



FACILITY SERVICES

Custodial Services Cleaning Tasks and Frequencies

The custodial service unit of the Facility Services Department provides the services required to ensure a clean and safe physical environment for all users of Academic and Administrative buildings. In addition, Custodial Services supports the smooth operation of the sporting events, conferences, summer camps, family day, Alumni weekend, exams and convocation.

Custodial Services consists of 3 teams: North Team, South Team and Night Team. Each team works closely with their staff to provide our customers with the highest possible service levels in support of their academic goals as well as our McMaster Community.

Below is our list of all space categories assigned to Custodial Services, each area includes a list of tasks and frequency.

Entranceways	Frequency
Sweep outside	2 x per day
Electro-static dust mop floor	2 x per day
Damp mop floors	2 x per day
Clean Glass - finger prints	2 x per day
Clean and Disinfect all push bars/door handles	2 x per day
Clean & disinfect seating areas	2 x per day
Clean & disinfect all table surfaces	2 x per day
Clean & disinfect all waste receptables	2 x per day
	2 x per day

Public Corridors	Frequency
Electro-static dust mop floors	2 x per day
Auto-scrub/wet mop floors	2 x per day
Clean & disinfect water fountains	2 x per day
Clean & disinfect waste/recycling stations	2 x per day
Remove all waste/recycling	2 x per day
Clean and disinfect keypad of vending machines	2 x per day
Clean and disinfect door handles/light switches	2 x per day
Damp dust all flat surfaces	2 x per day
Clean & Disinfect all seating area	2 x per day
Clean & disinfect all table surfaces	2 x per day

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Washrooms	Frequency
Clean Mirrors	2 x per day
Remove waste	2 x per day
Clean & disinfect wash bowls/sinks	2 x per day
Clean & disinfect urinals	2 x per day
Restock soap, paper towel and toilet paper	2 x per day
Clean & disinfect partitions and doors	2 x per day
Clean & disinfect trash containers	2 x per day
Spot clean walls, doors and accessible rails	2 x per day
Clean and disinfect all dispensers/handles/taps	2 x per day

Labs (wet/dry)	Frequency
Electro-static dust mop floors	3 x per week
Damp mop floors	3 x per week
Waste trash collection	3 x per week
Recyclable trash collection	3 x per week
Clean trash containers	3 x per week
Clean & disinfect all door handles/lights switches	3 x per week
Spot clean walls and doors	3 x per week
Clean & disinfect eye wash stations	3 x per week

Lounge	Frequency
Remove all waste/recycling	2 x per day
Clean & disinfect all furnishings	2 x per day
Clean & disinfect sinks/counter tops	2 x per day
Clean & disinfect handles of refrigerators/microwave	2 x per day
Clean & disinfect all door handles/light switches	2 x per day
Damp dust all flat surfaces	2 x per day
Mops/vacuum flooring	2 x per day
Spot Clean walls	2 x per day

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Elevators	Frequency
Sweep, dust mop floor	2 x per day
Damp mop floors	2 x per day
Clean and disinfect touchpad/handrails/walls	2 x per day
Clean elevator tracks	1 x per week

Stairwell	Frequency
Damp mop stairs and landings	1 x per day
Clean & disinfect all handrails	2 x per day
Clean & disinfect all door handles/touchpoints	2 x per day
Damp wipe all ledges	2 x per day