

York University

CSBO

Custodial Service Reference Guide

Area Type	Cleaning Activity	Frequency
AUDITORIUM		
AUDITORIUM SEATING AND FOYER	Damp mop floor	Weekly
	Sweep or dust-mop floor (under seating)	Weekly
	Vacuum carpet	Weekly
	Service waste / recycling containers	As Required
CONFERENCE		
CONFERENCE ROOM	Re-configure furniture	Five Times Weekly
	Spot vacuum	Weekly
	Service waste / recycling containers	As Required
	Dust furniture and flat surfaces	Bi-Weekly
OFFICE		
OFFICE	Vacuum accessible carpet areas	Weekly
	Wet wipe accessible flat surfaces	Weekly
	Sweep or dust-mop floors	Weekly
	Wet mop floors	Weekly
ENTRANCES		
ENTRANCES	Spot vacuum walk-off mats	Five Times Weekly
	Full vacuum walk-off mats	Weekly
	Spot clean door glass	Five Times Weekly
ELEVATOR		
ELEVATOR	Spot wet mop floors	Twice Weekly
	Wet mop floor	Weekly
	Dust flat surfaces	Weekly
	Wet wipe accessible flat surfaces	Twice Weekly
	Wipe sensors on doors	Monthly
	Vacuum elevator tracks	Monthly
PUBLIC AREAS		
PUBLIC (CIRCULATION)	Clean water fountains	Five Times Weekly
	Service waste / recycling containers	As Required
	Vacuum carpet	Weekly
	Dust / wet wipe accessible flat surfaces	Monthly
	Sweep or dust-mop floors	Five Times Weekly
	Wet mop / machine wash floors	Five Times Weekly
	Spot clean walls and doors	Weekly

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GRAFFITI REMOVAL		
GRAFFITI REMOVAL	Remove graffiti with graffiti removal	Five Times Weekly
POSTER REMOVAL		
POSTER REMOVAL	Remove illegal posters as per University Guideline	Five Times Weekly
	Remove posters on public bulletin boards as per University Guideline	Weekly
KITCHENETTES		
KITCHENETTE SPACE	Clean sink (must be accessible)	Five Times Weekly
	Service waste / recycling / organic waste containers	Inspect Daily, Service As Required
	Sweep or dust-mop floors	Five Times Weekly
	Wet mop floors	Five Times Weekly
	Spot clean walls and doors	Weekly
WASHROOMS		
WASHROOMS	Clean mirrors	Five Times Weekly
	Clean wash bowls	Five Times Weekly
	Clean / disinfect toilet bowls	Five Times Weekly
	Clean / disinfect urinals	Five Times Weekly
	Service waste / recycling / hand towel containers	Five Times Weekly
	Restock hand soap and toilet paper	Five Times Weekly
	Sweep or dust-mop floors	Five Times Weekly
	Wet-mop floors	Five Times Weekly
	Clean partitions and doors	Weekly
	Dust open, flat surfaces	Weekly
	Spot clean walls and doors	Weekly
CLASSROOMS, SEMINAR ROOMS		
CLASSROOMS, SEMINAR ROOMS	Clean chalkboards, trays & replenish chalk & erasers	Five Times Weekly
	Service waste / recycling containers	As Required
	Re-configure furniture	Five Times Weekly
	Sweep or dust-mop floors	Five Times Weekly
	Spot wet mop floors	Twice Weekly
	Wet mop floors	Weekly
	Vacuum carpet	Weekly
GYMNASIUMS, CHANGE ROOMS, SHOWER		
GYMNASIUM	Sweep or dust-mop floor, bleachers retracted	Five Times Weekly
	Service waste / recycling containers	Five Times Weekly
	Spot wet mop floors	Five Times Weekly
	Automatic machine-wash floors	Twice Weekly

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EXERCISE / DANCE ROOM W/RUBBER FLOOR	Sweep or dust-mop floor	Five Times Weekly
	Spot clean walls, doors	Monthly
	Service waste / recycling containers	Five Times Weekly
LOCKER ROOM W/NO SHOWER	Clean lockers and benches	Five Times Weekly
	Service waste / recycling containers	Five Times Weekly
	Spot clean walls and doors	Five Times Weekly
	Sweep or dust-mop floors	Five Times Weekly
	Wet-mop or auto-scrub floors, rinse w/bucket or hose	Five Times Weekly
SHOWER ROOM	Clean drains	Five Times Weekly
	Clean / disinfect shower room	Five Times Weekly
	Service waste / recycling containers	Five Times Weekly
	Power wash walls	Monthly
LABS		
RESEARCH LAB WITHOUT HAZARDOUS WASTE	Service waste / recycling containers	As Required
	Empty glass bin containers	As Required
	Sweep or dust-mop floors	Twice Weekly
	Spot wet-mop floors	Twice Weekly
	Wet mop floors	Weekly
STAIRWELLS		
STAIRWELL	Sweep or dust-mop stairs and landings	Twice Weekly
	Wet mop stairwells	Weekly
	Dust accessible flat surfaces	Monthly
LIBRARY		
LIBRARY	Service waste / recycling containers	As Required
	Re-configure furniture	Twice Weekly
	Vacuum carpet	Weekly
	Sweep or dust-mop floors	Twice Weekly
	Spot wet-mop floors	Twice Weekly
	Wet mop floors	Weekly
	Wet wipe accessible flat surfaces	Monthly
CAFETERIA		
CAFETERIA / EATING AREAS	Service waste / recycling / organic waste containers	Inspect Daily, Service As Required
	Wipe tables	Five Times Weekly
	Spot clean walls and doors	Weekly
	Re-configure furniture	Five Times Weekly

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	Spot vacuum carpet	Twice Weekly
	Vacuum carpet	Weekly
	Sweep or dust-mop floors	Five Times Weekly
	Spot wet-mop floors	Five Times Weekly
	Wet mop / machine wash floors	Twice Weekly
LAMP REPLACEMENT		
LAMP REPLACEMENT	Replace lamps as per departmental standard operating procedure	Weekly