

BUILDING CLEANING & MAINTENANCE SCHEDULE



Building Address:		Property Manager:	
Inspection By:		Date:	
Activity	Initial	Completed	
Exterior			
Daily:		Yes	No
Litter pick up of grounds. AM & PM: To be completed after AM traffic and at the end of the work day.		Yes	No
Watering of lawns and flowers (seasonal).		Yes	No
Snow removal of walks and entrances as specified by the Property Manager (seasonal).		Yes	No
Clean aluminium fittings, sashes, signs, metal entrance doors and push bars.		Yes	No
Entrance & Lobby			
Daily			
Sweep and wash floors in the morning. Provide additional damp mopping of floors during inclement weather.		Yes	No
Clean both sides of glass in entrance door and glass partitions.		Yes	No
Clean surface and between bars of foot grills.		Yes	No
Empty waste containers AM & PM. To be scheduled with litter picks.		Yes	No
Daily fire check (in accordance with the Fire Code).		Yes	No
Weekly			
Clean metal surface of all glazing.		Yes	No
Clean mail boxes.		Yes	No
Clean all windows.		Yes	No
Monthly			

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Wash all light fixtures.		Yes	No
Machine scrub floors or dry strip and re-finish.		Yes	No
Dust or vacuum ledges and pipes.		Yes	No
Clean all air intake grills, air diffusers, using a detergent solution.		Yes	No
Weather mats are to be removed or rolled up in order to complete floor cleaning operations.		Yes	No
Fire alarm testing (in accordance with the Fire Code)		Yes	No
Inventory check of the building.		Yes	No

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Elevator			
Daily			
Wash exterior doors and frames.		Yes	No
Wash interior metal bright-works of cabs to remove finger marks, smudges stains, etc. including control panel and ceiling.		Yes	No
Scrape and vacuum door sill/track groves in all cabs and on each floor landing.		Yes	No
Sweep and wash floors.		Yes	No
Remove gum and other foreign residue from floors.		Yes	No
Vacuum weather carpets (when in use).		Yes	No
Monthly			
Machine scrub floors.		Yes	No
Clean lights.		Yes	No
Clean ceiling fan.		Yes	No
Clean weather carpets (when in use).		Yes	No
Offices			
Daily			
Chairs, wastepaper baskets, etc, must not be placed on desks, tables or work benches during cleaning operation.		Yes	No
Offices to be cleaned as per instruction.		Yes	No
Papers and files left on furniture shall not be disturbed by cleaning staff.			
Lounges (meeting rooms)			
Daily			
Spot vacuum/sweep.		Yes	No
Remove finger prints on doors/windows.		Yes	No

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Damp mop floors.		Yes	No
Dust furniture.		Yes	No
Empty waste receptacle/ashtrays.		Yes	No
Weekly			
Vacuum carpets.		Yes	No
Spray/buff vinyl floors.		Yes	No
Monthly			
Vacuum furniture.		Yes	No
Clean windows, interior and exterior (April to October).		Yes	No
Dusting of ledges/furniture/appliances.		Yes	No
Clean exhaust fans.		Yes	No
Spray buff with scrubbing pad and apply floor finish.		Yes	No
Quarterly			
Clean light shades.		Yes	No
Machine scrub and dry strip and re-finish.		Yes	No
Laundry room			
Daily			
Damp wipe all machines, counters, sinks, using a germicidal solution.		Yes	No
Sweep floor.		Yes	No
Remove gum and other foreign residue from floor.		Yes	No
Wash floor using a germicidal solution.		Yes	No
Remove all dust, lint, debris from window sills and behind dryers.		Yes	No
Remove finger marks, smudges, stains from walls and doors.		Yes	No

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Weekly: (Such as Wednesday am)			
Pull dryers from base and vacuum all lint from area behind machines; remove any debris found.		Yes	No
Remove all debris found behind washing machines and vacuum area.		Yes	No
Wash floor thoroughly.		Yes	No
Clean exhaust fans.		Yes	No
Check machines for preventative maintenance, as required.		Yes	No
Monthly			
Vacuum all pipes, ductwork, etc, located on or below ceiling.		Yes	No
Quarterly			
Wash light fixtures.		Yes	No
Machine scrub floors.		Yes	No
Public Washrooms			
Daily			
Remove gum and other foreign residue.		Yes	No
Sweep all floors.		Yes	No
Damp mop with a germicidal solution.		Yes	No
Wash both sides of toilet seat, interior and exterior of bowls and washbasins using a germicidal fluid.		Yes	No
Clean and disinfect all water taps, dispensers, door plates and the exterior of wastepaper receptacles and paper dispensers.		Yes	No
Clean flush tanks, mirrors and exposed piping.		Yes	No
Spot clean walls, partitions and doors to remove finger marks, graffiti and other marks.		Yes	No
Empty all wastepaper receptacles and insert plastic bag of correct size.		Yes	No

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Replenish toilet paper and paper towels in dispensers.		Yes	No
Weekly			
Clean toilet bowls, inside and out with a germicidal solution.		Yes	No
Wash partition wall and both sides of doors.		Yes	No
Monthly			
Machine scrub floor with a germicidal solution.		Yes	No
Wash and disinfect wastepaper receptacles and paper dispensers.		Yes	No
Wash all walls.		Yes	No
Wash ceiling.		Yes	No
Janitorial Rooms			
General			
To be kept free of litter.		Yes	No
Mops to be washed clean before storing; all other equipment to be kept clean and material neatly stored.		Yes	No
Secure door at all times.		Yes	No
Contents of ashtrays must be stored in a separate metal container overnight before emptying into garbage.		Yes	No
Daily:			
Sweep and wash floor.		Yes	No
Wash and disinfect sink.		Yes	No
Corridors and Elevator Lobbies			
Daily			
Sweep quarry tile floors.		Yes	No
Wash, using a germicidal solution or neutral detergent.		Yes	No

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Remove gum and other foreign residue from floor.		Yes	No
Remove finger marks, or other foreign residue from elevator doors, walls, electrical room doors and apartment doors.		Yes	No
Pick up litter from carpets.		Yes	No
Spot vacuum carpets as necessary.		Yes	No
Remove debris from ashtrays - am and pm.		Yes	No
Damp wipe interior of ashtray and polish chrome parts.		Yes	No
Sweep and wash basement lobby (if applicable).		Yes	No
Weekly			
Edge sweep and vacuum carpets on a full floor basis (Thursday).		Yes	No
Clip loose threads during vacuuming operation.		Yes	No
Remove spots from carpeting; report to coordinator any spots on carpeting that cannot be removed by normal means.		Yes	No
Wash elevator doors.		Yes	No
Clean glass on fire hose cabinets, both sides.		Yes	No
Dust air intake, exhaust grills and all exposed piping.		Yes	No
Monthly			
Clean interior of hose cabinets.		Yes	No
Clean fire extinguishers.		Yes	No
Dust wall hung equipment in hose cabinets.		Yes	No
Machine scrub quarry floors.		Yes	No
Semi-annually			
Wash all light fixtures - remove shades, wash both sides - dust reflector panel.		Yes	No
Stairs and Landing			

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Daily			
Sweep stairs and landings.		Yes	No
Remove gum or other foreign residue.		Yes	No
Wash ground to third floor.		Yes	No
Remove finger marks, smudges and stains from walls and doors.		Yes	No
Weekly			
Dust handrails, vertical grills, baseboards, stringers, ledges and radiators.		Yes	No
Wash from fifth to top floor including stairs to roof.		Yes	No
Semi-annually			
Wash light fixtures.		Yes	No
Wash window sills.		Yes	No
Garbage rooms (on every floor)			
Daily			
Remove garbage bags and all other articles considered garbage from all floors at 8:30 am and 4:00 PM.		Yes	No
Sweep floor.		Yes	No
Wash floor using a germicidal solution.		Yes	No
Remove gum and other foreign residue from floor.		Yes	No
Wash chute door using a germicidal solution.		Yes	No
Remove finger marks, smudges and stains from door and walls.		Yes	No
Weekly			
Wash walls and door using a germicidal solution.		Yes	No
Spray chute with a germicidal solution.		Yes	No

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Mechanical rooms (basement and penthouse)			
Sweep weekly and wash once a month.		Yes	No
Rooms to be designated by coordinator or his/her representatives.		Yes	No
Carry out planned preventative maintenance, as required.		Yes	No
Garbage Area			
Garbage bags or boxes to be placed in bulk containers located in garbage room; furniture or bulk items to be placed in move-out room for disposal.		Yes	No
Change container on garbage compactor as required when full.		Yes	No
Place containers for pick up outside of garbage room for pick up on designated days; when containers emptied, spray with a germicide/disinfectant and relocate in garbage room.		Yes	No
Floor of garbage room to be swept daily and washed with a disinfectant daily.		Yes	No
Underground Garage			
Daily			
Litter pickup and general check.		Yes	No
Semi-annually			
Sweep and wash floor.		Yes	No
Turnover Cleaning Requirements			
Remove all debris from apartment.		Yes	No
Remove all light fixture shades and wash; wash fixtures.		Yes	No
Clean exhaust fan in washroom.		Yes	No
Wash all windows, window sills and doors (inside and outside); clean aluminium door.		Yes	No
Clean kitchen cupboards, including drawers.		Yes	No
Clean kitchen counter top including sink and faucets.		Yes	No

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Clean ceramic tiles, bathtub, medicine cabinet, basin, toilet and mirror in washroom; use toilet bowl cleaner inside toilet bowl. Disinfect all surfaces.		Yes	No
Clean inside linen closets, clothes closets and storage room.		Yes	No
Remove old wax from vinyl floors, rinse and apply one coat of wax.		Yes	No
Clean unit entrance door and frame.		Yes	No
Clean stove and refrigerator thoroughly - vacuum pipes and motor in rear of fridge.		Yes	No
Minimum Cleaning Requirements for Weekends: These are minimum cleaning requirements if only a reduced (or part time) cleaning staff is present on weekends and holidays.			
Remove garbage at all floor levels, and check garbage room and compactor. Replace if necessary.		Yes	No
Clean glass in entrance.		Yes	No
Sweep and wash entrance, lobby and ground floor hall.		Yes	No
Sweep and wash laundry room floor.		Yes	No
Sweep and damp mop elevator lobbies.		Yes	No
Patrol clean all carpeted corridors and stairwells.		Yes	No
Clean and disinfect public washroom.		Yes	No
Clean and wash elevators.		Yes	No

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Gym			
Daily			
Vacuum		Yes	No
Clean both sides of glass in entrance door.		Yes	No
Weekly			
Clean gym equipment		Yes	No
Clean metal surface of all glazing.		Yes	No
Monthly			
Wash light fixtures.		Yes	No
Dust or vacuum ledges and pipes.		Yes	No
Clean all air intake grills, air diffusers.		Yes	No