



RESPONSIBILITY MANDATE

PHYSICAL EDUCATION BUILDING, MAX BELL REGIONAL AQUATIC CENTRE AND CENTRE FOR SPORT & WELLNESS

*Between Facilities and Sport & Recreation
Services*

*Author: Facilities
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OVERVIEW

The Facilities Responsibility Matrix, (see “Appendix A”, page 14), outlines the mandate of Facilities with respect to normal services for the operation and maintenance of the Lethbridge campus grounds and facilities of the University of Lethbridge. This matrix, in conjunction with the service definitions described in the following section, will assist Facilities supervisors and Service Centre staff to understand what is considered “normal service expectation” and whether the service is part of Facilities normal funding.

Services that Facilities can provide with departmental expertise, but which are not part of the normal service mandate are considered supplementary. Performing these supplementary services reduces the availability of Facilities resources to perform the basic necessary operation and maintenance functions for which Facilities is mandated. Directing Facilities staff away from performing their mandated duties reduces occupant safety, comfort and campus appearance and results in increased deferred maintenance as a result of an ineffective primary maintenance and service program. Supplementary services are not considered normal service and designating them as chargeable provides a control mechanism for the demands of other departments and projects on Facilities resources.

Replacement of University buildings and site infrastructure is dependent upon the annual infrastructure renewal funding received from Alberta Infrastructure. The replacement of building and site systems for the Centre for Sport & Wellness and renewal requirements of other campus infrastructure are analyzed by Facilities to determine the higher need as compared to other proposed projects. A list of projects in need are submitted to the Board of Governors for approval. The major infrastructure systems included in this review are:

- Structural Repairs: includes stairs, beams and roofs
- Building Envelope Repairs: includes exterior walls, parapets, windows and doors
- Interior/Architectural: includes glazing, doors, walls, floors, elevator and ceilings
- Mechanical: includes plumbing, ventilation exhaust, sprinklers, cooling, heating systems and related control systems
- Electrical: includes distribution, motor control, fire alarm, lighting emergency power, and access control
- Security: includes video surveillance, access authority
- Special equipment: planters, basketball infrastructure support, pool tank, pool bulk head, diving board platforms and bleachers

Excluded is program equipment, which is equipment that’s normally replaced through the Sport & Recreation Services equipment reserve. Examples of such equipment would be: all portable program equipment, diving boards, timing system components, sound system components, steam generators, score boards, sports equipment, and programmable Pronghorn team room locks.

DIVISION OF RESPONSIBILITIES

BUILDING AND UTILITY MAINTENANCE AND SPORT & RECREATION SERVICES

“Air Distribution” Department Responsible: Utilities

- All mechanical rooms and equipment installed for building utility purposes.
- Distribution of the hot and cold air by means of an air handling unit to the building user outlet.
- Thermostats and/or BMS operated temperature control as original equipment installed.
- All exhaust systems in the building.
- Exhaust shafts used for laundry room purposes.

“Electrical Systems” Department Responsible: Utilities

- Electrical rooms and installed equipment.
- All building lighting (fixtures and ballasts) needed to make the building function. For lamp and lens replacement, refer to Building Maintenance.
- Light switches and electrical outlets available to the building operator as original equipment installed. New installations are the responsibility of the requesting department.

“Charges: Events/Conference/Rentals” Department Responsible: Building Maintenance

- Charge back as per University Facilities Use and Rental Policy.

“Distribution of Goods on Campus” Department Responsible: Building Maintenance

Involves transporting of goods on campus and is part of the Building Maintenance mandate. Examples include: deliver equipment/furniture from staging area to existing offices or areas, move items to storage areas per department's request, deliver packing boxes for office moves, remove computers and office equipment declared obsolete for Information Technology and other departments. Moving materials for renovations, alterations or new building projects will be charged back to the capital project and should be included with the project budget. Refer to “Program Equipment”.

“Event Set Up” Department Responsible: Building Maintenance / Sport & Recreation Services

Entails the setup and take down for Convocation. For New Student Orientation and exams Sport & Recreation Services will be responsible for this type of internal University function. Sport & Recreation Services would be responsible for Pronghorn Athletic games or tournaments, swim meets, pool parties, and external events promoted by Sport & Recreation Services, Conference Services and other events for which the Centre for Sport & Wellness, including the Physical Education Building and Max Bell Aquatic Centre facilities, are rented. Sport & Recreation Services is responsible for all event set-ups with the exception of Convocation in the Centre for Sport & Wellness

The tables and chairs stored in the Centre for Sport & Wellness storage room are the responsibility of Sports & Recreation Services and usage of such shall be booked through Sports & Recreation Services.

For internal events as well as external events promoted by Sport & Recreation Services, Conference Services and other events for which the facilities are rented, Building Maintenance will deliver additional tables and chairs, if required above the Centre for Sport & Wellness allotment, and return them to storage for the fees indicated in Appendix “B”.

“Facility Maintenance” Department Responsible: Building Maintenance

The main function of building related and mechanical and electrical systems maintenance is the performance of demand, preventive, emergency or corrective maintenance on building components that form the integral part of the normal building, architectural, structural, and envelope. i.e. exterior

finish systems, roofing systems, relamping* & fixture lenses*, interior finish systems (all various types of flooring, walls, partitions, & ceiling assemblies; stair nosing & handrails; windows & skylights; doors & door hardware). Facility Maintenance is performed as part of the mandate of the Utilities and Building Maintenance department.

* Sport & Recreation Services will be responsible to provide labour only to relamp or replace light fixture lenses in the following areas: Triple Gymnasium, Fitness Center, Climbing Wall, Indoor Track & Infield, above and below Pool tank as well as locker rooms and lower lights on Level 2 of the Centre for Sport & Wellness. Building Maintenance will be available to assist between the hours 8 a.m. to 4 p.m. work days. The classrooms, halls, locker rooms and program areas will be group relamped on a lamp life cycle basis and Building Maintenance will coordinate the group relamping on a cycle determined by Utilities.

“Fire Protection Systems” Department Responsible: Utilities

- All sprinkler systems and associated equipment.
- Fire alarm panels installed in the building.
- Smoke and heat devices.
- All associated equipment in the building as per Fire Code.

“Laundry Room Equipment” Department Responsible: Sport & Recreation Services

Gas fired equipment like dryers will be checked for functionality once a year on a preventive maintenance program as required by code. Extensive repairs fall under the owners responsibility if dryer fails.

“Program Equipment” Department Responsible: Sport & Recreation Services

Includes equipment or components of equipment that has the primary function of supporting the mandate of a department, i.e. the owner department operates or uses the equipment to support the program function of the department such as research instruction, food service, recreation, sport, and billing. Examples of program equipment include: pool tank, climbing wall, lockers, fitness mirrors, scoreboards, timers, sound systems, washer, dryer, fridge, microwave, ice machines, whirlpools, display cabinet/shelving, white/tack boards (excluding offices), fitness equipment (treadmills, cycles, free weights, weight machines, mounted exercise equipment, etc.), basketball hoops & supports, pole anchor systems for netting, spring boards, pool side furniture.

Normally, installation and maintenance of program equipment is the responsibility of the user department and is performed by an “external” contractor hired through a requisition issued by the department. However, if Building Maintenance installation or maintenance labour is requested and if they have the internal expertise, it will perform the work and charge back the department for the labour and materials used for installation or maintenance of program equipment.

If a work order is called in or put into the online work order system, Utilities will troubleshoot failed exercise equipment in a timely manner. Utilities will repair small damage like cord ends at no charge. Extensive repair to the equipment is the responsibility of Sport & Recreation Services. If electrical failure on exercise or other equipment occurs, it is strongly recommended to advise Utilities first.

“Sanitary Systems” Department Responsible: Utilities

- Washrooms/shower and dressing rooms and all fixtures installed as original equipment.

“Steam rooms/Saunas Equipment” Department Responsible: Sport & Recreation Services

- All equipment in the steam room for steam outlet purposes.

“Steam Generators for Steam Rooms and Saunas” Department Responsibility: Joint

- Exception to the rule on request of the Alberta Boilers Branch a yearly maintenance is performed on the steam generator by the Utilities department. Ordering of parts for this equipment is the responsibility of the Sport & Recreation Services department. Utilities will not charge for labour for this function.

“Timing Clock Equipment” Department Responsibility: Sport & Recreation Services

- Timing equipment/score board repair, adjustment, etc falls under the responsibility of Sport & Recreation Services.

FURNITURE

“Provision of Facility Furniture” is the replacement of existing “standard issue” furniture and furniture accessories from funding within the Building Maintenance furnishings program due to obsolescence or lifecycle issues as required to make any space useful to the level of normal building standards. Furnishings for new or additional staffing requirements are the responsibility of the department hiring the staff. Standard issue furniture includes: workstations, chairs, file cabinets, bookcases, tack boards, whiteboards, chalk boards, exterior window coverings and classroom seating units. Refer to: “Standard Furniture Provision”, for furniture standards for faculty offices, administration offices, reception areas, classrooms, seminar rooms, instructional labs and studios, grad student areas, meeting rooms and department lounge rooms.

“Standard Furniture Provision” for faculty office, administration/staff office, and reception, classroom, lab, lounge and common areas is as follows:

Faculty Office: 1 workstation with return, 1 task chair, 2 sled based visitor chairs, 3 full size bookcases, 1 2-drawer lateral file cabinet, 1 4’ x 4’ tackboard or whiteboard, 1 waste basket and 2 door mounted coat hooks.

Administration/Staff Office: 1 workstation with return, 1 task chair, 2 sled based visitor chairs, 2 full size bookcases, 1 2-drawer lateral file cabinet, 1 4’ x 4’ tackboard or whiteboard, 1 waste basket and 2 door mounted coat hooks.

Reception/Classroom/Lab/Lounge/Common Areas: Quantities and description/design of furniture as determined at time of construction or renovation.

“Supplementary Furniture” are those items not contained in the standard protocol or original and/or additional furnishings considered beyond the requirement (Examples include: custom shelves, custom cabinets, custom workstations, additional chairs, bookcases, cabinets, whiteboards, tack boards, file cabinets.) Supplementary Furniture also pertains to those items associated or specialized for academic/departmental program requirements (examples include: Independent sound systems, “Smart” boards, electronic podiums and additional furnishings beyond standard origin in research Labs). The Department to which a research lab is assigned is responsible for funding all additional and replacement of supplementary furniture.

“Ergonomic OH&S Furniture” is specialized furniture to meet an individual’s requirements for Occupational Health & Safety (OH&S) reasons and is considered supplementary furniture and is the responsibility of the department the staff member reports to. Examples include: keyboard trays, footstools, monitor stands/inserts, height modified chairs or workstations, ergonomic alterations to workstations, or other items not included in standard furniture provision. Refer to “Standard Furniture Provision”.

SIGNAGE

“Facility Signage” is part of the Building Maintenance mandate and refers to installed interior and exterior directional signage on University buildings that identify buildings, faculties and departments within the buildings and provides direction from one area to another.

Identification signage identifies: all rooms, occupants, name plates for reception desks, fire extinguisher locations, house phone and classroom phone instructions, elevator safety instructions, and all health & safety instruction requirements for public areas (i.e. no smoking signs) which are not program or departmental specific.

“Supplementary Signage” refers to signage requirements which are either program specific or for inter-departmental purposes and is chargeable to Sports & Recreation Services. Examples include: event signage, instructional/procedural signage to operate facilities/equipment, program rules/safety, banners, advertisements, awnings, price boards, sign-out boards.

CARETAKING AND SPORT & RECREATION SERVICES

“Caretaking – Standard Supplies and Services” - Supplies are defined as all cleaning chemicals required to clean facility space, and all paper products (example: toilet paper, paper towels, linen towels and hand soap) for washrooms and departmental common spaces that are supplied at no charge. Standard cleaning service is defined as work required to provide basic cleaning services to University campus facilities. Standard cleaning services are supplied, at no charge, to: classrooms, instructional labs and studios (student related), research labs and studios (research related), offices, common areas and Ancillary Services administrative office space.

“Caretaking – Supplementary Supplies” Caretaking Services does not receive funding for labour or materials to supply instructional labs and studios or research labs and studios with supplementary supplies consumed in the delivery of their program or service, such as laboratory studio instruction materials. Supplementary Supplies are provided, at no charge, for classrooms, offices, common areas, Ancillary Services administrative office space, gymnasiums and the Fitness Centre.

“Caretaking – Supplementary Services” is defined as any extra cleaning service required to maintain University cleaning standards. External events and post construction clean-ups require Supplementary Services and are charged for labour and materials. Areas not charged for Supplementary Services include: classrooms, instructional labs and studios (student related), research labs and studios (research related), offices, common areas, Ancillary Services administrative office space, gymnasiums and the Fitness Centre.

“Caretaking – Maintenance Program” is a breakdown of tasks and frequency as expected to be performed by Caretaking and Sport & Recreation Services staff. Please refer to Appendix “C” for task responsibility breakdown.

GROUNDS AND SPORT & RECREATION SERVICES

“Exterior Maintenance Standard Services” are tasks that are performed by University Grounds and Sports and Recreation Services staff. The following table outlines the task and the department responsible for completion.

Buildings

Grounds Responsibilities	Sport & Recreation Services Responsibilities
<ul style="list-style-type: none"> • Exterior litter pickup and garbage removal • Snow removal • Clean entrances weekly • Indoor and outdoor planter maintenance 	

Fields/Landscape Maintenance

Grounds Responsibilities	Sport & Recreation Services Responsibilities
<ul style="list-style-type: none"> • Turf maintenance • Irrigation maintenance • Work up pits before event • Set up garbage barrels for events • Cleanup after events • Litter pickup and garbage removal 	<ul style="list-style-type: none"> • Paint lines on field for events • Event setups • Event Signage • Paint lines on track (indoor and outdoor) as needed???

SECURITY AND SPORT & RECREATION SERVICES

“CCTV Surveillance” CCTV cameras will be located in the Centre for Sport & Wellness, deployed as per the Surveillance of Public Areas policy. A live view will be supplied to the Control Centre. The monitor and CPU will be provided by Sports and Recreation Services for the live monitor.

“Campus Security Responsibilities” are tasks that are performed by Security Services and Sports and Recreation Services staff. The following table outlines the task and the department responsible for completion.

Security Responsibilities	Sport & Recreation Services Responsibilities
<ul style="list-style-type: none"> • Open building entrance doors in morning • Lock building doors in evening • Patrol areas while building is closed • Respond to problems with persons • Investigate complaints (theft, etc.) • Control door access • Fire extinguisher maintenance • Fire alarm response • Deficiency response (deficiency report or call out) • Medical response back-up • Lost and found (receive valuables) • Event security upon request 	<ul style="list-style-type: none"> • Responsible for building general surveillance during open times • Initial response to person • Notify Security of incident • Provide access approval for door access • Report any problems immediately • Report and evacuate during emergencies • Report deficiencies to Security during working hours • Medical response • Dispose of items under policy, forward valuables to Security (weekly) • Provide event security

“Card Access Security Levels” Card access will be controlled by Security Services. Open/closing times will follow the operational needs of Sports and Recreation Services. Access to card holders will be approved by the Sports and Recreation Services “key authority”.

Card access to the Climbing Wall area will be connected to the Sports and Recreation computer system, and will be controlled by Sports and Recreation.

“Parking Services Mandate” A reserved “Community User” parking area will be maintained at the south end of the west lot. Parking fees for community users will be approved by the Board of Governors on an annual basis. Reserved parking locations for the proposed physiotherapy/sports medicine clinic will be charged as per the Board of Governors approved Parking Fee Schedule.

“Security Standard Services” pertains to security patrols for the protection of property and personal safety. This includes: first response to medical emergencies and intrusion alarms; response to fire alarms and coordination of evacuation with the Lethbridge Fire Department, if required; supervision and enforcement of parking areas; support of Utilities department including response to HVAC system problems; inspections of university property, lights, and roadway areas for deficiencies/damage; provision of cash escorts and provision of advice and direction to students and the general public. Please refer to Appendix “A” for department task responsibility breakdown.

“Security Supplementary Services” requires the provision of a security officer for a required period of time which would result in the officer being unavailable to perform the routine and emergency response duties. Supplementary Services normally require an additional security officer, for example, to supervise an event on campus. Please refer to Appendix “A” for department task responsibility breakdown.

“University Facilities Use and Rental Policy” determines what services are considered chargeable when a space is rented or used for a function outside of the normal University mandate. Refer to University Facilities - Use and Rental Policy.

FACILITIES RESPONSIBILITY MATRIX - INTERDEPARTMENTAL CHARGES

NOTES: L = Labour M = Materials NCh = No charge item Ch = Chargeable item Sh = Shared cost item N/A = Not applicable	components (excludes furniture, signs, keys, and program equipment)		Provision of FACILITY Furniture, Signs, and Keys		Provision of Supplementary and PROGRAM Furniture, Signs, and Keys		Maintenance of FACILITY Furniture, Signs, Keys		Maintenance of Supplementary and PROGRAM Furniture, Signs, Keys		ERGONOMICS and SPECIAL - Custom alterations to and provision of furniture		Event Set up		Distribution of goods on campus		Maintenance, and Service Extension (external)		PROGRAM Equipment Installations, Maintenance, and Service Extension (internal)		Caretaking - Standard supplies and services		Caretaking - Supplementary supplies		Caretaking - Supplementary services		Security - FACILITY Routine Services		Security - Supplementary Services	
	L	M	L	M	L	M	L	M	L	M	L	M	L	M	L	M	L	M	L	M	L	M	M	L	L	M	L	M		
UNIVERSITY BUSINESS																														
Classrooms	NCh	NCh	NCh	NCh	NCh	Ch	NCh	NCh	NCh	Ch	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	Ch	
Instructional labs and studios (student-related)	NCh	NCh	NCh	NCh	NCh	Ch	NCh	NCh	NCh	Ch	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	Not provided	NCh	NCh	NCh	NCh	NCh	Ch		
Universal common areas	NCh	NCh	NCh	NCh	NCh	Ch	NCh	NCh	NCh	Ch	NCh	NCh	Ch	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	Ch		
Departmental common areas	NCh	NCh	NCh	NCh	NCh	Ch	NCh	NCh	NCh	Ch	NCh	NCh	Ch	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	Ch		
Research labs and studios (research-related)	NCh	NCh	NCh	?	Under review	NCh	Ch	NCh	NCh	NCh	Ch	NCh	Ch	NCh	NCh	NCh	NCh	NCh	NCh	NCh	Not provided	NCh	NCh	NCh	NCh	NCh	NCh	Ch		
Offices	NCh	NCh	NCh	NCh	NCh	Ch	NCh	NCh	NCh	Ch	NCh	NCh	Ch	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	Ch		
Sports & Recreation Services																														
Central/Main Administrative Offices	NCh	NCh	NCh	NCh	NCh	Ch	NCh	NCh	NCh	Ch	NCh	NCh	Ch	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	Ch	Ch	
Triple Gymnasium, Fitness Center, Climbing Wall, Indoor Track & Infield Areas, Pool (not pool tank)	*NCh	NCh	NCh	NCh	Ch	Ch	NCh	NCh	Ch	Ch	Ch	Ch	Ch	NCh	NCh	NCh	NCh	NCh	NCh	NCh	Ch	Ch	NCh	NCh	Ch	Ch	Ch	Ch		
Control/Equipment/Laundry & Ticket Rooms	NCh	NCh	NCh	NCh	Ch	Ch	NCh	NCh	Ch	Ch	Ch	Ch	Ch	NCh	NCh	NCh	NCh	NCh	NCh	NCh	Ch	Ch	NCh	NCh	Ch	Ch	Ch	Ch		
Multipurpose Rooms	NCh	NCh	NCh	NCh	NCh	Ch	NCh	NCh	Ch	Ch	NCh	Ch	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	Ch	Ch	NCh	NCh	Ch	Ch	Ch	Ch		
Locker Rooms, Washrooms, Team Rooms, Referee Rooms	NCh	NCh	NCh	NCh	Ch	Ch	NCh	NCh	Ch	Ch	NCh	Ch	NCh	NCh	NCh	NCh	NCh	NCh	NCh	NCh	Ch	Ch	NCh	NCh	Ch	Ch	Ch	Ch		
Common Circulation Areas	NCh	NCh	NCh	NCh	NCh	Ch	NCh	NCh	NCh	Ch	NCh	NCh	Ch	NCh	NCh	NCh	NCh	NCh	NCh	NCh	Ch	Ch	NCh	NCh	Ch	Ch	Ch	Ch		
Food Services / Conferences Services / Commerical	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	NCh	NCh	NCh	NCh	NCh	NCh	NCh	-	-	-	-	-	-	-	-		
Space Used by/Rented to External Groups (see University Facilities - Use and Rental Policy)	NCh	NCh	Ch	Ch	Ch	Ch	NCh	NCh	Ch	Ch	NCh	NCh	Ch	Ch	NCh	NCh	NCh	NCh	NCh	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch		

Refer to Building Maintenance & Sports & Recreation Services Responsibility Mandate

External Contractor Hired - Paid by Requesting Department

*S&RS responsible for changing lights & fixture lenses refer to Responsibility Mandate - "Facility Maintenance"

APPENDIX "B"

Charge Out Rates for Set Ups and Delivery of Tables, Chairs and Stage Panels
(During Normal Working Hours)

Effective Sept 1, 2006

	Delivery only to/from storage – Building to Building	Delivery only to/from storage – within Building	Setup & Tear Down	Delivery to/from storage, Setup & Tear Down – within Building
Chairs	\$.40	\$0.40	\$0.20	\$0.60
Tables	\$1.75	\$0.50	\$0.25	\$0.75
*Stage	N/A	\$48.00	\$48.00	\$96.00

* six panels only

Building Table and Chair Inventory

Location	Table Size		Round (ft)	# Tables	Color Chair		
	Length (ft)	Width (in)			Black	Brown	Pink
UH/UCA	8	30		35	550	250	
	6	30		16			
			5	54			
SU / PE / RHWC	8	36		25			
	8	30		110	427		535
	8	24		10			
			6	59			
AH100	8	30		4	10		
	6	30		2			

APPENDIX "C"

CARETAKING CLEANING MAINTENANCE PROGRAM						
	Physical Education Building		Regional Aquatic Centre		Regional Health & Wellness Centre	
	Caretaking Frequency	SRS (PE Facilities) Frequency	Caretaking Frequency	SRS (Pool Staff) Frequency	Caretaking Frequency	SRS (PE Facilities) Frequency
Classrooms						
Spot clean	Daily		Daily	Per schedule	Daily	
Remove garbage	Daily		Daily		Daily	
Complete vacuuming	Weekly		Weekly		Weekly	
Complete dusting	Weekly		Weekly		Weekly	
Clean blackboards/whiteboards	Daily		Daily		Daily	
High dusting	Bi-Annual		Bi-Annual		Bi-Annual	
Wash walls	Bi-Annual		Bi-Annual		Bi-Annual	
Cleaning after special events (e.g. birthday parties)			Per schedule			
Labs						
Spot clean	Daily				Daily	
Remove garbage	Daily				Daily	
Complete dusting	Weekly				Weekly	
Clean sinks	Weekly				Weekly	
Complete dustmopping floor	Weekly				Weekly	
Wet mop floor	Weekly				Weekly	
Offices						
Complete vacuum	1X/10 days		1X/10 days		1X/10 days	
Complete dusting	1X/10 days		1X/10 days		1X/10 days	
Remove garbage	1X/10 days		Daily		1X/10 days	
Wash walls	Annual		Annual		Annual	
Wash windows	Annual		Annual		Annual	
Spot clean			Daily			
Admin. Support Offices						
Spot clean	Daily				Daily	
Remove garbage	Daily				Daily	
Washrooms						
Sanitize all fixtures	Daily				Daily	
Empty garbage	Daily				Daily	
Restock supplies	Daily				Daily	
Disinfect floors	Daily				Daily	
Clean glass	Daily				Daily	
Clean mirrors	Daily				Daily	
Spot clean stalls	Daily				Daily	
Spot clean walls	Daily				Daily	
Vacuum air vents	Monthly				Monthly	
Scrub floors	Monthly				Monthly	
Replenish feminine napkins	Monthly				Monthly	
Complete washing of walls	Bi-Annual				Bi-Annual	
Hallways						
Spot clean	Daily		Daily		Daily	
Vacuum walk-off mats	Daily				Daily	
Empty garbage	Daily		Daily		Daily	
Spot clean windows	Daily				Daily	
Vacuum	Weekly		Weekly		Weekly	
Powerscrub	Weekly				Weekly	
In inclement weather	Daily				Daily	
Disinfect garbage containers	Quarterly		Quarterly		Quarterly	
Vacuum air vents	Bi-Annual		Bi-Annual		Bi-Annual	
Scrub and seal concrete	Bi-Annual				Bi-Annual	
Wash walls	Bi-Annual		Bi-Annual		Bi-Annual	
Vacuum tops of lockers	Bi-Annual				Bi-Annual	
Complete washing of windows	Bi-Annual				Bi-Annual	
Carpet extraction	Annual		Annual		Annual	
Sanitize water fountains	Daily				Daily	
Stairs						
Spot clean	Daily				Daily	
Spot clean glass	Daily				Daily	
Vacuum	2X / Wk				2X / Wk	
Dust handrails	3X / Wk				3X / Wk	
Spot clean walls	Monthly				Monthly	
Complete washing of walls	Bi-Annual				Bi-Annual	
Scrub & seal	Bi-Annual				Bi-Annual	

APPENDIX "C"

CARETAKING CLEANING MAINTENANCE PROGRAM						
Task	Physical Education Building		Regional Aquatic Centre		Regional Health & Wellness Centre	
	Caretaking Frequency	SRS (PE Facilities) Frequency	Caretaking Frequency	SRS (Pool Staff) Frequency	Caretaking Frequency	SRS (PE Facilities) Frequency
Locker Rooms						
Police - mid day	Daily				Daily	
Dustmop floors	Daily				Daily	
Disinfect floors	Daily				Daily	
Sanitize washroom fixtures	Daily				Daily	
Restock washroom supplies	Daily				Daily	
Remove garbage	Daily				Daily	
Clean mirrors	Daily				Daily	
Dust tops of lockers	Daily				Daily	
Re-stock supplies	Daily				Daily	
Disinfect shower rooms	Daily				Daily	
Disinfect steam room & sauna	Daily				Daily	
Scrub floors	Daily				Daily	
Vacuum air vents	Monthly				Monthly	
Change lights (ladies only)	As Regd				As Regd	
Small Gymnasium (PE 110)						
Dust mop	Daily					
Damp mop (inclement weather)	Daily					
Spot clean mirrors	Daily					
High dusting	Bi-Annual					
Gymnasiums (5)						
Dust mop					Daily	2X / Day
Treat Floor with Polo Plaz					Daily	
Empty garbage					Daily	
Power sweep					Daily	
Power scrub					Daily	
Dampmop					Weekly	
In inclement weather					Daily	
High dust					Bi-Annual	
Clean bleachers					Bi-Annual	
Clean cement ledges over doors					Bi-Annual	
Clean windows					Bi-Annual	
Retract bleachers					Spec Func	
Wash and remove floor mats					Spec Func	
Convocation set ups					Bi-Annual	
Convocation tear downs					Bi-Annual	
Track						
Power sweep					Daily	
Power scrub					Daily	
Fitness Centre						
Dustmop/vacuum					Daily	
Wet mop floor					Daily	
Carpet extraction					Annual	
Scrub and refinish floor					Annual	
Spot vacuum						2X / Day
Maintain program related equipment						Daily
Clean mirrors						Daily
Team Rooms						
Complete clean					Weekly	
Equipment Room						
Vacuum floor	Weekly				Weekly	
Wet mop floor	Weekly				Weekly	
Vacuum dryer filters	Weekly				Weekly	
Scrub floor	Monthly				Monthly	
Training Room						
Wet mop floor	Daily				Daily	
Empty garbage	Daily				Daily	
Scrub floor	Quarterly				Quarterly	
or more frequently	As Req'd				As Req'd	

APPENDIX "C"

CARETAKING CLEANING MAINTENANCE PROGRAM						
	Physical Education Building		Regional Aquatic Centre		Regional Health & Wellness Centre	
	Caretaking Frequency	SRS (PE Facilities) Frequency	Caretaking Frequency	SRS (Pool Staff) Frequency	Caretaking Frequency	SRS (PE Facilities) Frequency
Task						
Windows						
Spot clean	Daily		Daily		To be determined	
Complete wash	Bi-Annual		Bi-Annual		To be determined	
Pool Gallery						
Police - early morning			Daily			
Police - mid day			Daily			
Remove garbage			2X Daily			
Spot clean carpet			Daily			
Complete vacuuming			Weekly			
Wet mop tile			Weekly			
Scrub tile			Quarterly			
Shampoo carpet			Quarterly			
Wash timing booth windows			Swim Meets			
PE2H1 (Food Court Area)						
Power sweep floor					Daily	
Power scrub floor					Daily	
Police area					3x / Day	
Sodexo Responsible for:						
Food preparation area (PE276)						
Storage (PE276B & C)						
Office space (PE276A)						
Washroom (PE2W3)						
Lounge area (PE276D)						
Note: Food Services standard supplies and services are not provided. Supplementary services and supplies are charged for.						
Climbing Wall						
Vacuum					Daily	
(Glass cleaning requirements frequency to be determined.)						
Multi Purpose Rooms (PE255, PE107, PE152)						
Spot clean					Daily	
Remove garbage					Daily	
Complete vacuuming					Weekly	
Complete dusting					Weekly	
Clean blackboards/whiteboards					Daily	
High dusting					Bi-Annual	
Wash walls					Bi-Annual	
Undeveloped Spaces						
Cleaning frequency to be determined (ex. PE100)						