

Office Cleaning –Housekeeping tasks and frequency at LKSKI

All office and administrative areas will be cleaned and have waste removed once per week, and all areas have been assigned a designated cleaning day (see chart below). Our housekeeping service, GDI, will initially clean Administrative offices as per current schedule and will provide further updates with stakeholders of any forecasted changes.

Cleaning Day	LKSKI
Monday	8 th 7 th & 2 nd floor
Tuesday	3 rd & 6 th floor
Wednesday	3 rd , 4 th & 5 th floors
Thursday	3 rd floor
Fridays	Dusting and vacuuming

How do I make a request for a move?

All office moves should be coordinated through the **Planning Department** however GDI is happy to help move furniture and boxes. Please send move requests to the GDI management team **416 697 6941** or email Anabela.Branco@gdi.com In order to be able to assist you, please give at least 4 days' notice prior to your move.

What can service should I expect on my cleaning day?

On your cleaning day, GDI will:

1. **Empty your garbage and recycling.** We will leave extra bags for the rest of the week
2. **Wipe cleared surfaces.** We can't clean cluttered desks, shelves or ledges
3. **Wipe phones and keyboards.** Cleaning between the keys is your responsibility
4. **Vacuum carpeted floors and dry or wet mop tiled/hard floors, as required**
5. **Dusting of vents and ceiling tiles will be completed, as required**

Who should I contact if my carpet needs to be steam cleaned?

Please send an email to Anabela.Branco@gdi.com or BrancoA@smh.ca if your carpets require steam cleaning. In most areas, steam cleaning will only be provided as required.

What should I do if I see a pest (mouse, cockroach)?

Please contact GDI Leadership team at **416 697 6941** or BrancoA@smh.ca or Anabela.Branco@gdi.com immediately to report the sighting. All pest sightings are communicated to our contracted pest management company who provides weekly service to St. Michael's Hospital, to monitor and treat for any pest activity.

How can I dispose of used batteries?

Spent batteries can be disposed of in the used battery container located behind the security desk, in the lobby of the LKSKI.

Contact Information

1. **1st point of contact for all housekeeping issues**
Anabela Branco – Resident Manager -**Phone# 416 697 6941**
Anabela.Branco@gdi.com
2. **If problems persist: Michele Panos** –Operations Manager GDI
Michele.Panos@gdi.com
3. **Joseph Raab** -Manager, Environmental Services, St. Michael's Hospital
Joseph.Raab@unityhealth.to