

Air Terminal Building (ATB)
1. Entrances

- | | |
|--|---------------|
| 1. Vacuum all entrance door threshold plates and pivot points (Cargo/Staff areas included) | Daily |
| 2. Vacuum all rubber entrance matting and walk off mats | Daily |
| 3. Wet mop all rubber entrance matting and walk off mats | Daily |
| 4. Wet mop all stains and spills | Daily |
| 5. Wet mop entire hard surface area | Daily |
| 6. Dust all horizontal surfaces using damp cloth | Weekly |
| 7. Clean all ceiling vents | Monthly |
| 8. Dust all light fixtures | Monthly |
| 9. Clean carpet (April/October) | Semi-Annually |

2. Washrooms

- | | |
|--|---------|
| 1. Empty washroom waste containers and replace liners | Daily |
| 2. Clean all sinks with a germicidal solution and wipe and polish all chrome fixtures | Daily |
| 3. Clean all counters and stalls with a germicidal solution | Daily |
| 4. Clean all toilets and urinals inside and outside with a germicidal solution and wipe and polish all chrome fixtures | Daily |
| 5. Wash all horizontal surfaces | Daily |
| 6. Vacuum/sweep and wet mop all floors | Daily |
| 7. Spot clean all vertical surfaces with a germicidal solution | Daily |
| 8. Clean all mirrors | Daily |
| 9. Replenish all washroom supplies, toilet paper, paper towels, liquid soap | Daily |
| 10. Clean walls and partitions around toilets, urinals and sinks with a germicidal solution | Daily |
| 11. Clean all sinks underside and pipes | Weekly |
| 12. Wash the outside of all trash containers with a germicidal solution, inside as required | Weekly |
| 13. Wash all vertical surfaces with a germicidal solution | Weekly |
| 14. Machine scrub or pressure wash floors using a germicidal detergent | Weekly |
| 15. Clean all ceiling vents | Monthly |
| 16. Replace urinal screens | A/R |

3. Stairs

- | | |
|--|---------------------------|
| 1. Clean up all stains and spills immediately | A/R |
| 2. Pick up litter and debris | Daily |
| 3. Dust all edges, rails and lights in stairwell | Daily |
| 4. Wash all handrails with germicidal solution and dry | Weekly |
| 5. Vacuum/sweep all stairs and landings | Daily |
| 6. Wet mop all stairs and landings | Every 2 nd Day |
| 7. Clean any rough or grooved stair treads with a vacuum | Every 2 nd Day |
| 8. Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains | Weekly |
| 9. Clean all risers of soil, scuff, and shoe marks | Weekly |
| 10. Clean all ceiling vents | Monthly |
| 11. Fully wash all walls and vertical surfaces (April/October) | Semi-Annually |
| 12. Clean carpet on landings (April/October) | Semi-Annually |

- | | |
|---|---------------|
| 4. Offices/Rental Car Areas/Airline Lease Areas/Hallways/Boardrooms/Training Rooms | |
| 1. Clean and polish board room tables as required | Daily |
| 2. Empty all waste receptacles, wipe soiled containers, and replace liners as required | Daily |
| 3. Empty recycle bins in offices as required | Daily |
| 4. Wipe all counters | Daily |
| 5. Spot clean carpet areas using spot remover | Daily |
| 6. Vacuum all carpets wall to wall | Daily |
| 7. Vacuum/sweep & wet mop hard surface areas | Daily |
| 8. Clean all partitions and glass doors | Weekly |
| 9. Clean all telephones with germicidal solution including ear and mouth pieces | Weekly |
| 10. Clean marks and smudges from window blinds | Weekly |
| 11. Spot clean all vertical surfaces, inc. light switches, plugs, doors, walls and door handles | Weekly |
| 12. Vacuum all cloth chairs/wipe down vinyl chairs | Weekly |
| 13. Dust all pictures that hang on the walls | Weekly |
| 14. Dust all horizontal surfaces | Weekly |
| 15. Dust all horizontal surfaces over 6 feet high (i.e. advertising signs) | Bi-Monthly |
| 16. Dust all furniture including television and computer screens | Bi-Monthly |
| 17. Clean all ceiling vents | Monthly |
| 18. Clean carpet (April/October) | Semi-Annually |
| 5. Public Area/Airside Corridor/Hold Rooms/PBS/HBS/Restaurant | |
| 1. Pick up litter as required | Daily |
| 2. Empty all waste receptacles, wipe soiled containers, and replace liners as required | Daily |
| 3. Clean all chairs and tables | Daily |
| 4. Clean all architectural metals | Daily |
| 5. Clean all smudges, stains, and marks on all horizontal surfaces | Daily |
| 6. Mop up stains and spills | Daily |
| 7. Vacuum all carpeted areas/mats | Daily |
| 8. Vacuum/sweep and wet mop all hard surface floors | Daily |
| 9. Spot clean carpet | Daily |
| 10. Spot clean all vertical surfaces, inc. light switches, plugs, doors, walls and door handles | Weekly |
| 11. Dust all horizontal surfaces including edges | Weekly |
| 12. Clean x-ray walk-through ramp in security holding room | Weekly |
| 13. Clean ceiling vents | Monthly |
| 14. Clean carpet (April/October) | Semi-Annually |
| 6. Baggage Make-up Areas/Mechanical Room/Communications Room | |
| 1. Vacuum/sweep and wet mop entire hard surface area | Daily |
| 2. Stairs vacuumed or swept | Daily |
| 3. Entrances – vacuum door slides (2 large/2 small) | Daily |
| 4. Stairs wet mopped | Bi-Weekly |
| 5. Empty all waste receptacles, wipe soiled containers, and replace liners as required | Weekly |
| 6. Pick up debris | Weekly |
| 7. Clean all handrails | Weekly |
| 8. Dust all horizontal surfaces | Weekly |
| 9. Spot clean all horizontal surfaces including light switches, plugs and doors | Weekly |
| 10. Clean all ceiling vents | Monthly |

7. Windows/Door Glass/Partition Glass Maintenance	
1. Spot clean all interior & exterior glass as required	Daily
2. Outside glass to be cleaned using a window brush & squeegee with a professional window cleaning solution (April/July/October/January)	Quarterly
3. All interior glass to be cleaned as above	Quarterly
4. Clean window blinds	Annually
8. Sidewalk/Smoking Areas	
1. Pick up litter	Daily
2. Sift all groundside ashtrays	Daily
3. Empty garbage containers by walkways & in the parking lots	Daily
9. General	
1. Spot clean any stained carpeted areas	A/R
2. Mop/vacuum all stains and spills immediately	A/R
3. Vacuum/mop all hallways	Daily
4. Return all luggage carts to ATB after last flight	Daily
5. Clean roll up mats (no visible de-icer Nov 1-May 1)	Daily
6. Secure terminal building after last scheduled flight	Daily
7. Vacuum under all walk off mats	Monthly
8. Clean ceiling light fixtures	Semi-Annually
9. Scrub all hard surface floors and apply the appropriate finish	Semi-Annually
10. All carpeted areas must be steam cleaned and re-textured (April/October)	Semi-Annually
Note: Vacuum all carpets before steam cleaning	
10. ATB Midday Janitorial Cleaning	
1. Small miscellaneous clean-ups, spills, garbage	Daily
2. Empty washroom waste containers and replace liners as required	Daily
3. Wipe all washroom sinks, counters, fixtures, toilets, urinals, and stalls with a germicidal solution, as required	Daily
4. Vacuum/sweep and wet mop all floors as required	Daily
5. Replenish all washroom supplies as required	Daily

Combined Services Building (CSB)

1. Entrances/Vestibules	
1. Vacuum/sweep and wet mop entire hard surface floor area	Daily
2. Vacuum all entrance door threshold plates and pivot points	Bi-Weekly
3. Vacuum all rubber entrance matting and walk off mats	Bi-Weekly
4. Wet mop all rubber entrance matting and walk off mats	Bi-Weekly
5. Dust all horizontal surfaces	Bi-Weekly
6. Clean all vertical surfaces including walls, doors, wall plugs and light switches	Weekly
7. Clean ceiling vents	Monthly
8. Scrub all hard surface floors and apply the appropriate finish	Semi-Annually

2. Washrooms

1. Empty washroom waste containers and replace liners	Daily
2. Clean all sinks with a germicidal solution and wipe and polish all chrome fixtures	Daily
3. Clean all counters and stalls with a germicidal solution	Daily
4. Clean all toilets and urinals inside and outside with a germicidal solution and wipe and polish all chrome fixtures	Daily
5. Wash all horizontal surfaces	Daily
6. Vacuum/sweep and wet mop all floors	Daily
7. Spot clean all vertical surfaces with a germicidal solution	Daily
8. Clean all mirrors	Daily
9. Replenish all washroom supplies, toilet paper, paper towels, liquid soap	Daily
10. Clean all sinks underside and pipes	Weekly
11. Clean walls and partitions around toilets, urinals and sinks with a germicidal solution	Weekly
12. Wash the outside of all trash containers with a germicidal solution, inside as required	Weekly
13. Wash all vertical surfaces with a germicidal solution	Weekly
14. Machine scrub or pressure wash floors using a germicidal detergent	Weekly
15. Clean ceiling vents	Monthly
16. Scrub all hard surface floors and apply the appropriate finish	Semi-Annually
17. Replace urinal screens	A/R

3. Offices

1. Wipe all counters	Bi-Weekly
2. Vacuum/sweep & wet mop hard surface areas	Bi-Weekly
3. Empty all waste receptacles, wipe soiled containers, and replace liners as required	Bi-Weekly
4. Empty recycle bins in offices as required	Bi-Weekly
5. Dust all furniture, including computer screens	Bi-Weekly
6. Vacuum all cloth chairs/wipe down vinyl chairs	Weekly
7. Clean all partitions and glass doors	Weekly
8. Clean all telephones with germicidal solution including ear and mouth pieces	Weekly
9. Clean marks and smudges from window blinds	Weekly
10. Spot clean all vertical surfaces, inc. light switches, plugs, doors, walls and door handles	Weekly
11. Dust all furniture, including computer screens	Weekly
12. Dust all horizontal surfaces	Weekly
13. Dust all pictures that hang on the walls	Bi-Monthly
14. Dust, clean and remove smudges from all window blinds	Bi-Monthly
15. Clean all windows both interior and exterior with window brush and squeegee	Monthly
16. Clean ceiling vents	Monthly
17. Scrub all hard surface floors and apply the appropriate finish	Semi-Annually

4. Lunchroom

1. Clean all lunchroom tables	Daily
2. Vacuum/sweep & wet mop hard surface areas	Daily
3. Empty waste receptacles, replace liners if required	Daily
4. Thoroughly clean all sinks and chrome fixtures using a germicidal solution	Bi-Weekly
5. Clean all horizontal surfaces using a germicidal solution	Bi-Weekly
6. Clean all vertical surfaces using a germicidal solution	Bi-Weekly
7. Clean ceiling vents	Monthly
8. Scrub all hard surface floors and apply the appropriate finish	Semi-Annually

5. Hallways

- | | |
|--|---------------|
| 1. Vacuum/sweep & wet mop hard surface areas | Daily |
| 2. Spot clean all vertical surfaces, inc. light switches, plugs, doors, walls and door handles | Weekly |
| 3. Clean ceiling vents | Monthly |
| 4. Scrub floors and apply the appropriate finish | Semi-Annually |

6. Window & Door Glass Maintenance

- | | |
|---|---------------|
| 1. Spot clean all interior & exterior glass as required | Daily |
| 2. Outside glass to be cleaned using a window brush & squeegee with a professional window cleaning solution | Quarterly |
| 3. All interior glass to be cleaned | Quarterly |
| 4. Clean window blinds | Semi-Annually |

Air Services Building (ASB)
1. Entrances

- | | |
|--|---------------|
| 1. Vacuum/sweep and wet mop entire hard surface floor area | Daily |
| 2. Vacuum all entrance door threshold plates and pivot points | Daily |
| 3. Dust all horizontal surfaces | Daily |
| 4. Spot clean all vertical surfaces, inc. light switches, plugs, doors, walls and door handles | Weekly |
| 5. Clean ceiling vents | Monthly |
| 6. Scrub all hard surface floors and apply the appropriate finish | Semi-Annually |

2. Washroom

- | | |
|---|---------------|
| 1. Empty washroom waste containers and replace liners | Daily |
| 2. Clean sink with a germicidal solution and wipe and polish all chrome fixtures | Daily |
| 3. Clean counter with a germicidal solution | Daily |
| 4. Clean toilet inside and outside with a germicidal solution and wipe and polish all chrome fixtures | Daily |
| 5. Wash all horizontal surfaces | Daily |
| 6. Vacuum/sweep and wet mop all floors | Daily |
| 7. Spot clean all vertical surfaces with a germicidal solution | Daily |
| 8. Clean all mirrors | Daily |
| 9. Replenish all washroom supplies, toilet paper, paper towels, liquid soap | Daily |
| 10. Clean all sinks underside and pipes | Monthly |
| 11. Wash the outside of all trash containers with a germicidal solution, inside as required | Monthly |
| 12. Wash all vertical surfaces with a germicidal solution | Monthly |
| 13. Machine scrub or pressure wash floors using a germicidal detergent | Monthly |
| 14. Clean ceiling vents | Monthly |
| 15. Scrub all hard surface floors and apply the appropriate finish | Semi-Annually |

3. Office

- | | |
|--|--------|
| 1. Empty all waste receptacles, wipe soiled containers, and replace liners as required | Daily |
| 2. Clean all telephones with germicidal solution including ear and mouth pieces | Daily |
| 3. Spot clean carpet areas | Daily |
| 4. Vacuum all carpets wall to wall | Daily |
| 5. Spot clean all vertical surfaces, inc. light switches, plugs, doors, walls and door handles | Weekly |
| 6. Vacuum all cloth chairs, wipe down vinyl chairs | Weekly |

- | | |
|--|---------------|
| 7. Dust all horizontal surfaces | Weekly |
| 8. Clean all partitions and glass doors | Weekly |
| 9. Dust all pictures that hang on the walls | Weekly |
| 10. Clean marks and smudges from window blinds | Weekly |
| 11. Dust all furniture including television and computer screens | Weekly |
| 12. Clean all ceiling vents | Monthly |
| 13. Clean carpet | Semi-Annually |

Signatures:

<p>_____</p> <p>Authorized Signatory Terrace-Kitimat Airport Society Date: _____</p>	<p><i>and</i></p>	<p>_____</p> <p>Authorized Signatory Date: _____</p>
--	-------------------	--