

APPENDIX A

**MILLENNIUM LIBRARY – CLEANING DUTIES CHECKLIST**

**DATE:** \_\_\_\_\_

**Completed by:** \_\_\_\_\_

**Shift (23:00 – 07:00):**

- Garbage Pickup – Both levels, elevator, stairs (including the immediate surrounds at the top (outside), and all ramps.  
**(Please note, cleaning of ramps includes the following: All garbage on ramps including leaves and other debris, all signs on ramps, all lights on ramps, all black loop arms, all eye sensors on entrances and exits and all Cameras on walls)**
- Clean windows, sills and frames, in all stairwells and elevator lobbies.
- Remove finger marks from Elevator and Stairwell windows twice per shift. Once at the Start of the shift and once near the end.  
 First Clean     Second Clean
- Sweep/brush/mop one yellow island every night. Follow color coded map Posted in black Binder to see what island to start with during the week.  
 Sun (P1)  Mon (P1)  Tue (P1)  Wed (P2)  Thru (P2)  Fri (P2)
- Shift 6 on Saturday:** Sweep/brush/mop the yellow curbs from P1 to P2 by Smith Entrance and P2 to P1 by Smith Exit.
- Shift 6 on Saturday:** Sweep/brush/mop the interior curb & island surfaces (*Painted yellow*) at each Entrance and exit.  
Donald ENT  Smith ENT  Smith Exit  Donald Exit
- Clean crash-bars and any kick-plates in and out of all stairwells.
- Keep bathroom clean by filling in low paper towel or toilet paper.
- Wash away any dirt on walls, columns, or doors.
- Sweep/Mop stair well hand rails and bars. Two stair wells per night  
 Both SW & SE Stair well.     Both NW & NE Stair well.
- Wipe down the height bar that leads down to P2.
- Remove graffiti from all surfaces. (*Graffiti that can't be removed should be reported so That we can paint over the affected area.*)  
List Location: \_\_\_\_\_
- Clean any oil spills on P1 & P2

**Notes:**

**DUTIES MAY BE CHANGED ADDED OR TAKEN AWAY AT ANY TIME.**

**DIRECTIONS FOR COMPLETION**

- PLACE A "X" IN FRONT OF THE ITEM ONCE IT IS COMPLETE.
- ANY NON-COMPLETION OF ANY DUTIES MUST HAVE THE APPROPRIATE NOTES MADE IN THE NOTES SECTION TO EXPLAIN WHY.

I \_\_\_\_\_ have completed the cleaning expectations training with my supervisor and understand the expectations regarding this check list and will complete them every shift.

**MILLENNIUM LIBRARY – CLEANING DUTIES CHECKLIST**

**DATE:** \_\_\_\_\_

**Completed by:** \_\_\_\_\_

**Shift (15:00 – 23:00):**

- Keep booth windows clean.
- Clean out any garbage in the booth and sweep out the floor area.
- Check all ramps for excess snow, leaves or garbage at the beginning, in the middle and at the end of Your shift. Action ASAP and do not leave it for the next shift.
- Remove finger marks from Elevator and Stairwell windows twice per shift. Once At the start of the shift and once near the end.
  - First Clean     Second Clean
- Clean door handles, latches, and kick-plates in elevator lobbies. Clean chrome inside elevators and All buttons (careful with Emergency Buttons).
- Monday to Friday:** Sweep/brush/mop the yellow curbs from P1 to P2 by Smith Entrance and P2 to P1 by Smith Exit.
- Litter pick up on P1 & P2
- Clean any oil spills on P1 & P2
- Shift 5 Saturday:** should do a thorough cleaning of the bathroom – sink, toilet, and floor.
- Shift 5 Saturday:** Shop-vac out the tracks for the Elevator in the P1 & P2 vestibules.
- Shift 5 Sunday:** Clean/wipe out the bike rack; wipe down the bike cage and bike stands daily.

**DIRECTIONS FOR COMPLETION**

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I \_\_\_\_\_ have completed the cleaning expectations training with my supervisor and understand the expectations regarding this check list and will complete them every shift.

**MILLENNIUM LIBRARY – CLEANING DUTIES CHECKLIST**

**DATE:** \_\_\_\_\_

**Completed by:** \_\_\_\_\_

**Shift (07:00 – 15:00):**

- Garbage Bin Pickup – On both levels
- Keep booth clean and windows spotless.
- Monitor incoming traffic. Watch for proper parking {Courtesy tickets to be issued to vehicles inappropriately parked.}. Watch for the possibility of a full lot.
- Wipe down traffic light on top & bottom of entrance ramp going down to P2
- Wipe down equipment at entrances and exits: electric-eyes; spitters; gates; transcore Readers; the tops of the garbage cans (square ones and window-wash stations) should Also be kept clean of dust.
- Dust off access card reader outside of the Donald Street entrance
  
- Wash Car Wash Bay once every day Monday to Friday; Check Soap Level every Monday Friday.
- Monday to Friday:** Sweep/brush/mop the interior curb & island surfaces (*painted yellow*) at each Entrance and exit.
- Clean any oil spills on P1 & P2
- Wipe down parkade signage: Reserved signs; No Parking; *Handicapped*; turns, One-ways; etc.
- Mop out excessive moisture in stairwells.
- Maintain bathroom with toilet paper and paper towels as needed.
- Shift 4 Saturday:** Clean/wipe out the bike rack; wipe down the bike cage and bike stands daily.
- Shift 4 Saturday:** Replace fluid in window-washing station as needed; in summer about a capful of window washer fluid is good for color, in winter the mix should be about 50:50 water to window-wash fluid. Be sure to wipe down the tops of the window-wash stations as well to remove any dust accumulations.

**Notes:**

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**MILLENNIUM LIBRARY – CLEANING DUTIES CHECKLIST**

**DATE:** \_\_\_\_\_

**Completed by:** \_\_\_\_\_

**Cleaning Shift (07:00 – 15:00 Cleaner Shift):**

- Litter Pickup – Both levels, elevator, stairs (including the immediate surrounds at the top (outside), and all ramps.  
**(Please note cleaning of ramps includes the following: All garbage on ramps including leaves and other debris, all signs on ramps.**
- Check ramps at the beginning, in the middle and at the end of your shift for excess snow, Garbage or leaves. Action these items ASAP and do not leave for the next shift. This should include signs on the ramps.
- Wipe down All black loop arms, all eye sensors on entrances and exits and all Cameras on Walls.
- Remove finger marks from Elevator and Stairwell windows twice per shift. Once at the Start of the shift and once near the end.  
 First Clean  Second Clean
- Dust off the **red** fireboxes as well as all fire alarm pull stations and wash stations.
  
- Do a thorough cleaning of the bathroom – sink, toilet, and floor  
 **Tuesday**  **Thursday**
- Clean mirrors at entrances and exits with a rag (**paper towel will cause scratches**)
- Mop elevator lobbies on P1 and P2 daily.
- Clean/wipe out the bike rack; wipe down the bike cage and bike stands daily.
- Sweep/brush/mop one yellow island daily. Follow color coded map Posted in black Binder to see what island to start with during the week.  
 **Mon** (P2 Westside)  **Tues** (P2)  **Wed** (P2)  **Thurs** (P1 East Side)  **Fri** (P1)
- Wash away any dirt on walls, columns, or doors on P1 and P2.