

## **Research Labs Cleaning – Housekeeping tasks and frequency**

1. **Non-hazardous waste** - Empty waste receptacles. Liners shall be replaced weekly or as required but not less than bi-weekly. Collected waste material will be removed to a designated area - **Daily Evenings**
2. **Biohazardous waste (Yellow bag)**  
TC rooms - Replace liners **daily evenings**  
LABS - Empty respectably daily and replace liner twice a week
3. **Sharps receptacles** - Replace with a new receptacle **when full**. **DO NOT EMPTY**
4. Paper towels and soap to be replenished as and when needed
5. Damp dust Telephones - **Weekly**
6. Damp dust all filing cabinets - **Weekly**
7. Damp dust furniture (NOT including scientific equipment) - **Weekly**
8. Dust mop floors using treated dust mop - **Daily Evenings**
9. Spot clean all doors, door frames and walls removing all finger marks and visible soil - **As Required**
10. Clean all sinks and faucets - **Daily Evenings**
11. Damp mop using a neutral synthetic free rinsing solution - **Daily Evenings**
12. Dust/clean all window ledges - **Weekly**
13. Dust/Clean all baseboards - **Weekly**
14. High dust all surfaces to a height of 96" - **Monthly**
15. Spray buff floors - **Monthly**
16. Strip and refinish. Refinish shall consist of one coat of acrylic sealer followed by an application of two coats of a high quality floor Finish - **Yearly**
17. Damp dust table tops and counter tops in laboratories upon request from occupant. All experiments and chemicals must be removed before cleaning by occupant - **Upon request but at least once per year (cleaners must provide notice to staff before undertaking)**

## **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 LJKSI.

### **Contact Information**

**1. 1<sup>st</sup> point of contact for all housekeeping issues**

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**2. If problems persist: Michele Panos – Operations Manager GDI**

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