose cabinets			X	
Auto scrub all hard surface flooring			2X	
High dust all hard to reach surfaces				X
Polish floor surface				X
Dust and/or clean all window coverings including vertical blinds, horizontal blinds, drapes, shades, blinds, louver drapes, etc.				2X

PRIVATE OR SEMI PRIVATE OFFICES

Description	Monthly
Empty all waste and recycling containers	X
Wash waste and recycling receptacles	X
Dust desks, chairs, filing cabinets, shelves, tables, computers, telephones, photocopy machines, fax machines, high and low areas etc.	X
Wipe all tables and work surfaces with a germicidal cleaning solution and remove all graffiti, marks and debris	X
Clean all door glass	X
Clean office doors	X
Dust and/or clean all window coverings including vertical blinds, horizontal blinds, drapes, shades, blinds, louver drapes, etc.	X
Vacuum upholstered furniture	X
Remove spots on upholstered furniture	X
Vacuum all carpeting	X
Remove spots on carpeted surfaces	X
Sweep and wet mop hard surface flooring	X
Spot clean walls	X
Clean all interior window surfaces and entrance door glass. This includes the interior portion of glass on exterior walls or skylights.	X
Clean all glass partitions	X

OFFICES- PUBLIC ACCESS

Description	Daily	Weekly	Monthly
Remove spots on upholstered furniture	X		
Clean all interior window surfaces and entrance door glass. This includes the interior portion of glass on exterior walls and skylights.	X		
Dust desks, chairs, filing cabinets, shelves, tables, computers, telephones, photocopy machines, fax machines, high and low areas etc.	X		
Wipe all tables and work surfaces with a germicidal cleaning solution and remove all graffiti, marks and debris	X		
Clean all door glass	X		
Clean office doors	X		
Vacuum upholstered furniture	X		
Vacuum all carpeting	X		
Remove spots on carpeted surfaces	X		
Sweep and wet mop hard surface flooring	X		
Spot clean walls	X		
Clean all glass partitions		X	
Empty all waste and recycling containers			2X
Dust and/or clean all window coverings including vertical blinds, horizontal blinds, drapes, shades, blinds, louver drapes, etc.			2X
Wash waste and recycling receptacles			X

Classrooms/Laboratories/Shops/Lecture Theater

Description	Hourly	Daily	Weekly	Monthly	Other
Wipe and Sanitize all door handles		2X			
Clean all interior window surfaces and entrance door glass. This includes the interior portion of glass on exterior walls and skylights.		X			As required
Eyewash Stations (when in room)		X			
Empty all waste and recycling containers		X			
Spot clean exterior of waste and receptacles		X			
Wipe all tables, desks, chairs, filing cabinets, shelves, tables, computers, telephones and work surfaces with a sanitizing solution and remove all graffiti, marks and debris. photocopy machines, fax machines, high and low areas etc.		X			
Clean all doors and door glass -		X			
Clean and sanitize all door handles and automatic door opening pads/buttons		X			
Return all furniture back to original location as per the floor plan(s) provided for by the College		X			
Clean with sanitizing agent and polish all drinking fountains (when in room)		X			
Clean all sinks with sanitizing cleaning solution (when in room)		X			
Chalkboards and whiteboards are to be cleaned as per manufacturers' recommendations		X			
Restock chalk		X			
Spot clean walls		X			
Vacuum upholstered furniture		X			
Remove spots on upholstered furniture		X			
Vacuum all carpeting		X			
Remove spots on carpeted surfaces		X			
Clean erasers			X		As required
Wash and disinfect waste and recycling receptacles			X		As required
Polish ceramic floors with appropriate product			X		
Dust and/or clean all window coverings including vertical blinds, horizontal blinds, drapes, shades, blinds, louver drapes, etc.				2X	
Thorough cleaning of all exterior glass					1X /yr
Hot water carpet extraction					2X /yr
Strip and refinish all vinyl and VCT flooring and similar hard floor surfaces, apply 2 coats of sealer and 4 coats of floor wax that have been approved by the Facilities Services Department- Schedule to be produced for review					2X /yr
Wash/clean all walls and ceiling surfaces					4X /yr
Dust and vacuum all ventilation grilles					4X /yr
Replace erasers					As required