

# DEPARTMENT OF AIRPORT OPERATIONS CLEANING SCHEDULE FOR CONTRACT 2014

LOCATION	CLEANING SCHEDULE	NUMBER OF DAYS
<b><u>AIRSIDE</u></b>		
Arrival/Departure Gate/ Walkway	Windows cleaned in & out	104
	Concourse swept	365
	Trash collected	730
	Floors washed twice a week	104
Baggage Make up area	Sweep	730
	Empty Trash Bins	365
	Clean Baggage Carousels	365
	Washrooms	730
Baggage Arrivals Area	Sweep	365
	Pick up trash	730
VIP Gate to Security Gate 102	Pick up Trash	730
	Empty trash cans	365
Aircraft parking pads; (Eight Ramp Pads) times to be determined		730
Security posts; (General Clean throughout)      Gates 102 & 103		365
Grass infields	Clean of all debris	365
Fence line from Security Gate 103 to Baggage Make-up	Clean of all debris	365
Maintenance Building	Clean washrooms	260
	General Janitorial Services	260
	All trash removed to designated area	260
	Vacuum carpets	260
<b><u>LANDSIDE</u></b>		
Car Parks - Taxi/Staff Long & Short Term	Trash Collected and Trash cans emptied and monitored during day	730
Pay & Display Machines	Cleaned	52
VIP Gate to Courier Terminal	Empty all trash containers	730
	Pick up all loose trash from VIP Gate up to and including Courier Terminal, along the roads and on the shoreline. Monitor during the day	365
Taxi Lounge	Washrooms cleaned/checked every 30 minutes During flight activity	
	Floors - mop and sweep	365
	All trash removed to designated area	365
	Scrub Floors	365
	Clean furniture	365
All service roads into/out of Air Terminal	Cleaned of trash and monitor during the day	365

## **DEPARTMENT OF AIRPORT OPERATIONS** **CLEANING SCHEDULE**

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### **IMMIGRATION/ ARRIVALS HALL**

Vacuum carpets	365
Steam clean carpet	12
Spot clean carpet	104
Empty Wastebaskets	730
General dusting	365
Clean glass	104
Clean sneeze guards and public counters	365
Work Stations - Dust & polish counters, desks, chairs, clean glass	365
Clean offices	365

**Washrooms cleaned/checked every 15 minutes during flight activity.**

### **CUSTOMS INSPECTION/ BAGGAGE CLAIM**

Empty trash bins	730
Sweep and mop floors	365
Glass doors cleaned	365
General dusting (including desks)	365
Clean sneeze guards and public counters	365
Windows cleaned	52
Scrub Floors	365
Clean baggage conveyors – rubber plates & Stainless steel	365
Sweep Floor	730
Clean offices (including upper level)	365
Clean skylights	12

**Washrooms cleaned/checked every 15 minutes during flight activity**

### **GROUND TRANSPORTATION/ GREETERS FOYER**

Sweep, mop and scrub floors	365
Trash Collected	365
Counters dusted and polished	365
Air conditioner vents cleaned	12
Handrails cleaned	365
Windows cleaned	365
Glass doors cleaned	365

### **INTERNATIONAL DEPARTURES**

Vacuum carpet	365
Collect trash	730
General dusting	365
Security screening apparatus	365
Chairs vacuumed	104
Glass doors and interior glass cleaned	104
Spot clean carpet (and as needed/on demand)	104
Steam clean carpet	12
Children's area cleaned	730

**Washrooms cleaned/checked every 15 minutes during flight activity**

## **DEPARTMENT OF AIRPORT OPERATIONS** **CLEANING SCHEDULE**

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### **DEPARTURES/CHECK-IN UP TO AND INCLUDING EXIT 101**

All windows internally and externally	
From US Air to International Departures	
Security Screening	365
Trash picked up	730
Sweep and mop floors	365
Scrub and Buff floors	365
Trash bins emptied	730
Trash bins washed	52
General dusting	365
Chairs vacuumed	104
Sweep and mop floors	365
All counters sanitized dusted and polished	365
Stainless steel around airline counters cleaned	365

### **Washrooms & Diaper rooms cleaned/checked every 15 minutes during flight activity**

#### **U.S. CUSTOMS & U.S. IMMIGRATION**

Sweep and mop floors	365
Scrub and Buff floors	365
Collect trash	365
Clean and sanitize desks and glass	365
Wipe down partitions	365
Skylight Clean externally	52
Skylight Clean internally	1
Clean stainless steel on conveyers	365
All offices, tea room cleaned	365
Carpets in hallways spot cleaned	104

### **Washrooms and diaper rooms cleaned/checked every 15 minutes during flight activity**

#### **SECURITY CHECK PRIOR TO STAIRS & ESCALATOR**

Vacuum carpets daily	365
Steam clean (and on demand)	12
Polish stainless steel pillars	365
Clean security apparatus	730
Sanitize counters	730
Clean stairway/elevator/escalator	365
Polish stainless steel/elevator/escalator	365

### **Washrooms cleaned/checked every 15 minutes during flight activity**

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**Pick-up trash - every 15 minutes during flight activity**  
**Chairs and tables cleaned every 15 minutes during flight activity**

**U.S. DEPARTURES**  
**UPPER LEVEL**

Sweep, mop and scrub floors	365
Vacuum carpets	365
Steam clean carpet	12
Spot clean carpet	104
Empty trash cans	730
Signs cleaned	52
Windows cleaned in and out	52
Wipe down all furniture and window sills	365
Seats & Chairs dusted & polished	365
Children's area cleaned	730
Clean smoking lounge	730
Clean VIP lounge	52

**Washrooms cleaned/checked every 15 minutes during flight activity**

**LOWER LEVEL/PUBLIC AREAS**

Scrub and Buff floors	365
Sweep and mop floors	365
Pick-up trash and empty trash cans	365

**Washrooms cleaned/checked every 15 minutes during flight activity**

**UPPER LEVEL/PUBLIC AREAS**

Scrub and Buff floors	365
Sweep and mop floors	365
Clean washrooms	730
General Janitorial Services	260
All trash removed to designated area	365

**DAO OFFICES**

Carpets steam cleaned	12
Spot clean carpets	260
Vacuum carpets	365
Windows cleaned internally and externally	52
Wipe down all furniture and windowsills	365
Clean kitchen and wash dishes	365
Remove trash	365

## **DEPARTMENT OF AIRPORT OPERATIONS** **CLEANING SCHEDULE**

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### **FREIGHT TERMINAL**

Loading Dock Area. (Boxes & Pallets are removed by ASB agent)		365
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### **PUBLIC WASHROOMS NEAR FREIGHT SHED**

**Washrooms cleaned/checked every 30 minutes during flight activity then once every hour**

**Are these common areas?**

### **FREIGHT BLOCK** **PUBLIC AREAS**

Pick-up trash		365
Empty trash cans		365
Sweep Floor		365
Mop tiled areas		365

**Washrooms cleaned/checked every hour**

### **GENERAL**

All floors scrubbed		365
Wall tiles cleaned		52
Fire extinguishers cleaned		52
Floor stripping, sealing and refinishing is done continuously. Each area is covered every 6 months.		2
Air conditioner vents cleaned		12
Telephones – Cleaned		156
Signs– Cleaned		52

### **Exterior Airline Signage (12)**

Power wash Increte		12
Sweep & Clean all curbs (and on demand)		52
Washroom inspection sheets		365
Attend monthly meetings with DAO		12
Clean Arrivals canopy skylights		12

### **ALL STAIRS & STAIRWELLS SERVING THE BUILDING AIRSIDE/LANDSIDE**

Sweep and mop		365
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**FREQUENCY EXPLANATION**

**SERVICE REQUIREMENT**

<u>SERVICE REQUIREMENTS</u>	<u>FREQUENCY</u>
TWICE DAILY	730
DAILY (7) DAYS PER WEEK	365
DAILY (6) DAYS PER WEEK	313
DAILY (5) DAYS PER WEEK	260
DAILY (4) DAYS PER WEEK	209
DAILY (3) DAYS PER WEEK	156
DAILY (2) DAYS PER WEEK	104
WEEKLY	52
EVERY OTHER WEEK	26
MONTHLY	12
QUARTERLY	4
SEMI-ANNUALLY	2
ANNUALLY	1

## **Definition of Janitorial Services & Tasks:**

### **Empty trash containers**

Carry container to cart and empty. Replace liner if necessary.

### **Clean trash containers**

Spray inside of container with approved cleaner. Wipe out and replace liner.

### **Vacuum and mop floors**

Vacuum entire floor including edge vacuuming corners, baseboards, around furniture. Mop entire floor including edge mopping, around furniture, with an approved cleaner at proper mixture levels.

### **Re-finish floors**

Hard surface floors will be scrubbed and assessed for the amount of finish that will be applied to deliver a polished appearance.

### **Clean walls, partitions and doors**

Wipe partitions, walls and doors clean with approved cleaning solution

### **Spot-clean walls, partitions and doors**

Remove finger smudges, spots, or graffiti from walls and doors as required with appropriate cleaning materials.

### **Clean and disinfect restroom fixtures**

Clean and disinfect restroom fixtures with an approved chemical.

### **Clean drinking fountains**

Wipe all surfaces of fixtures with approved cleaner; polish bright work.

### **Clean sinks**

Wipe all surfaces of fixtures with approved cleaner; polish bright work.

### **Replenish supplies**

Restroom supplies - Refill soap, towel, and toilet paper dispensers, making sure they are operational.

### **Break room and ready room**

Refill soap and towel dispensers, making sure they are operational.

### **Clean mirrors and partitions**

Wipe all surfaces of fixtures with approved cleaner.

### **Power wash walls and floors**

Use pressure washer machine following manufacturer's direction and thoroughly clean the walls and floors of a hard surface area.

### **Dust surfaces and vents**

Wipe down surfaces and dust surfaces which are free of objects, including vents, ledges, window sills, and cubicle partitions.

### **Remove graffiti**

Remove graffiti with an appropriate cleaning chemical/solution

### **Spot carpet care**

Use carpet steam cleaner to appropriately clean the area that has been stained.

### **Clean windows**

Use an approved cleaning solution to clean the interiors sides of windows and door vision panels