

# CLEANING PLAN



<b>Building Address:</b>	21 Sanford Ave N. Hamilton, L8L 8G5		
<b>Owner:</b>	Hamilton East Kiwanis Non-Profit Homes Inc.		
<b>Version:</b>	1.00	<b>Date</b>	14 Dec 2025

This document outlines how a consistent standard of cleanliness will be maintained throughout the building. It is organized into four sections that define:

- HEK’s Standard of Cleanliness;
- A Cleaning Schedule that specifies the type and frequency of cleaning services for all common areas in and around the apartment building;
- An Inspection Schedule that details the type and frequency of cleanliness inspections for the building and its common areas; and
- A process for addressing unexpected health or safety hazards that require cleaning in any building common area.

## STANDARD OF CLEANLINESS

### Common areas are kept reasonably clean

- All indoor and outdoor common areas (lobbies, corridors, stairwells, elevators, laundry rooms, garbage rooms, entrances, walkways, and other shared spaces) are kept reasonably free of visible dirt, litter, and clutter.
- Common areas are not allowed to accumulate garbage, refuse, or debris to the point where it creates a health or safety concern.

### Floors, stairs, and walkways are safe to use

- Floors, stairs, and walkways in common areas are kept free from significant spills, obstructions, or obvious tripping/slipping hazards.
- Spills or contamination that could cause someone to slip or fall are cleaned within a reasonable time after being observed or reported.

### Garbage and recycling are properly contained

- Garbage and recycling in common areas are stored only in designated containers.
- Garbage and recycling rooms, chute rooms, and collection areas are kept reasonably clean, with no ongoing overflow of containers.
- Spills and leaks in these areas are cleaned within a reasonable time after being observed or reported.

### Surfaces and fixtures remain clean and sanitary

- Surfaces and fixtures in common areas (including handrails, door hardware, elevator interiors, laundry counters, and similar surfaces) are cleaned regularly to remain visibly clean and usable.

## CLEANING SCHEDULE

Area	Nature of Cleaning Service	Frequency	Role
Main entrance	Sweep and damp-mop floors; empty garbage; spot	Daily	HEK Staff

# INSPECTION SCHEDULE

Inspections consist of a visual inspection for any health and safety issues and obvious cleanliness issues in the areas listed below.

Area / Space	Frequency (Minimum)	Person/Group Responsible
<b>Main entrance &amp; lobby</b>	1x daily (Mon–Fri)	HEK staff
<b>Corridors &amp; hallways</b>	1x daily (Mon–Fri)	HEK staff
<b>Elevators</b>	1x daily (Mon–Fri)	HEK staff
<b>Stairwells &amp; landings</b>	1x daily (Mon–Fri)	HEK staff
<b>Laundry room(s)</b>	1x daily (Mon–Fri)	HEK staff
<b>Garbage, recycling &amp; chute rooms</b>	1x daily (Mon–Fri)	HEK staff/ cleaning contractor
<b>Parking garage/ exterior lot</b>	1x daily (Mon–Fri)	HEK staff

# UNEXPECTED HEALTH OR SAFETY HAZARD

This process is for residents who notice unexpected health or safety hazards in a common area that requires cleaning (for example: bodily fluids, large spills, broken glass, sewage backup, or strong unusual odours).

If you discover a situation during:	What residents should do
<b>Business hours [Monday – Friday; 9:00 am - 4:00 pm]</b>	Report it immediately to HEK by calling the superintendent at 905-741-9553, giving exact location and a brief description (e.g., “spill in lobby by front doors”, “broken glass in center stairwell at 4 <sup>th</sup> floor”).
<b>Outside of the above hours or on a Statutory Holiday</b>	Report it immediately to HEK by calling head office 905-545-4654, giving exact location and a brief description (e.g., “spill in lobby by front doors”, “broken glass in center stairwell at 4 <sup>th</sup> floor”).