

# Caretaking Standards Phase 2

## Purpose

To provide guidance to the Faculty and Departments on the expected service levels of Caretaking Services.

Feedback on the content of this document should be communicated to the Director, Operations and Maintenance, Stephen Cumpsty.

## Assumptions

- May – end Aug.
- Caretaking staff reduced due to reduced workload.
- 500-2750 academics/administrators on campus daily.
- Campus remains closed to non-essential tasks.
- 5021 offices (39511 FG, 1070 BC, 4:1 ratio), not all occupied.
- 1043 Labs (878 FG, 165 BC), not all occupied.
- Minimize contact in offices and labs to essential people only.
- ALC, athletic spaces will remain closed during this period.
  - Pool and arena currently closed (opening TBD).
- As buildings are occupied, will direct all staff to use certain doors and pathways to focus maintenance efforts. Supervisors in each area will optimize efficiency.
- Garbage to be placed outside offices/labs for pickup. This allows caretakers to understand where occupancy has occurred.
- Hand sanitizer locations increased to main entrances of used buildings.
- Caretakers will generally check campus areas daily to verify any maintenance issues and to observe any unanticipated cleaning requirements.
- Occupants will conduct extra cleaning to their workspace as desired.
- Additional areas that open may be subject to additional service fees for cleaning.
- No loitering in common areas, lunch rooms, lounges, foyers, etc.

## Cleaning Levels

- Enhanced cleaning procedures to be followed.
- Situate wipes and cleaner in departments for occupant use in offices, common areas, etc.
- All staff/employees/faculty are cleaning their hands regularly through hand washing or with hand sanitizer.
- Emptying garbage in common areas only.
- Common area horizontal surfaces, high touch disinfected daily.
  - Extensive cleaning 1x per week.
- Caretaking staff redirected from low occupancy areas such as ALC, Ellis, Animal Science, Fletcher Argue, Agriculture, Helen Glass, Arts, Isbister, Tier, Elizabeth Dafoe.
  - Removed the ice and drained the pool, to free up staff.
- Caretaking Manager/Supervisors/Svc Coords to monitor and review priority areas and redirect staff accordingly.

## Room Types

### Classrooms

- Minimal use, spot clean weekly as needed.
- Limited seating locations to focus cleaning.

### Laboratory – research

- Cleaning of labs is based on use and limited to floors and garbage.
- Occupants responsible for cleaning of other lab surfaces.
- Non-routine cleaning can be requested and will be accommodated dependant on staff availability.
- Collect garbage, either inside or place outside door.
- Spot cleaning of floor upon request, typically once a week.

### Laboratory – teaching

- Minimal use, spot clean weekly as needed.

### Office

- Access to private offices and non-common spaces is limited due to reduced use and to avoid cross contamination.
- Occupants responsible for cleaning of other surfaces.
- Non-routine cleaning can be requested and will be accommodated dependant on staff availability.
- Collect garbage, either inside or place outside door.
- Spot cleaning of floor upon request, typically once a week.

### Study/Lounge

- Minimal use, spot clean weekly as needed.

### Library

- Collect garbage, either inside or place outside door.
- Occupants responsible for cleaning of other surfaces.
- Spot cleaning of floor upon request.

### Assembly/Reception

- Minimal use, spot clean weekly as needed, check daily.

### Athletics

- Minimal use, spot clean weekly as needed.
- Stadium is chargeable cleaning.
- Pool and rink closed.

### Food Services/Retail

- Minimal use, spot clean weekly as needed.
- Occupants responsible for cleaning and frequency.

#### Animal Care

- Collect garbage, either inside or place outside door.
- Occupants responsible for cleaning of other surfaces.
- Spot cleaning of floor upon request.

#### Support Areas

- Collect garbage, either inside or place outside door.
- Clean floor routinely.

#### Washroom

- Washrooms are reduced to high use locations:
  - Signage directing to closest washroom.
  - Close some low use, high workload washrooms.
  - Extended Ed/ALC example to direct to single set of washrooms.
  - Clean frequently, 3-4 times per day.
  - Single stall washrooms to be cleaned every 2 hours, 4 times per day.
  - Other washrooms cleaned less frequently, 1-2 times per week, signage posted.
  - Post signs in washrooms to show frequency of cleaning.
  - Reduce urinal/sink for social distancing, "Do Not Use" sign middle fixture.
  - Post signs at washrooms, with max occupancy, 1-2 person max.

#### Lunch Room/Kitchen

- Minimal use, spot clean daily as needed.
- Non-routine cleaning can be requested and will be accommodated dependant on staff availability.
- Collect garbage, either inside or place outside door.
- Spot cleaning of floor upon request.

#### Health Services

- Occupants responsible for cleaning and frequency.

#### Residential

- Access to residence is limited due to reduced use and to avoid cross contamination.
- Occupants responsible for cleaning of rooms and other surfaces.
- Enhanced cleaning guidelines, high touch points, common areas, lounges, and laundry rooms.
- Occupants are responsible for in room garbage removal to the nearest garbage room.
- Spot cleaning of common area floors daily, and full cleaning once a week.

#### Circulation

- Enhanced cleaning guidelines, high touch points

**Contacts:**

Concerns regarding general cleaning levels are to be discussed with the Zone Supervisor initially. Requests for additional or non-routine cleaning requirements will be coordinated through the Customer Service Desk.

Zones are detailed at [http://umanitoba.ca/campus/physical\\_plant/adminss/PP\\_OM\\_Caretaking.html](http://umanitoba.ca/campus/physical_plant/adminss/PP_OM_Caretaking.html).

**Zone Supervisors:**

Active Living – Kevin McEvoy, 204-480-1083 (o), 204-298-6376 (c)

South – Mike Gobert, 204-474-8322 (o), 204-801-1790 (c)

Residence – Ophelia Morris, 204-474-9944 (o), 204-890-7311 (c)

East – Colleen Kerchak, 204-474-6782 (o), 204-227-2185 (c)

North – Dave Bacher, 204-474-6783 (o), 204-981-7960 (c)

Central – Judy Ducharme, 204-474-9765 (o), 204-899-7024 (c)

Bannatyne – Marco Aguirre, 204-789-3792 (o), 204-228-4545 (c)

Customer Service Desk, 204-474-6281

Caretaking Manager – Sukhjinder Singh, 204-474-9778 (o), 204-894-3481 (c)

Projects Coordinator – Ophelia Morris, 204-474-9608 (o), 204-890-7311 (c)

Bannatyne Manager – Tom Mirwaldt, 204-789-3822 (o), 204-770-3790 (c)