



BROOKS CO-OPERATIVE HOMES INC.

2145 Sheridan Park Dr., Ste. 6, Mississauga, Ont. L5K 1C6

Tel: (905) 823-4777 Email: office@brookscooperative.ca

Policy for Communal Cleaning

A policy dealing with the rules regarding
the shared responsibility of communal cleaning

passed by the Board of Directors on the 5th day of March 2025
amended by the Board of Directors on the 7th day of May 2025



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1. Policy Statement:

- a. The objective of this policy is to set out the respective responsibilities of “the Unit” and “the Cleaning Committee” to ensure compliance with Brooks Co-operative Homes’.
- b. Any reference to “the member” shall be interpreted as “the Unit” in which the member resides, and vice versa.

2. Purpose of the Policy:

- a. To outline the specific cleaning tasks that each unit is responsible for during the week of assignment.
- b. To outline the inspection procedure followed by members of the cleaning committee.
- c. To outline the procedure for units to communicate with their building/floor Cleaning Co-ordinator, and for the building/floor Cleaning Co-ordinator to communicate with the unit.
- d. To outline the procedure for a unit to be removed from the communal cleaning rotation for medical necessity, whether temporary or permanent.
- e. To outline the procedure for units that fail to complete their communal cleaning duties during the week in which they are assigned.
- f. To ensure that all units are held to the same standard of accountability, and that the rules in this Policy are applied fairly and consistently.

3. Role of the Cleaning Committee

- a. Each building will have two Cleaning Co-ordinators assigned – one for upstairs units (#7-17) and one for downstairs units (#1-6, #1-5 in 2125 and 2165)
- b. Wherever possible, the Cleaning Co-ordinator will reside in the building they are responsible for, and on the level they are responsible for. If this is not possible, members residing on different floors or in different buildings may fill this role.
- c. The Cleaning Committee is responsible for:
 - Issuing *Cleaning Notes* and *Cleaning Reminder Notices*
 - Inspection of common areas to ensure compliance
 - Introducing new members to the communal cleaning program
 - Submitting completed *Inspection Checklists* to the office
 - Escalating matters to the Board of Directors, as required
 - Reviewing and recommending revision to Cleaning Policy documents, as required



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- Scheduling of annual cleaning of inaccessible windows and balcony glass in late spring/early summer
- Scheduling annual carpet cleaning for upstairs common hallways in early to late spring
- Scheduling of floor stripping and buffing in basement hallway, as required
- Drafting and/or recommending cleaning related communications to the Membership
- Drafting an annual budget for all cleaning related line items and providing it to the board for consideration by the end of September

4. Cleaning Supplies

- a. Each level of each building has Cleaning Room where communal cleaning supplies are stored. The supplies are for common area cleaning only and are not to be used to clean members' units or personal property under any circumstance.
- b. Co-op staff are responsible for purchasing cleaning supplies on behalf of the Co-op, and keeping cleaning rooms stocked and replenished as required.
- c. The Cleaning Rooms will be equipped at all times with the following supplies:

Upstairs Cleaning Rooms	Downstairs Cleaning Rooms
• Paper towel • Glass cleaner • Floor cleaner • All purpose cleaner • Garbage bags • Mop • Mop Bucket • Wet Floor sign • Indoor Broom • Outdoor broom • Hand broom & dustpan • Vacuum • Replacement vacuum bag • Snow shovel	• Paper towel • Floor cleaner • All purpose cleaner • Garbage bags • Mop • Mop Bucket • Wet floor sign • Indoor Broom • Outdoor broom • Large broom or dust mop • Hand broom & dustpan • Snow shovel

5. Rotation:

- a. The list of cleaning responsibilities is outlined in *Schedule A* of this document. There are different duties for upstairs units and downstairs units. The list of responsibilities for upstairs units is posted on the cleaning room doors, and the list for downstairs units is posted on the laundry room doors.



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- b. Each unit is responsible for participating in these communal cleaning duties, with the following exemptions:
 - i. Exception 1: Assisted units 2125#6 and 2165#6 are exempt from the rotation.
 - ii. Exception 2: The unit will be exempt from the rotation if all adult residents in the unit are unable to complete the duties for valid medical reasons. To be granted an exemption, the unit is required to follow the procedure outlined in section 9 of this policy. The exemption could be temporary (for example, recovering from surgery or injury) or permanent.
- c. The cleaning responsibility is assigned to units on a rotating basis, in 7-day blocks. The 7-day block begins on Monday morning and ends on the following Sunday evening.
- d. If all adult members of a unit will be absent during the weekly block when cleaning is to be assigned to them, they are required to notify the Cleaning Co-ordinator in advance. Alternate arrangements will be made, and the rotation will be adjusted.
- e. Assignment and Completion Process
 - i. The Cleaning Co-ordinator will issue a *Cleaning Note (Schedule B* of this document) to the unit on the first day of the weekly block. The *Cleaning Note* will be placed in the mailbox (downstairs units) and in/under the door (upstairs units).
 - ii. Each cleaning responsibility must be completed twice during the week, at minimum. The unit is responsible for ensuring that the common areas are clean on the final day of cleaning assignment, prior to the responsibility being passed on to the next unit in the rotation.
 - iii. The unit **MUST** ensure that a wet floor sign is placed on any flooring areas immediately after mopping.

6. Inspection:

- a. The Cleaning Co-ordinator will conduct minor inspections of the common areas throughout the week.
- b. The Cleaning Co-ordinator will formally inspect the common areas on the Monday morning following the assigned week. The Cleaning Co-ordinator will use the *Inspection Checklist (Schedule D* of this document). Completed checklist sheets must be submitted to the office.
- c. If the cleaning has not been completed, or has not been completed to an acceptable standard, the Cleaning Co-ordinator will issue a *Cleaning Reminder Notice (Schedule C* of this document) to the unit. The unit will have until the Tuesday morning following issuance of the *Cleaning Reminder Notice* to complete any deficiencies.



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- d. If the unit fails to complete the cleaning by the deadline noted in the *Cleaning Reminder Notice*, the Cleaning Co-ordinator, Committee Chairperson or Committee Co-Chairperson will submit a copy of the reminder notice to the Office. The reminder notice will be presented to the Board of Directors during the confidential portion of the first board meeting following its' receipt.

7. Board Intervention:

- a. When a *Cleaning Reminder Notice* is escalated to the Board of Directors, the board will decide how to deal with the lack of participation. The board may send a letter to the unit or request the unit to attend a confidential board meeting. The board has the authority to use its' discretion when addressing non-compliance, and may consider things like historical compliance, historical lack of compliance, extenuating circumstances, etc.
- b. In the case of a disagreement between the unit and the Cleaning Committee, both parties are encouraged to submit the details of the disagreement to the office, in writing. The Board of Directors will review the correspondence during the next confidential board meeting following receipt. The board will decide how to proceed. This could involve requesting the attendance of the member and the Cleaning Committee representative at a confidential board meeting in order to mediate.

8. Communication

- a. It is up to each Cleaning Co-ordinator to decide how they want the members on their floor to communicate with them. This could be through a door knock, phone call, text, email, messenger or written note. The Cleaning Committee may set up an email address for communication purposes.
- b. The standard form of communication from the Cleaning Co-ordinator to the unit is via *Cleaning Note* and *Cleaning Reminder Notice*. Members may give the Cleaning Co-ordinator permission to contact them by door knock, phone, text, messenger or email. Cleaning Co-ordinators are not permitted to use these methods of communication for communal cleaning purposes if the member has not given permission, or if the member withdraws permission.

9. Medical Exemption

- a. If all adult residents in the unit are unable to complete the cleaning duties for valid medical reasons, the unit will be exempt from the rotation. The exemption could be temporary or permanent, depending on the medical reason. The following steps must be taken:
 - 1. The unit must provide the office with a medical note from a doctor, specialist or other medical professional stating that the member(s) is unable to complete communal cleaning duties.
 - 2. The medical note must be accompanied by a written request to the Board of Directors to be removed from the rotation.



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3. The board will review the unit's submission during the first regularly scheduled confidential board meeting following receipt. The board will send a response to the unit, confirming removal from the rotation. A letter will be sent to the appropriate Cleaning Co-ordinator, and the Cleaning Committee Chairperson advising of the unit's removal from the rotation, effective immediately. The Cleaning Committee is not privy to the medical note, or any confidential information regarding medical conditions.
4. Pending exemption: If the unit is assigned to communal cleaning in the interim between the medical submission being received by the office and the board meeting where it will be reviewed, the unit must request assistance from another unit and advise the Cleaning Co-ordinator. If the unit pending exemption is unsuccessful in receiving assistance from another unit, the unit must advise the Cleaning Co-ordinator, and the Cleaning Co-ordinator will decide how to proceed. **Note:** the unit granting assistance does not have to live on the same floor or in the same building.

10. Care & Consideration

- a. All members and residents are expected to be considerate of the Co-op common areas and their community. Members are responsible for cleaning up any spills or other mess that is caused by their own action. For example, if a member spills coffee on the lobby floor, that member must clean it up immediately. It is not to be left for the unit that is assigned to communal cleaning.



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SCHEDULE A

CLEANING DUTIES FOR DOWNSTAIRS UNIT 1 TO 6

1. Wash the laundry room floor.
2. Sweep & mop basement hallway.
3. Wipe down inside and outside of the washing machine, including the agitator. Wipe down dryers.
4. Wipe lint off laundry room walls and clean in-wall dryer vents.
5. Clean laundry room sink.
6. Spot clean hallway walls and common area doors. Clear away cobwebs and spider webs from hallways and ceilings.
7. Ensure garbage bag and recycling container are empty and clean inside and out.
8. Pick up litter from the floors throughout the week.

CLEANING DUTIES FOR UPSTAIRS UNITS 7 TO 17

1. Vacuum hallway carpet and change vacuum bag, as required.
In consideration of people's allergies, please do not use carpet deodorizer of any kind.
2. Sweep and damp mop the tile floors indoors and outdoors.
3. Clean the lobby windows and inner and outer lobby doors with window cleaner.
4. Sweep and mop the stairway leading to the downstairs hallway.
5. Wipe down or spot clean the walls and common area doors, clear away cobwebs and spider webs.
6. Pick up litter from the stairs and floors throughout the week.



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SCHEDULE B

Brooks Cleaning Committee

Cleaning Note: Downstairs Unit

-Notice of Communal Cleaning for 21_____ Unit # _____

Week beginning: _____

This note is to inform you that this is the beginning of your cleaning week. Inspections of the areas will be done.

** Please remember to sweep and mop the hallway floor.*

If for any reason you are unable to meet your obligation, it is your responsibility to communicate with your Cleaning Co-ordinator.

Your Co-ordinator is: _____ in 21_____ # _____

Brooks Cleaning Committee

Cleaning Note: Upper Unit

-Notice of Communal Cleaning for 21_____ Unit # _____

Week beginning: _____

This note is to inform you that this is the beginning of your cleaning week. Inspections of the areas will be done.

**Please remember to clean the interior staircase.*

If for any reason you are unable to meet your obligation, it is your responsibility to communicate with your Cleaning Co-ordinator.

Your Co-ordinator is: _____ in 21_____ # _____



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SCHEDULE C

Brooks Cleaning Committee

CLEANING REMINDER NOTICE: FINAL

Notice of Communal Cleaning for 21_____ Unit # _____

Date: _____

Since you have not completed your cleaning responsibilities, this notice is to advise that it is still your turn to clean. We encourage you to do the cleaning to avoid further action which would include board involvement.

Complete the cleaning by_____. Inspection of the areas will be done.
If you have any questions or concerns, please consult your Cleaning Co-ordinator.

Thank you for your anticipated co-operation.

Cleaning Co-ordinator



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SCHEDULE D

Cleaning Co-ordinator Inspection Checklist: Downstairs Units

Building: _____ **Unit # Assigned:** ____ **Inspection Date:** _____ **Time:** _____

TASK	Complete	Partially Complete	Incomplete	Comments
Wash laundry room floor				
Sweep & mop basement hallway				
Wipe down inside and outside of the washing machines and dryers.				
Wipe lint off laundry room walls and clean in-wall dryer vents.				
Clean laundry room sink				
Spot clean hall walls/ common doors & remove cobwebs				
Empty garbage/ recycling & wipe down bins				
Pick up litter from floors				

Cleaning Co-ordinator Signature: _____



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Schedule D

Cleaning Co-ordinator Inspection Checklist: Upstairs Units

Building: _____ **Unit # Assigned:** ____ **Inspection Date:** _____ **Time:** _____

TASK	Complete	Partially Complete	Incomplete	Comments
Vacuum hallway carpet				
Sweep & mop tile floor inside & outside				
Clean inner & outer lobby windows and doors				
Sweep and damp mop stairway leading to downstairs hallway				
Spot clean hall walls/ common doors & remove cobwebs				
Pick up litter from the stairs and floors				

Cleaning Co-ordinator Signature: _____

CERTIFIED to be a true copy of a Policy passed by the Board of Directors at a meeting held on the 5th day of March 2025

Board Secretary: Cathy Cetrullo