

Research Labs Cleaning – Housekeeping Tasks and Frequency

1. **Non-hazardous waste –**
 - a. 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 respectable 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 LKSKI.

Contact Information

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