

## Service Schedule - Air Terminal Building (ATB) & Combined Services Building (CSB)

### Air Terminal Building (ATB)

#### 1. Entrances

1. Vacuum all entrance door threshold plates and pivot points (Cargo/Staff areas included)	364
2. Vacuum all rubber entrance matting and walk off mats	364
3. Wet mop all rubber entrance matting and walk off mats	364
4. Mop all stains and spills	364
5. Dust mop all hard floors with treated dust mop	364
6. Wet mop entire hard surface area	364
7. Dust all horizontal surfaces using damp cloth	364
8. Clean all ceiling vents	12
9. Dust all light fixtures	12
10. Clean carpet	02

#### 2. Washrooms

1. Empty washroom waste containers and replace liners	364
2. Thoroughly clean all sinks with a germicidal solution and wipe and polish all chrome fixtures	364
3. Clean all sinks underside and pipes	364
4. Wash all horizontal surfaces	364
5. Clean all counters, toilets and stalls with a germicidal solution	364
6. Dust mop all hard surface floors with treated dust mop	364
7. Wet mop all floors	364
8. Spot clean all vertical surfaces with a germicidal solution	364
9. Thoroughly clean all toilets and urinals inside and outside with a germicidal solution and wipe and polish all chrome fixtures	364
10. Clean walls and partitions around toilets, urinals and sinks with a germicidal solution	364
11. Clean all mirrors	364
12. Clean all ceiling vents	12
13. Wash the outside of all trash containers with a germicidal solution, inside as required	52
14. Wash all vertical surfaces with a germicidal solution	52
15. Replenish all washroom supplies	364
16. Replace urinal screens	A/R

#### 3. ATB Public Washrooms (midday cleaning)

1. Empty washroom waste containers and replace liners as required	364
2. Wipe all sinks, counters, toilets and stalls with a germicidal solution as required fixtures	364
3. Wet mop all floors as required	364
4. Replenish all washroom supplies as required	364

#### 4. Stairs

1. Pick up litter and debris	364
2. Clean all horizontal and vertical surfaces removing fingerprints, smudges and stains	364
3. Dust all edges, rails and lights in stairwell	364
4. Wash all handrails with germicidal solution and dry	52

5. Mop/vacuum all stains and spills immediately	A/R
6. Dust mop all stairs and landings	364
7. Wet mop all stairs and landings (every 2 <sup>nd</sup> day – on daily checklist)	182
8. Clean any rough or grooved stair treads with a vacuum (every 2 <sup>nd</sup> day – on daily checklist)	182
9. Clean all risers of soil, scuff and shoe marks	52
10. Clean all ceiling vents	12
11. Clean carpet on landings	02
<b>5. Offices/Rental Car Areas/Airline Lease Areas/Hallways/Boardrooms/Training Rooms</b>	
1. Empty all waste receptacles, wipe soiled containers, and replace liners as required	364
2. Clean all vertical surfaces, including light switches, plugs and doors	364
3. Vacuum all cloth chairs	52
4. Dust all horizontal surfaces	364
5. Dust all horizontal surfaces over 6 feet high (i.e. advertising signs)	26
6. Wipe all counters	364
7. Clean all partitions and glass doors	52
8. Clean all telephones with germicidal solution including ear and mouth pieces	52
9. Spot clean carpet areas using spot remover	364
10. Clean and polish board room tables	A/R
11. Vacuum all carpets wall to wall	364
12. Dust all pictures that hang on the walls	52
13. Clean marks and smudges from window blinds	52
14. Dust all furniture including television and computer screens	364
15. Clean all ceiling vents	12
16. Wet mop hard surface areas (Daily Nov 1- May 1; weekly May 2-Oct 31)	208
17. Dust mop all hard surfaces with treated dust mop	364
18. Empty recycle bins in offices	364
19. Clean carpet	02
<b>6. Public Area/Hold Rooms (PBS/HBS)/Restaurant</b>	
1. Empty all waste receptacles, wipe soiled containers and replace liners as required	364
2. Spot clean all vertical surfaces, including light switches, plugs, doors, walls and door handles	364
3. Clean all chairs and tables	364
4. Clean all architectural metals	364
5. Dust mop all hard surface floors with treated dust mop	364
6. Wet mop all hard surface floors	364
7. Clean ceiling vents	12
8. Mop up stains and spills	364
9. Vacuum all carpeted areas/mats	364
10. Dust all horizontal surfaces including edges	364
11. Clean all smudges, stains and marks on all horizontal surfaces	364
12. Clean x-ray walk-through ramp in security holding room	52
13. Pick up litter	A/R
14. Spot clean carpet	364
15. Clean carpet	2

<b>7. Baggage Make-up Areas/Mechanical Room/Communications Room</b>	
1. Empty waste containers and replace liners as required	104
2. Pick up debris	52
3. Dust mop all hard surface floors and stairs	104
4. Clean all hand rails	52
5. Mop up all stains and spills	104
6. Stairs vacuumed or swept	104
7. Damp mop entire hard surface area (Daily Nov 1- May 1; weekly May 2-Oct 31)	208
8. Dust all horizontal surfaces	104
9. Spot clean all horizontal surfaces including light switches, plugs and doors	104
10. Entrances – vacuum door slides (2 large/2 small)	104
11. Clean all ceiling vents	12
<b>8. Windows/Door Glass/Partition Glass Maintenance</b>	
1. Outside glass to be cleaned using a window brush & squeegee with a professional window cleaning solution	4
2. All interior glass to be cleaned as above	2
3. Spot clean all interior & exterior glass as required	364
4. Clean window blinds	1
<b>9. Sidewalk Areas</b>	
1. Pick up litter	364
2. Sift ashtrays	364
3. Empty garbage containers by walkways & in the parking lot	364
<b>10. General</b>	
1. All carpeted areas must be steam cleaned and re-textured. Note: Vacuum all carpets before steam cleaning	2
2. Spot clean any stained carpeted areas	A/R
3. Vacuum/dust mop all stairwells	12
4. Vacuum under all walk off mats	12
5. Vacuum/mop all hallways	364
6. Return all luggage carts to ATB after last flight	364
7. Clean roll up mats (no visible urea Nov 1-May 1)	364
8. Clean ceiling light fixtures	2
9. Water and maintain plants and/or flowers	52
10. Mop/vacuum all stains and spills immediately	A/R
11. Scrub all hard surface floors and apply the appropriate finish	2
12. Secure terminal building after last scheduled flight	364
<b>11. ATB Midday Janitorial Cleaning</b>	
1. Bathrooms	
2. Small miscellaneous clean-ups	

**Combined Services Building (CSB)**
**1. Entrances/Vestibules**

1. Vacuum all entrance door threshold plates and pivot points	104
2. Vacuum all rubber entrance matting and walk off mats	104
3. Wet mop all rubber entrance matting and walk off mats	104
4. Dust mop all hard surface floors with a treated dust mop	104
5. Wet mop entire hard surface floor area	104
6. Mop all stains and spills	104
7. Dust all horizontal surfaces	104
8. Clean all vertical surfaces including walls, doors, wall plugs and light switches	52
9. Clean ceiling vents	12

**2. Washrooms**

1. Empty washroom waste containers and replace liners	364
2. Thoroughly clean all counters, toilets and stalls, including showers using a germicidal solution	364
3. Thoroughly clean all sinks with a germicidal solution and wipe and polish all chrome fixtures	364
4. Thoroughly clean all toilets and urinals inside and outside with a germicidal solution and wipe and polish all chrome fixtures	364
5. Clean all vertical surfaces using a germicidal solution	364
6. Wet mop floor using a germicidal solution	364
7. Wash all trash containers using a germicidal solution	52
8. Clean mirrors	364
9. Clean ceiling vents	12
10. Machine scrub or pressure wash floors using a germicidal detergent	52
11. Replenish all washroom supplies, toilet paper, paper towels, liquid soap	364

**3. Offices**

1. Empty all waste receptacles, clean soiled containers, replace liners	104
2. Clean all horizontal and vertical surfaces including light switches, plugs and doors	104
3. Vacuum all cloth chairs	52
4. Clean all partition and door glass	104
5. Dust mop all hard surface floors with treated dust mop	364
6. Wet mop entire hard surface area	104
7. Dust all furniture, including computer screens	104
8. Dust, clean and remove smudges from all window blinds	26
9. Clean all windows both interior and exterior with window brush and squeegee	12
10. Clean ceiling vents	12
11. Scrub floors and apply the appropriate finish	2

**4. Lunchroom**

1. Clean all lunch room tables	364
2. Clean all horizontal surfaces using a germicidal solution	104
3. Clean all vertical surfaces using a germicidal solution	104
4. Dust mop floor using a treated dust mop	364
5. Empty waste receptacles, replace liners if required	364
6. Scrub floors and apply appropriate finish	2
7. Clean ceiling vents	12
8. Thoroughly clean all sinks and chrome fixtures using a germicidal solution	104
9. Wet mop floor (Daily Nov 1- May 1; weekly May 2-Oct 31)	208

**5. Hallways**

1. Wet mop floor (Daily Nov 1- May 1; weekly May 2-Oct 31)	208
2. Dust mop floor using a treated dust mop	364
3. Scrub floors and apply the appropriate finish	2
4. Clean all horizontal and vertical surfaces including light switches, plugs	104
5. Clean ceiling vents	12

**6. Window & Door Glass Maintenance**

1. Outside glass to be cleaned using a window brush & squeegee with a professional window cleaning solution	4
2. All interior glass to be cleaned as above	2
3. Spot clean all interior & exterior glass as required	364
4. Clean window blinds	1

**Notes:**

1. CSB Cleaning Winter – Sunday to Friday  
CSB Cleaning Summer – Monday to Friday (July and August)
2. Annual schedule - based on 52 weeks

**Legend:**

- 01 – Once per year (Annual)
- 02 – Once every 6 months (Bi-Annual)
- 04 – Once every 3 months (Quarterly)
- 12 – Once a month (Monthly)
- 26 – Once every 2 weeks (Bi-Monthly)
- 52 – Once a week (Weekly)
- 104 – Twice a week (Bi-Weekly)
- 364 – Every day, except one (Daily)
- A/R – As Required

**Signatures:**

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