

CLEANING PLAN



Building Adress:	71 Sanford Ave N. Hamilton, L8L 8G5		
Owner:	Hamilton East Kiwanis Non-Profit Homes Inc.		
Version:	1.00	Date	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 & lobby	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
Corridors & hallways	Sweep/mop floors; spot clean walls, doors, and baseboards; wipe handrails where present.	2x Weekly (M-F)	HEK Staff
Elevators	Wipe and clean walls, doors, and panels; clean floors; wipe buttons and handrails; clean elevator tracks	Daily (M-F)	HEK Staff
Stairwells & landings	Sweep steps and landings; mop as needed; wipe and clean handrails.	1x weekly (M-F)	HEK Staff/Cleaning Contractor
Laundry room	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
Garbage, recycling rooms & chute rooms	Sweep; clean spills and leaks; wipe bin lids/handles; clean around chute openings where present.	2x weekly (M-F)	HEK Staff/Cleaning Contractor
Parking garage/ Covered parking	Litter pick-up;	2x weekly (M-F)	HEK Staff
Outdoor entrances, walkways, and front steps	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
Outdoor common areas	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
Business hours [Monday – Friday; 9:00 am - 4:00 pm]	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 th floor”).
Outside of the above hours or on a Statutory Holiday	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 th floor”).