


# CLEANING PLAN

<b>Building Address:</b>	6 Acorn, Hamilton ON L8L 0E2			
<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

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### **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

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Area	Nature of Cleaning Service	Frequency	Role
<b>Main entrance &amp; lobby</b>	Sweep and damp-mop floors; empty garbage; spot clean spills and marks; clean interior/exterior glass doors; wipe door handles/buzzers.	Daily (M-F)	HEK Staff
<b>Corridors &amp; hallways</b>	Sweep/mop floors; spot clean walls, doors, and baseboards; wipe handrails where present.	2x Weekly (M-F)	HEK Staff
<b>Elevators</b>	Wipe and clean walls, doors, and panels; clean floors; wipe buttons and handrails; clean elevator tracks	Daily (M-F)	HEK Staff
<b>Stairwells &amp; landings</b>	Sweep steps and landings; mop as needed; wipe and clean handrails.	1x weekly (M-F)	HEK Staff/Cleaning Contractor
<b>Laundry room</b>	Wipe tops/fronts of machines; sweep and mop floors; empty garbage and lint bins; clean counters/sinks/ folding tables (where applicable).	Daily (M-F)	HEK Staff
<b>Garbage, recycling rooms &amp; chute rooms</b>	Sweep; clean spills and leaks; wipe bin lids/handles; clean around chute openings where present.	2x weekly (M-F)	HEK Staff/Cleaning Contractor
<b>Parking garage/ Covered parking</b>	Litter pick-up;	2x weekly (M-F)	HEK Staff
<b>Outdoor entrances, walkways, and front steps</b>	Litter and debris pick-up; spot clean spills; remove broken glass.  In winter, clear snow and apply ice melt to entrances and walkways.	2x weekly (M-F)  During winter as weather required	HEK Staff
<b>Outdoor common areas</b>	Litter pick-up; remove debris and obvious hazards (e.g., broken glass).	2x weekly (M-F)	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
Main entrance & lobby	1x daily (Mon–Fri)	HEK staff
Corridors & hallways	1x daily (Mon–Fri)	HEK staff
Elevators	1x daily (Mon–Fri)	HEK staff
Stairwells & landings	1x daily (Mon–Fri)	HEK staff
Laundry room(s)	1x daily (Mon–Fri)	HEK staff
Garbage, recycling & chute rooms	1x daily (Mon–Fri)	HEK staff/ cleaning contractor
Parking garage/ exterior lot	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”).