

Appendix “A” – Daily Cleaning Tasks and Schedule

The following outlines the daily, weekly, and specialized cleaning tasks required for the New Glasgow Regional Police buildings. Cleaning is to occur six days per week (Sunday through Saturday) unless otherwise specified.

DAILY CLEANING TASKS

- To be completed each day of scheduled service:
- Floors – Sweep/Vacuum and Mop (as applicable):
 - All hallway floors throughout the building
 - Lobby
 - Dispatch area
 - File room
 - Platoon office
 - Administration area
 - Cell block area
 - Secure garage (sweep only, mop as needed)
 - Lunch room
 - Breath sample room
 - Locker rooms (x2)
 - Washrooms
 - Interview rooms (vacuum only)
- Boardroom:
 - Floors swept and mopped
 - Tabletops and counter surfaces sanitized
- Washrooms (All):
 - Urinals, toilets, sinks, and showers sanitized
 - Mirrors cleaned
 - Paper products, soap, and other supplies refilled as required
- Communal Surfaces – Sanitization of:
 - Lobby doors and handles
 - Dispatch front counter
 - All door handles throughout the building
 - Light switches
 - Push bars and electronic keypads
 - Copier machine keypads
- Garage/Recycling:

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- Remove and empty all garage and recycling receptacles daily

WEEKLY CLEANING TASKS

- To be completed once per week:
 - Exercise room: vacuum carpets and clean mirrors
 - All building windowsills to be dusted

SPECIALIZED SECTIONS / SECURE OFFICES

- To be cleaned as operational schedules permit and when personnel are present.
Includes:
 - Major Crime Unit (MCU) / Street Crime Enforcement Unit (SCEU)
 - Criminal Intelligence Service of Nova Scotia (CISNS)
 - Inspector's Office
 - School Resource Officer / Community Engagement Officer Office
 - Deputy Chief's Office
 - Chief of Police's Office

OFF-SITE CLEANING

- Community Policing Office – 90 Provost Street, New Glasgow:
 - General cleaning to be completed once every two weeks
 - Includes floors, surfaces, touch points, windows, and washrooms

All cleaning must be conducted with attention to safety, hygiene, and confidentiality in accordance with the standards of the New Glasgow Regional Police. Cleaning staff must adhere to any additional security or operational protocols required for secure areas.