

## Service Schedule - Air Services Building (ASB)

### 1. Entrances

- |   |    |
|---|----|
| 1. Vacuum all entrance door threshold plates and pivot points | 26 |
| 2. Vacuum all rubber entrance matting and walk off mats       | 26 |
| 3. Clean all ceiling vents                                    | 12 |

### 2. Washrooms

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|---|----|
| 1. Empty washroom waste containers and replace liners   | 26 |
| 2. Thoroughly clean all sinks with a germicidal solution and wipe and polish all chrome fixtures                                  | 26 |
| 3. Clean all sinks underside and pipes  | 26 |
| 4. Wash all horizontal surfaces   | 26 |
| 5. Clean all counters, toilets and stalls with a germicidal solution  | 26 |
| 6. Wet mop all floors   | 26 |
| 7. Spot clean all vertical surfaces with a germicidal solution  | 26 |
| 8. Thoroughly clean all toilets and urinals inside and outside with a germicidal solution and wipe and polish all chrome fixtures | 26 |
| 9. Clean walls and partitions around toilets, urinals and sinks with a germicidal solution  | 26 |
| 10. Clean all mirrors   | 26 |
| 11. Clean all ceiling vents   | 12 |
| 12. Wash the outside of all trash containers with a germicidal solution, inside as required                                       | 26 |
| 13. Wash all vertical surfaces with a germicidal solution   | 26 |
| 14. Replenish all washroom supplies   | 26 |

### 3. Office

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|--|----|
| 1. Empty all waste receptacles, wipe soiled containers, and replace liners as required | 26 |
| 2. Clean all vertical surfaces, including light switches, plugs and doors              | 26 |
| 3. Vacuum all cloth chairs   | 26 |
| 4. Dust all horizontal surfaces  | 26 |
| 5. Clean all partitions and glass doors  | 26 |
| 6. Clean all telephones with germicidal solution including ear and mouth pieces        | 26 |
| 7. Spot clean carpet areas   | 26 |
| 8. Vacuum all carpets wall to wall   | 26 |
| 9. Dust all pictures that hang on the walls  | 26 |
| 10. Clean marks and smudges from window blinds   | 26 |
| 11. Dust all furniture including television and computer screens                       | 26 |
| 12. Clean all ceiling vents  | 12 |
| 13. Wet mop hard surface areas   | 26 |
| 14. Dust mop all hard surfaces with treated dust mop                                   | 26 |
| 15. Clean carpet   | 01 |

**Notes:** Annual schedule - based on 52 weeks

**Legend:**

01 – Annually  
12 – Monthly  
26 – Bi-Monthly

Signatures:

\_\_\_\_\_ |  
Authorized Signatory  
Terrace-Kitimat Airport Society  
Date: \_\_\_\_\_

*and*

\_\_\_\_\_ |  
Authorized Signatory  
Date: \_\_\_\_\_