



# FACILITY SERVICES

## *Enhanced Cleaning - Tasks & Frequencies*

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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 areas on campus assigned to Custodial Services, each area includes a list of tasks and frequency. Adjustments have been made to support increased cleaning and disinfecting.

### **Entranceways**

### **Frequency (2 x per day)**

- Sweep outside
- Electro-static dust mop floor
- Damp mop floors
- Clean Glass - finger prints
- Clean & Disinfect all push bars/door handles
- Clean & disinfect seating areas
- Clean & disinfect all table surfaces
- Clean & disinfect all waste receptables
- Vacuum entrance matting

### **Public Corridors**

### **Frequency (2 x per day)**

- Electro-static dust mop floor
- Auto-scrub/wet mop floors
- Clean & disinfect water fountains
- Removal all waste/recycling

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Clean & disinfect waste receptacle

Clean and disinfect door all handles/light switches

Clean & disinfect all dust flat surfaces

Clean & Disinfect all seating area

### **Elevators**

**Frequency (2 x per day)**

Clean and disinfect touchpad/handrails/walls (in/out)

Damp mop floor with disinfectant cleaner

Vacuum elevator tracks

1 x per week

### **Washrooms**

**Frequency (2 x per day)**

Remove waste and clean & disinfect waste bins

Sweep & pickup garbage from floor

Restock soap, paper towel and toilet paper

Clean & disinfect mirrors, sinks and counter

Clean & disinfect toilets & urinals

Clean & disinfect partitions and doors

Spot clean walls, doors, and accessible rails

Mop of floor using disinfectant cleaner.

### **Labs (wet/dry)**

**Frequency (3 x per week)**

Waste removal, clean & disinfect waste/recycling bin

Sweep & pickup garbage on the floor

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Clean & disinfect all door handles/lights switches

Clean & disinfect counters, tables, chairs, and desk-tops

Mop floor using disinfectant cleaner

Clean & disinfect eye wash stations

#### **Classrooms**

#### **Frequency (1 x per day)**

Remove waste, clean & disinfect waste bins

Sweep & pickup waste from floor

Damp wipe high surfaces

Clean chalkboards whiteboards

Vacuum carpet

Damp mop floor with disinfectant cleaner

Clean and disinfect counters, tablets, tables, chairs, chair arms

Clean & disinfect all touchpoints, door handles

#### **Lounge/breakrooms**

#### **Frequency (2 x per day)**

Remove waste, clean & disinfect waste bins

Clean & disinfect all furniture

Clean & disinfect sinks/counter tops

Clean & disinfect handles of refrigerators/microwave

Clean & disinfect all door handles/light switches, flat surfaces

Spot Clean walls

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Vacuum carpet

Damp mop floor with disinfectant cleaner

Clean & disinfect all door  
handles/touchpoints

### **Stairwell**

### **Frequency**

Clean & disinfect all handrails

1 x per day

Clean & disinfect all door  
handles/touchpoints

1 x per day

Damp mop floor with disinfectant cleaner

1 x per week

### **Important Links:**

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

<https://www.publichealthontario.ca/-/media/documents/b/2018/bp-environmental-cleaning.pdf?la=en>

[How to Hand Wash](#)

[How to Hand Rub with Hand Sanitizer](#)