



Agence spatiale
canadienne

Canadian Space
Agency

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ANNEX D

CLEANING SPECIFICATIONS

**Description of cleaning tasks and sectors
to be cleaned**

Date: February 2014

DESCRIPTION OF CLEANING TASKS

- ⇒ **Vacuum air vent grates and diffusers:** Remove dust and dirt from air vent grates and diffusers using a vacuum. Nearby tiles or ceilings must be free of dust after cleaning.
- ⇒ **Vacuum and brush grooves (grates, scraper mats, door sills) to remove sand and rocks, etc:** Remove dirt lodged in grooves of entrance doors, scraper mats, door sills, grates and elevator doors.
- ⇒ **Vacuum chairs:** Remove dust and dirt from chairs using a vacuum.
- ⇒ **Vacuum wooden wall panelling:** Use a vacuum to remove dust from wood partitions and around edges of wood panelling.
- ⇒ **Vacuum carpets:** Use a vacuum that has a carpet beater to remove dirt from surface and from inside pile of carpet.
- ⇒ **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 having visible joints (ceramic) and concrete floors using a polisher equipped with a brush.
- ⇒ **Strip floors:** Remove all dirt, stains, coats of floor finish and wood 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 using a vacuum and remove stains with a cleaning solution.

- ⇒ **Dust to full height:** Remove dust from all horizontal surfaces, regardless of height, using a vacuum and remove stains using a cleaning solution.
- ⇒ **Dust and clean exhibits:** Remove dust and any other material from exhibits. These tasks must be performed using a duster or vacuum. 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. If necessary, clean with a cleaning solution.
- ⇒ **Dust computer monitors and housings:** Remove dust and any other material from computer monitors and housings using a duster.
- ⇒ **Dust walls and partitions (fabric):** Remove dust and dirt from walls using a duster or vacuum.
- ⇒ **Dust glass ceilings:** Remove dust and any other material from glass ceilings using a duster or vacuum.
- ⇒ **Vacuum the underside of raised floors:** Remove dust and any other material from underneath raised floors using a vacuum.
- ⇒ **Dust venetian blinds:** Remove dust and dirt from blinds using a duster or vacuum.
- ⇒ **Dust horizontal surfaces:** Remove dust and any other material from horizontal surfaces using a duster or vacuum (tops of woodwork, 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. 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 only stains and other marks.
- ⇒ **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 to which can be attached 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 methods and techniques and a product suitable for the type of finish (the product 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 prior to using the extractor, and an anti-static, anti-stain agent must be applied after the carpeting has been cleaned using the extractor.
- ⇒ **Clean and disinfect dispensers:** Clean dispensers using a cloth dampened with a cleaning and disinfecting solution.
- ⇒ **Clean and disinfect showers (floors and walls):** Clean showers very thoroughly using a brush and a cleaning and disinfecting solution.
- ⇒ **Clean and disinfect sinks, taps, mirrors and vanities:** Use a cloth dampened with a cleaning and disinfecting solution, as required.
- ⇒ **Clean and disinfect door handles:** Clean door handles using a disinfecting solution.

- ⇒ **Clean and disinfect waste bins and recycling containers:** Clean containers using a cleaning and disinfecting solution.
- ⇒ **Clean and disinfect toilets, urinals, piping and flushing mechanisms:** Clean toilets, urinals, piping and flushing mechanisms of all toilets using a disinfectant.
- ⇒ **Wash ceilings:** Wash ceilings using specialized equipment or appropriate technique, 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 using 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 using a window mop and a squeegee.
- ⇒ **Wash glass walls and partitions:** Wash all glass surfaces using 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 using a disinfecting detergent.
- ⇒ **Clean and disinfect equipment cushions:** Use a cloth dampened with a cleaning and disinfecting 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 using furniture polish.

- ⇒ **Clean kitchenette:** Clean all horizontal and vertical surfaces (counters, doors and tops of cabinets), sinks and microwave ovens and the outside of appliances.
- ⇒ **Clean the rotating door carpets:** Vacuum and mop the rotating door carpets to remove any accumulated residue.
- ⇒ **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 with a cloth dampened in a cleaning solution and remove all dirt and shoe marks.
- ⇒ **Clean exterior of ventilation hoods:** Clean the outside of ventilation hoods with a detergent-dampened cloth.
- ⇒ **Clean exterior of food vending machines:** Wash the outside of food vending machines in order to keep this area clean.
- ⇒ **Clean desk tops and work surfaces:** Clean with a detergent-dampened cloth.
- ⇒ **Clean microwave ovens:** Clean inside and outside of microwave ovens using a sanitizing detergent.
- ⇒ **Wash receiving dock:** Wash outside walls and floor of receiving dock using a high-pressure washer. Brush the floor and use a cloth to remove stubborn dirt from the walls.

- ⇒ **Clean refrigerator:** Clean inside and outside of refrigerators using 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 using 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 grids and pour cleaning solution or disinfectant down the drain.
- ⇒ **Clean patios and main entranceways (outdoor):** Clean all walls, including ceilings and glass walls, to a height of 4 m using a high-pressure washer, a brush and a suitable detergent, and then clean the windows. Three patios: cafeteria, exhibit, library and the two rotundas (the entire exterior of the two rotundas, up to a height of 4 m).
- ⇒ **Clean office areas:** Dust off 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 woodwork and wood doors, etc. Inspect and clean whiteboards using a solution that will not damage the surface.
- ⇒ **Clean sinks:** Clean sinks using a cloth dampened with a cleaning, sanitizing solution.
- ⇒ **Clean scraper mats:** Empty salt, sand, gravel and other material from bottom, and brush and wash.

- ⇒ **Clean fluorescent light fixtures:** Clean inside fluorescent light fixtures using 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 using a cleaning, disinfecting solution.
- ⇒ **Clean wall ornaments and signs:** Clean wall ornaments and signs using a detergent-dampened cloth.
- ⇒ **Clean partitions:** Clean and disinfect tops and sides of toilet cubicle and shower stall partitions using a disinfectant.
- ⇒ **Clean glass ceilings:** Wash using a window mop and a squeegee (both sides).
- ⇒ **Clean the loading dock:** Wash the walls and floor using a high-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). The use of feather dusters, hand mops or other tools that tend to spread dust around is forbidden. Then clean with a cloth dampened in a cleaning solution.
- ⇒ **Clean vertical surfaces:** Clean vertical surfaces (fronts of counters, cabinets, refrigerators and any other vertical surfaces) using a cleaning and disinfecting product.
- ⇒ **Clean metal structures:** Wash metal structures of balustrades using 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 using a detergent-dampened cloth.
- ⇒ **Polish floors:** Remove marks from floor and either spray polish or burnish to restore the shine.
- ⇒ **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.
- ⇒ **Stock dispensers:** Open dispensers and stock with soap, hand towels, sanitary napkins, tampons, toilet paper, special cleansing cloths, antibacterial gel, etc, as needed. All dispensers must be at least half full. Shower soap dispensers should be filled 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 food machines, empty recipients for catching liquids 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 objects such as ink cartridges, CDs, batteries, etc) and waste bins. Only change garbage bags that are dirty.

SCHEDULING CODES

3 x D	Three times a day
2 x D	Twice a day
D	Once a day
3 x W	Three times a week
2 x W	Twice a week
W	Once a week
M	Once a month
6 x YR	Six times a year
4 x YR	Four times a year
3 x YR	Three times a year
2 x YR	Twice a year
YR	Once a year
2 YRS	Every two years
AR	As required
OR	On request

Winter period: November 1 to April 15th

KEY TO ZONES

1. Archives, library
2. Elevators (6x)
3. Carpentry workshop (including 2nd floor)
4. Prototype workshop
5. Antenna building / water-tank enclosure (bulkhead)
6. "Closed/open" offices, meeting rooms, training rooms, photocopy rooms
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. Daycare
14. Gymnasium
15. High bays (levels 1 and 2) corridor 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. Sheds (storage and sanitary maintenance)
20. Compactor room
21. Electrical rooms, telephone system rooms
22. Executive area
23. Conference room area (including 7A-100, ticket desk and 2C-200)
24. Control/security/nursing/Radarsat areas
25. Washrooms

PROTOTYPE WORKSHOP Zone 4	
TASKS	FREQUENCY
Empty waste bins and recycling containers	1xD
Remove stains from glass panes and partitions	1xD
Clean horizontal surfaces	1xW
Clean office areas	1xW
Remove stains from walls, doors, door frames, etc.	1xW
Clean and disinfect waste bins and recycling containers	1xM
Wash doors	1xM
Dust surfaces to height of 4 m	4xYR
Dust venetian blinds	2xYR
Dust walls	1xYR
Vacuum air vent grates and diffusers	1xYR
Dust to full height	1xYR
FLOORS	
Sweep floors	1xD
Wash floors	2xW
Scrub floors	2xYR
Strip floors	1xYR
NOTES	

CLOSED/OPEN OFFICES, MEETING ROOMS, TRAINING ROOMS, PHOTOCOPY ROOMS	
Zone 6	
TASKS	FREQUENCY
Empty waste bins and recycling containers	1xD
Remove stains from walls, doors, door frames, etc.	1xD
Remove stains from glass panes and partitions	1xD
Put furniture back in place***	1xD
Clean office areas	1xW
Wash glass doors	1xW
Remove posters from walls, windows, doors and columns	1xW
Clean and disinfect waste bins and recycling containers	1xM
Wash glass walls and partitions	1xM
Wash doors	1xM
Clean wall ornaments and signs	1xM
Clean microwave ovens and refrigerator	1xM
Clean and polish woodwork and wood doors	4xYR
Dust and clean exhibits	4xYR
Dust surfaces to height of 4 m	4xYR
Vacuum air vent grates and diffusers	4xYR
Dust walls and partitions (fabric)	4xYR
Dust venetian blinds	2xYR
Clean furniture	1xYR
Dust to full height	1xYR
FLOORS	
Sweep floors (tile)	1xW
Vacuum carpets	1xW
Wash floors (tile)	1xW
Remove stains from carpeting/floors	3xW
Polish or scrub floors, as required, (tile) and apply two coats of finish	3xYR
Strip floors (tile)	1xYR
NOTES	
***Meeting and training rooms	

CAFETERIA Zone 7	
TASKS	FREQUENCY
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
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
Wash receiving dock	1xM
FLOORS	
Sweep and wash floors	2xD **3xD
Vacuum carpets	1xD
Remove stains from carpeting	1xD
NOTES	

CORRIDORS Zone 9	
TASKS	FREQUENCY
Empty waste bins and recycling containers	1xD
Remove stains from glass panes and partitions (balustrade)	1xD
Remove stains from walls, doors, door frames, etc.	1xD
Clean handrails	1xD
Remove posters from walls, windows, doors and columns	1xD
Clean the five coffee areas	1xD
Clean and disinfect garbage cans and recycling bins	1xD
Clean furniture	1xW
Vacuum chairs	1xW
Clean exterior of food vending machines	1xW
Clean wall ornaments and signs	1xW
Wash glass doors	1xW
Wash glass partitions	1xM
Wash doors	1xM
Wash baseboards	1xM
Dust surfaces to height of 4 m	4xYR
Dust to full height	4xYR
Vacuum air vent grates and diffusers	4xYR
Clean and polish woodwork and wood doors	4xYR
Dust and clean exhibits	2xYR
Clean glass balustrades (both sides)	2xYR
Wash fireproof glass	1xYR
Clean metal structures (balustrade)	4xYR
FLOORS	
Vacuum carpets	2xW
Remove stains from floors and carpeting	1xD
Sweep floors	1xD
Clean rotating door carpets	2xD
Wash floors with polisher (granite and tile)	1xD, **2xD
Vacuum winter carpets (spine corridor, Level 1)**	1xD
Polish floors (tile)	1xW
Shampoo winter carpets thoroughly	1XW
Scrub floors (tile)	4xYR
Strip floors (tile)	1xYR
NOTES ** Winter period	

ENTRANCES (main and secondary) Zone 11	
TASKS	FREQUENCY
Remove stains from glass panes and partitions	1xD
Remove stains from walls, doors, door frames, etc.	1xD
Clean handrails	1xD
Wash glass doors	1xD
Disinfect telephones	1xD
Empty waste bins and recycling containers	1xD
Put furniture back in place	1xD
Wash stairs	1xD **2xD
Sweep stairs	1xD **3xD
Clean horizontal surfaces	1xW
Clean office areas	1xW
Clean glass balustrades	1xW
Dust walls (including columns and frames)	1xW
Clean and polish stainless steel	1xD
Clean scraper mats	1xM**
Wash doors	1xM
Wash baseboards	1xM
Clean and disinfect waste bins and recycling containers	1xW
Clean wall ornaments and signs	1xW
Dust and clean exhibits	1xW
Wash chair upholstery thoroughly	2xYR
Dust to full height	4xYR
Clean and polish woodwork and wood doors	4xYR
Vacuum air vent grates and diffusers	4xYR
Clean structure under steps	2xYR
FLOORS	
Remove stains from carpeting	1xD
Vacuum winter carpets	**1xD
Sweep and wash floors	2xD, **3xD
Shampoo winter carpets thoroughly (including stairs)	1xW
Vacuum winter carpets on stairs	2xW, **3xW
NOTES	
** Winter period	

DAYCARE Zone 13	
TASKS	FREQUENCY
Remove stains from glass panes and partitions	1xD
Clean horizontal surfaces	1xD
Empty waste bins and recycling containers	1xD
Remove stains from walls, doors, door frames, door handles and light switches	D
Clean and disinfect waste bins and recycling containers	D
Clean office areas	1xW
Clean vertical surfaces	1xM
Wash doors	1xW
Wash baseboards	1xM
Dust venetian blinds	4xYR
Dust surfaces to height of 4 m	4xYR
Vacuum air vent grates and diffusers	4xYR
Wash walls	2xYR
FLOORS	
Wash floors with a microfibre mop	1xD
Wash and disinfect floors	1xD
Vacuum carpets**	1xD
Shampoo carpets thoroughly**	1xW
Scrub floors	3xYR
NOTES	
** Winter period	

GYMNASIUM Zone 14	
TASKS	FREQUENCY
Empty waste bins and recycling containers	1xD
Remove stains from walls, doors, door frames, etc.	1xD
Clean and disinfect equipment cushions	1xD
Fill distributors	1xD
Clean horizontal surfaces	1xW
Remove stains from squash court walls	1xM
Clean and disinfect waste bins	1xW
Wash doors	1xW
Vacuum air vent grates and diffusers (around shower stalls)	4xYR
Dust surfaces to height of 4 m	4xYR
Dust to full height	1xYR
Locker rooms and showers	
Clean mirror and vanity (including counter)	1xD
Clean and disinfect dispensers	1xD
Stock dispensers (including hygiene products)	1xD
Clean and disinfect showers (floors and walls)	1xD
Clean and disinfect toilets, piping and flushing mechanisms	1xD
Clean and disinfect sinks and taps	1xD
Clean partitions and lockers	1xW
Pour water down drains	1xM
Dust surfaces to height of 4 m	4xYR
Wash glass walls and partitions	1xYR
Wash ceramic tile walls	4xYR
FLOORS	
Wash floors with a microfibre mop	1xD
Wash and disinfect floors	1xD
Scrub floors***	4xYR
NOTES	
***Rubber floor (TVC) only General cleaning from 9:30 am to 10:30 am 2 patrols per day, at 10 am and 2 pm	

HIGH BAYS, Levels 1 and 2, corridors 2NS and 2NS-206.A. Zone 15	
TASKS	FREQUENCY
Empty waste bins and recycling containers	1xD
Remove stains from glass panes and partitions	1xD
Remove stains from walls, doors, door frames, etc.	1xD
Wash glass walls and partitions	1xW
Clean office areas and work surfaces***	1xW
Clean and disinfect waste bins and recycling containers	1xM
Wash doors	1xM
Dust and clean exhibits and display cases	1xM
Dust and clean exhibits from height of 4 m and up	1xYR
Dust surfaces to height of 4 m	4xYR
Vacuum air vent grates and diffusers	4xYR
Dust to full height	1xYR
Dust walls	1xYR
Clean glass ceilings (both sides)	1xYR
Dust glass ceilings	6xYR
FLOORS	
Vacuum carpets	2xW
Sweep floors (tile and concrete)	2xW
Wash floors (tile and concrete)	1xW
Polish floors (tile)	1XM
Scrub floors and apply two coats of finish (tile)	2xYR
Strip and re wax floors (tile)	Every 3 years
NOTES	
*** For these work zones, the work of the occupants must at no time be moved. The Contractor must consult the CSA representative in case of doubt. Periodic work must be scheduled with the CSA representative.	

LABORATORIES Zone 16	
TASKS	FREQUENCY
Empty waste bins and recycling containers	1xD
Remove stains from glass panes and partitions	1xD
Remove stains from walls, doors, door frames, etc.	1xD
Clean office areas	1xW
Clean exterior of ventilation hoods	1xM
Wash doors	1xM
Clean and disinfect waste bins and recycling containers	1xM
Dust to full height	1xYR
Dust surfaces to height of 4 m	4xYR
Dust venetian blinds	4xYR
Vacuum air vent grates and diffusers	4xYR
FLOORS	
Sweep floors	5xW
Wash floors	1xW
Remove stains from anti-static floors	1xW
Clean anti-static floors	1XM
Scrub floors and apply two coats of finish	1xYR
Lift raised-floor tiles and vacuum subfloors	1xYR
Strip and re wax floors	Every 3 years
NOTES	
** Winter period Some labs are not accessible at all times; these rooms must be cleaned on request, when the users are available. Cleaning must never at any time displace or affect work in progress. In case of doubt, the CSA representative must be contacted before cleaning is started.	

EXTERIOR CLEANING Zone 17	
TASKS	FREQUENCY
Empty and clean ashtrays	2xD
Take down posters from walls, windows, doors and columns	1xD
Clean and polish stainless steel	1xD
Wash glass doors (both sides)	1xD
Clean furniture on patios and in courtyards*	1xD
Patrol entrances, exits, sidewalks around the building and pick up all debris and foreign objects	1xD
Empty waste bins	1xD
Remove all debris from around daycare play area, entrances, exits and access ramps, shipping and receiving, antenna and water-tank enclosure (bulkhead)	1xD
Remove dust and spider webs from entrances, exits, stairways and platforms*	1xD
Close parasols and put back patio chairs and tables* (EVENING)	1xD
Remove snow from five locations, as specified in Annex C, section 3.9 "Winter maintenance"	As required**
Empty waste bin and ashtray in bus shelter	1xD
Shovel around the bus shelter	AR**
Sweep patios and main entrances*	1xW
Clean and disinfect waste bins and ashtrays	4xYR
Remove graffiti from windows, doors, walls and columns*	AR
Wash bus shelter walls and glass partitions	6xYR
Clean patios and main entrances (outside)*	3xYR
NOTES	
* Spring, summer and fall; ** Winter	

SHIPPING/RECEIVING Zone 18	
TASKS	FREQUENCY
Empty waste bins and recycling containers	1xD
Clean office areas	1xW
Remove stains from walls, doors, door frames, etc.	1xW
Wash walls of corridor of receiving area	1xM
Wash doors	1xM
Clean and disinfect waste bins and recycling containers	1xM
Dust surfaces to height of 4 m	4xYR
Wash walls of receiving dock to a height of 3 m	1xYR
Dust horizontal surfaces	1xYR
Wash walls of hazardous materials rooms	1xYR
Clean to full height	1xYR
Vacuum air vent grates and diffusers	1xYR
Dust walls	1xYR
FLOORS	
Sweep floors (including stairs)	1xD
Wash floors (including stairs)	1xW, **1xD
Vacuum carpet at delivery entrance and wash floor	1xW
Brush floors	2xYR
NOTES	
** Winter period	

COMPACTOR ROOM Zone 20	
TASKS	FREQUENCY
Clean drains (remove covers and clean floor drain channel)	Every time container is emptied, approx. 1xM
Clean and disinfect waste bins and recycling containers	1xM
Wash doors	1xM
Wash walls (up to ceiling)	4xYR
Wash ceiling	1xYR
Clean and disinfect the carts used to transport garbage	1xW
FLOORS	
Sweep floors	1xD
Wash and disinfect floors	1xW
Wash, disinfect and brush floors	Every time container is emptied, approx. 1xM
NOTES	
Use an odour suppressant when cleaning.	

EXECUTIVE AREA Zone 22	
TASKS	FREQUENCY
Empty waste bins and recycling containers	1xD
Remove stains from glass panes and partitions	1xD
Clean desk tops and work surfaces	1xD
Remove stains from walls, doors, door frames, partitions (fabric), etc.	1xD
Clean office areas	1xD
Clean and disinfect waste bins and recycling containers	1xW
Clean kitchenette	1xW
Clean and polish furniture	1xM
Clean wall ornaments and exhibits	1xM
Clean vertical surfaces	1xM
Clean and polish woodwork and wood doors	6xYR
Dust surfaces to height of 4 m	6xYR
Vacuum air vent grates and diffusers	4xYR
Clean kitchenette thoroughly	2xYR
Clean venetian blinds	4xYR
Washroom	
Clean mirrors and vanities	1xD
Clean and disinfect toilets	1xD
Wash walls	1xM
Pour water down drains	1xM
FLOORS	
*Sweep and wash floors	1xD
Remove stains from carpets	1xD
Vacuum carpets	2xW
NOTES	
* Washroom section Guard must be present in this zone.	

CONFERENCE ROOM AREA (including 7A-100, corridor, wicket and 2C-200)	
Zone 23	
TASKS	FREQUENCY
Empty waste bins and recycling containers (including console office)	1xD
Remove stains from walls, doors, door frames, door handles, light switches	1xD
Remove stains from glass panes and partitions	1xD
Inspect and clean whiteboards (movable boards)	1xD
Clean tables	1xD
Clean office areas (including control rooms)	1xW
Dust television sets and clean screens	1xW
Wash doors	1xW
Clean and disinfect waste bins and recycling containers	1xM
Clean wall ornaments and signs	1xM
Dust horizontal surfaces	1xM
Vacuum chairs	6xYR
Clean chairs	6xYR
Dust surfaces to height of 4 m	4xYR
Clean and polish woodwork and wood doors	2xYR
Clean glass of observation and console rooms (both sides)	6xYR
Clean chair upholstery with an approved method	1xYR
Dust to full height	1xYR
Vacuum air vent grates and diffusers	1xYR
Vacuum the underside of raised floors	1xYR
Wash baseboards	1xYR
Dust walls and partitions (fabric)	1xYR
FLOORS	
Remove stains from carpeting	AR
Vacuum carpets	1xD
Sweep floor (control room in 2C-200)	1xW
Wash floor (control room in 2C-200)	1xM
Scrub or strip floor (control room in 2C-200)	1xYR
Shampoo carpets thoroughly	1xYR
NOTES	

CONTROL/SECURITY/NURSING/RADARSAT AREAS Zone 24	
TASKS	FREQUENCY
Remove stains from glass panes and partitions	1xD
Empty waste bins and recycling containers	1xD
Clean kitchenette	1xD
Clean office areas	1xW
Clean and disinfect waste bins and recycling containers	1xD
Dust surfaces to height of 4 m	1xM
Wash doors	1xM
Wash glass doors	1xM
Wash glass walls and partitions	1xM
Dust venetian blinds	2xYR
Clean kitchenette thoroughly	2xYR
Vacuum air vent grates and diffusers	4xYR
FLOORS	
Wash and sweep floors (tile)	1xD
Vacuum floors	3xW
Polish floors (tile)	1xM
Scrub floors (tile)	2xYR
Strip floors (tile)	1xYR
Vacuum the underside of raised floors	1xYR
NOTES	
<p>These areas are to be cleaned as scheduled by the CSA.</p> <p>Some restrictions will apply for Radarsat, where visitors have to sign in 24 hours a day, so the work will be spread out over 7 days, and access to security/nursing will be very restricted (a security guard must be present at all times).</p>	

WASHROOMS Zone 25	
TASKS (Regular Service)	FREQUENCY
Empty waste bins	1xD
Clean and disinfect sinks, taps, mirrors and vanity	1xD
Clean and disinfect toilets, urinals, piping and flushing mechanisms	1xD
Remove stains from walls, doors, door frames, etc.	1xD
Clean and disinfect dispensers	1xD
Clean and disinfect water fountains	1xD
Stock dispensers	1xD
Clean and disinfect waste bins	1xW
Clean partitions	1xW
Pour water down drains	1xM
Wash doors	1xM
Service deodorizing devices	4xYR
Dust surfaces to height of 4 m	4xYR
Vacuum air vent grates and diffusers	4xYR
Wash walls	4xYR
PATROL SERVICE (daytime)	10:00 am to 2:00 pm
Empty waste bins	1x
Clean and disinfect dispensers	1x
Stock all dispensers	1x
Clean and disinfect sinks, taps, mirrors and vanities	1x
Clean and disinfect toilets, urinals, piping and flushing mechanisms	1x
Clean and disinfect water fountains	1x
FLOORS	
Sweep floors	1xD
Wash floors	1xD
Brush floors	4xYR
NOTES	
Dispensers must be at least 60% full at all times.	