



## Daylight Cleaning

**It's environmentally responsible, it improves building security, and it gives you the office cleaning you deserve!**

### FREQUENTLY ASKED QUESTIONS:

#### ▶ **What is Daylight Cleaning?**

Daylight Cleaning is simply the completion of light duty cleaning activities in and around our office suite during daytime hours. This includes cleaning offices, washrooms, kitchens, coffee stations and meeting rooms, and so forth.

Heavy duty cleaning will take place during off hours or on the weekend.

#### ▶ **Why is my company doing this?**

There are a number of reasons our company has chosen to Daylight Clean:

- To reduce our use of electricity – turning off lights at night reduces our building's environmental footprint by the reducing our greenhouse gas and CO2 emissions.
- To offer an interactive cleaning service that gives you the level of service you deserve.
- To participate in proven sustainability initiatives. This system is in use in top companies throughout North America!
- To demonstrate with our corporate values of being socially and environmental responsible, and...
- To help create full-time, daytime cleaning jobs.

#### ▶ **What about my privacy and security?**

Security in the building actually increases with Daylight cleaning in 3 ways:

1. Daylight cleaners work in full view of everyone, therefore eliminating suspicions of theft or use of personal items by the cleaners at night.
2. When the last of your colleagues leave at night, your office suite is locked as no after-hours access is required by the cleaning staff.
3. Cleaners develop a relationship with our employees, so it's easier to spot someone who is 'out of place' in the building.

#### ▶ **What will change?**

The biggest change for you is that you will receive the cleaning service you wish for! Every day you will be visited by your cleaner and you have the ability to "wave off" for another day, or to have him/her perform a cleaning function in your office/cube or you can elect to book a thorough clean (monthly) when you plan to be out of the office. You decide!

You'll also notice extra cleaning activity in high use areas such as; washrooms, coffee stations, etc. You will actually know who your cleaner is, and if you have a complaint or a request it will receive prompt attention.

**MORE FAQ's ON BACK** ▶

A vertical column of silhouettes on the left side of the page. From top to bottom: a man and a woman in business attire talking; a person in a green uniform using a floor buffer; and a person in a blue uniform pushing a recycling bin with a white recycling symbol on it.

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### MORE FREQUENTLY ASKED QUESTIONS:

▶ **What about noisy equipment being used around me when I am working?**

With Daylight Cleaning, only the 'state of the art' equipment is used when cleaning activities require motorized equipment on floors and carpets during office hours. This equipment is extremely quiet and it incorporates the latest HEPA filters to reduce airborne dust and allergens. Often, you will see cleaners using non-motorized carpet sweepers in the office space or backpack vacuums attending to spills or debris.

▶ **Who do I contact with questions, requests or concerns about this service?**

If you have a question, request, or complaint, contact Building Engines at <https://buildingengines.com/login> for a timely response. Your cleaner will be notified promptly when you have special requests.

▶ **Do I have a role to play in this new service?**

Yes, you have a very essential role in this initiative. First we ask that you cooperate with our recycling program. Secondly, take a minute the first week to speak with your cleaner, as he/she is now part of our service team. Finally, please give it a couple of weeks for all of us to work out minor wrinkles and to settle in. **Think and Act Green!** It's in all of our best interest.

### TRASH/RECYCLING GUIDELINES:

**When we all dispose properly, it makes this environmental initiative even more effective!**