

Health Centre

Duties	Daily	Weekly	Semi-Annual	Annual	As needed
Dust all surfaces (unless instructed otherwise)		x			
Vacuum fabric furniture		x			
Wipe down and sanitize waiting room chairs and surfaces	x				
Sweep/dust mop all uncarpeted floors and stairs	x				
Vacuum all carpeted floors	x				
Wash uncarpeted floors (weather dependent – minimum weekly)		x			x
Wipe and sanitize fingerprints/smudges from all high touch surfaces (door frame, door knobs, light switches, hand rails, etc)	x				
Empty all waste receptacles (remove any obvious trash from work spaces)	x				
Clean break room/area	x				
Clean and sanitize counters and desktops	x				
Clean and sanitize all exam rooms including desks and exam tables	x				
Clean and sanitize washroom fixtures and areas surrounding fixtures, mop and sanitize floors	x				
Restock washroom supplies (paper towels, toilet paper, hand soap, sanitizers, etc.)	x				
Mop and sanitize washroom floors	x				
Wash exterior windows (inside and out)			x		x
Wash interior glass partitions		x			x
All sidewalk entrances to be cleared of snow prior to facility opening and during the day if significant snowfall – ice melting compound spread in adequate amounts and frequently enough to prevent ice build up					x
Exterior sidewalks swept and kept free of debris		x			
Complete washing of interior walls			x		
Other items – light bulb replacement, as needed					x
Wax floors				x	
Hot water/steam clean carpets				x	

Municipal Office (including Senior's Drop In Centre)

Duties	Twice Weekly	Weekly	Semi-Annual	Annual	As needed
Dust all surfaces (unless instructed otherwise)		x			
Vacuum fabric furniture		x			
Sweep/dust mop al uncarpeted floors and stairs		x			
Vacuum all carpeted floors		x			
Wash uncarpeted floors (weather dependent – minimum weekly)		x			
Wax tiled flooring			x		
Wipe and sanitize all high touch areas (door drams, door knobs, light switches, hand railings, etc.) removing smudges/fingerprints		x			
Clean and sanitize all counters desktops		x			
Wash all interior glass partitions		x			
Wash all exterior windows (inside and out)			x		
Empty all waste receptacles (remove any obvious trash from work spaces)		x			
Clean and sanitize washroom fixtures and areas surrounding fixture, mop and sanitize floors	x				
Restock washroom supplies (paper towel, toilet paper, hand soap, sanitizers, etc.)	x				
All sidewalk entrances and boardwalk to be cleared of snow prior to facility opening and during the day if significant snowfall – ice melting compound spread in adequate amounts and frequently enough to prevent ice build up					x
Exterior sidewalks swept and kept free of debris		x			x
Complete washing of interior walls				x	
Other items – light bulb replacement, as needed					x
Hot water/steam carpets				x	

Public Works Garage - Weekly

Clean and sanitize washroom fixtures and areas surrounding fixture, mop and sanitize floors

Restock washroom supplies (paper towel, toilet paper, hand soap, sanitizers, etc.)