

CARETAKING SERVICES
2014-2015 BUDGET
EXPLANATION OF SERVICE LEVELS

1. There are duties that we must continue to carry out because of government regulations and legislation, for example:
 - ▶ swimming pool maintenance;
 - ▶ checks on eye wash stations;
 - ▶ checks on fire extinguishers, annunciator panels, exit lights, fire hose cabinets, sprinkler system control valves.
2. Most of our staff operate under a self-managed cleaning schedule. This means that the frequencies noted above can vary. If one of our staff sees that an area needs to be cleaned more often, then he or she does so. If they find an area needs less frequent cleaning, then he or she does so. If they find that an area needs less frequent cleaning, then he or she dedicates the time allotted for that area to areas that need more regular cleaning. The nominal frequencies noted above are to be used only as a guideline.
3. **Complete clean** means dust mopping/vacuuming the floor, removing the waste and recyclable material and dusting open horizontal spaces such as desk tops or shelves. Where applicable, the chalkboards are cleaned and the brushes are cleaned/replaced.
4. **Partial clean** means removing waste and recyclable material. Any large spills will be removed from the floor. Large pieces of garbage will be removed from desk, bench tops and floors. Chalkboard rails are cleaned and the brushes are cleaned/replaced.
5. **Servicing** means restocking supplies (for example, soap, toilet tissue, paper towels, etc.).
6. **Winter Operations** - We will continue to employ additional staff in December, January, February, and March to remove sand, salt and snow/ice at the entrances, exterior stairs, and sidewalks to main walkway.
7. **Unlocking Interior Doors** - The unlocking of interior doors for people who have left keys at home or otherwise require access to a room will only be done when arrangements have been made to have the time billed to a departmental account. While this is not a major inconvenience if it is in the immediate vicinity where the Caretaker is working, this occurs most often when a Caretaker has to leave one building and go to another in order to unlock the door. This can involve up to thirty minutes away from their primary job site in order to carry out this service.

Note: if a caretaker is nearby and they know the occupant of the room the caretaker will unlock the room at no charge.
8. **Odd Jobs (i.e., Moving Furniture and Boxes)** - Our section will still do this work but will charge the departments accordingly.
9. **Abandoned Furniture Removal** - If our staff see furniture abandoned in corridors or stairways, they will attempt to determine the originator, arrange for its removal and charge the department for the costs involved.
10. **Summer Camps** - Many of our facilities are used by off-campus groups in the summer. As this is an additional expense beyond our normal operations, there should be a component to recover. We will pursue the amalgamation of classrooms to moderate the impact. Where we are not currently receiving reimbursement, we will seek funding from the appropriate department or group.