

# Schools Procurement

School Council Request for Tender (RFT)

# RFT for the Provision of Cleaning Services

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REFERENCE NUMBER	RFT_2024
CLOSING TIME	Friday 24 <sup>th</sup> May 2024, 4:00pm
PLACE OF LODGEMENT	letitia.bullen@education.vic.gov.au
RECEIVING STAFF MEMBER	Letitia Bullen, Business Manager
ADDITIONAL DETAIL	Written quotes only

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## CONDITIONS

### 1. RFT Presentations

**Foster Secondary College** (“the School”) does not warrant the accuracy of the content of the RFT. The School will not be liable for any omission from the RFT.

### 2. Confidentiality

The School may require persons and organisations wishing to access or obtain a copy of this RFT (or information relevant to this RFT) to execute a deed of confidentiality in a form required by, or satisfactory to, the School before or after access is granted.

Whether or not execution of a deed of confidentiality is required by the School, all persons obtaining or receiving this RFT and any other information in connection with the RFT must keep the contents of the RFT and such other information confidential and not disclose or use that information except as required for the purpose of developing a response to this RFT.

### 3. Tender Documents

All responses to the RFT and any accompanying documents will, upon submission, become the property of the School. The School will not return any of these documents.

By submitting a response to this RFT, an Invitee licenses the School to reproduce the whole or any portion of the documents which it has submitted for the purposes of, or in connection with, its evaluation, notwithstanding any copyright or other intellectual property rights that may subsist in those documents.

### 4. Enquiries

Enquiries concerning the RFT must be made to the following Tender manager:

Name: Dean Duursma  
Title: Principal  
E-mail: [dean.duursma@education.vic.gov.au](mailto:dean.duursma@education.vic.gov.au)  
Phone: 03 5682 2066

All enquiries concerning the RFT must be in writing and can only be made up to **three (3) days** prior to the Closing Time.

The School will respond to enquiries correctly lodged in accordance with the above conditions in writing and the response from the School will be provided to all potential Invitees to the RFT.

### 5. Late Tenders

If a Tender is lodged after the Closing Time, it may be disqualified from the RFT process and may be ineligible for consideration unless:

- The invitee can clearly document to the satisfaction of the School that an event of exceptional circumstances caused the Tender to be lodged after the Closing Time; and
- The School is satisfied that accepting a late submission would not compromise the integrity of the market approach.

The determination of the School as to the actual time that the Invitee's response is lodged is final. All Tenders lodged after the Closing Time will be recorded by the School. The School will inform an invitee whose Tender was lodged after the Closing Time of their ineligibility for consideration.

## **6. Incomplete Tenders**

If a Tender does not include all the information in the format required by the RFT or is incomplete in any way as determined by the School in its sole discretion, it may be rejected.

## **7. Validity of Tender**

A tender will be valid for acceptance by the School for a period of 90 business days from the Closing Time. This period may be extended by mutual agreement between the parties.

## **8. Unauthorised Communication and Improper Assistance**

Invitees are required to direct all communications through the Contact Person, unless advised otherwise by the Contact Person or the School. Invitees are required to meet or exceed the [government's supplier code of conduct](#). Unauthorised communication and/or seeking to obtain assistance of employees, agents or contractors of the School in preparation of their proposal may, in the absolute discretion of the School, lead to disqualification of a RFT submission.

## **9. Reservation**

The School reserves the right to, in its absolute discretion, refuse to consider or accept any Tender or all Tenders. The School will not necessarily accept the lowest priced tender nor any other tender. The School further reserves the right to:

- a) reject all Tenders without giving reason for the rejection; and
- b) accept a portion or the whole of any Tender at the price or prices quoted unless the Tender states specifically to the contrary.
- c) negotiate with one or more Invitee's and allow any Invitee to vary its Tender

## **10. Preferred Supplier**

Selection as a preferred supplier does not give rise to a contract (express or implied) between the preferred supplier and the School for the supply of Goods and/or Services. No legal relationship will exist between the School and the preferred supplier until such time as a binding contract is executed by both parties.

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## RFT DETAILS

### 1. Background

Foster Secondary College is situated in the rural township of Foster in beautiful South Gippsland and provides schooling for the town and surrounding area. We have an enrolment of approximately 280 students. The school currently has 52 staff, including 1 Principal, 1 Assistant Principal, 2 Learning Specialists, 28 Teachers (full and part time), 20 Education Support staff including a Business Manager and Administration Officer.

### 2. Scope

Foster Secondary College required the supply of cleaning services for a 3-year period plus x2 one-year option to extend. Cleaning requirements for each site is listed in the attached **School Council Cleaning Checklist**. With a commencement date of the contract being Monday 1<sup>st</sup> July 2024.

### 3. Statement of Requirements

#### a. Cleaning Tasks and Frequency

The scope of work for the school cleaners shall include providing comprehensive cleaning services to maintain the cleanliness and hygiene of the school premises areas as specified in attached **School Council Cleaning Checklist**.

#### b. Compliance with Regulatory Standards

As the contractor will be working within an environment where there are children, the school policy is that all contractors must meet Child Safe Standards <https://www.vic.gov.au/child-safe-standards-schools-and-school-boarding-premises>.

- Working with children checks clearances for all staff working onsite.
- Attest to complying with the Victorian Child Safe Standards, including:
  - having a Child Safety and Wellbeing Policy
  - having a Child Safety Code of Conduct
  - conducting child safe screening of all staff, including requiring a Working with Children clearance.
  - Providing the relevant documentation to Foster Secondary College.

c. Where the Supplier is providing labour hire services, Suppliers must be licensed with the Labour Hire Authority Victoria.

### 4. Important Dates

Commencement date:	1 <sup>st</sup> July 2024
Quality assurance check 1:	90 days after the commencement of Contract, by 28 <sup>th</sup> August 2024
Quality assurance check 2:	Six (6) months after the commencement of the Contract, by January 2025
Review:	1 <sup>st</sup> July 2025
Contract end date:	1 <sup>st</sup> July 2027

With the chance to renew for 2 x 1 year periods if both parties agree.

### 5. Relationship Management

Contract Manager:	Dean Duursma
Address:	2-10 Pioneer Street, Foster Vic 3960
Email:	<a href="mailto:dean.duursma@education.vic.gov.au">dean.duursma@education.vic.gov.au</a>
Phone:	03 5682 2066

### 6. Reporting requirements

Any matters which arise that may be deemed to materially affect the development of the project should be communicated to the School Project Manager within twenty-four (24) hours of the matter being known to the Coordinator.

## 7. Key Performance Indicators (KPIs)

Detail the performance measures and benchmarks that will be monitored during the period of the contract.

KPI	Performance Target
Quality	Services are provided to contracted specifications 100% of time
On time	100% of Services are provided on date/time required
Customer Service	100% of operational issues are resolved within forty-eight 48 hours of notification
Reporting	100% of reports are provided on date/time required

## 8. Insurance

Pursuant to the attached terms and conditions, insurance provisions shall include:

Insurance	Minimum Amount
Public Liability	Public liability insurance: \$20AUD million in respect of any one occurrence and for an unlimited number of claims.
Product Liability	
Professional Indemnity	

## 9. Pricing

Provide details of your pricing for the specifications. Please refer to the Schedule of fees attached.

## 10. Submission

The submission process and timelines are set out in the 'Submission Details' section on the first page of this document.

## 11. Selection Criteria

Supplier responses will be evaluated and scored against the following weighted criteria:

Criteria Category	Definition and Requirements	Weighting
Criteria 1 – Compliance with specifications	Bidders must detail how their cleaning services will meet the school's specific cleaning specifications. This includes methodologies, equipment, materials used, and adherence to any specified standards.	20%
Criteria 2 - Compliance with Legislative Requirements	Bidders are required to demonstrate understanding and compliance with all relevant health and safety and employment legislation. Evidence of certifications or accreditations that affirm compliance should be provided.	20%

Criteria 3 - Positive Reputational Practices	Details on managing and resolving complaints or negative feedback to maintain a positive reputation.	10%
Criteria 4 – Capability/ Resourcing	Bidders must describe their team structure and experience, particularly of staff assigned to this contract. Information on how resources (e.g., cleaning supplies, equipment) are ensured for task efficiency must be included.	20%
Criteria 5 – Past Performance	Provide details of past work performed with similar specifications	15%
Criteria 6 – Support/ Value Add	Bidders are asked to describe any additional services or support that add value beyond basic cleaning requirements. Proposals on continuous improvement of service quality and efficiency are encouraged.	15%

**12. Contract Documentation**

Bidders are required to indicate they fully understand and comply with the attached agreement's terms and conditions, otherwise bidders may include a list of contractual departures that they wish to negotiate with the school.

# BIDDER RESPONSE

## Complete and Submit to the School

**Reference Number:**

**RFT/RFQ Title:**

### **Supplier Details**

Trading Name:

Registered Name:

ABN:

ACN:

Address:

Small to Medium Enterprise:    Small:             Medium:             Large:

*Note: Small to Medium Enterprises (SMEs) are defined as firms with less than 200 full time equivalent employees. Under 20 full time equivalent employees is defined as Small, 20-199 full time equivalent employees is defined as Medium and 200 plus full time equivalent employees is defined as Large.*

### **Contact Details**

Contact Person:

Role:

Telephone:

Mobile:

Email:

I/We offer to supply the goods and/or services specified in this RFT/RFQ; at the fees/charges specified; within the agreed period; under the terms and conditions included and any special conditions as may be specified.

Signature:

Name:

Date:

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Your submission must include answers to the following questions:

**A. Weighted Criteria**

**Criteria 1 – Compliance with Specifications**

- Please provide a detailed plan outlining how your services will meet our specific cleaning specifications for a government school. Include any methodologies, equipment, and materials you plan to use.
- Can you describe how you ensure your cleaning services are consistently delivered in line with specified standards and how you monitor and measure this compliance?

**Criteria 2 – Compliance with Legislative Requirements**

- Describe how your organization ensures compliance with all relevant health and safety and employment legislation. Include examples of how you stay updated with legislative changes.
- Provide evidence of any certifications, accreditations, or audits that demonstrate your compliance with these legislative requirements.

**Criteria 3 – Positive Reputational Practices**

- Explain your process for managing and resolving complaints or negative feedback. How do you ensure these processes contribute to maintaining and enhancing your company’s reputation?

**Criteria 4 – Capability/Resourcing**

- Describe the structure of your team and experience of the staff who will be assigned to this contract.
- How do you ensure your staff has access to the necessary resources (e.g., cleaning supplies, equipment) to efficiently complete their tasks?

**Criteria 5 – Past Performance**

- Provide examples of past work you have completed that had similar specifications to our requirements. How did you ensure the quality and compliance of these services?

**Criteria 6 – Support/Value Add**

- Describe any additional services or support your company offers that could provide added value to our school beyond the basic cleaning requirements. How do these enhancements contribute to the continuous improvement of service quality and efficiency?

**B. Pricing Schedule - Utilise the attached Schedule of fees to submit your pricing.**

**C. Include a statement that indicate that you fully accept the proposed terms and condition. If not, include a list of proposed departure(s) from contract terms and conditions for the school’s consideration. Use the table below:**

Clause	Details of the Departure from the Terms and Conditions



**D.** Declaration of any conflict of interest (potential or real) and how this may be managed.

**E.** Detail your financial capability to deliver the goods or services.

**F.** Details of your insurances held.

**G.** Any other relevant information

**H.** Working with Children clearances and Child Safe Standards Attestation:

#### CHILD SAFE STANDARDS ATTESTATION

I, \_\_\_\_\_, attest that the organization complies with the Victorian Child Safe Standards, including:

- having a Child Safety and Wellbeing Policy
- having a Child Safety Code of Conduct
- Conducting child safe screening of all staff working with children, including requiring a Working with Children clearance.

Signed:

Print name:

Title:

Date:

## School Council Cleaning Checklist

### A. SCHOOL DAY CLEANING ROUTINE

Please select the cleaning specifications required by your school on a daily or weekly basis. Please tick the box  to make that selection.

#### SECURITY

*Allowed time per day: 10 minutes*

Description	Action	<input checked="" type="checkbox"/>	Days	Notes
<b>Alarms</b>	Turn On / Off	<input checked="" type="checkbox"/>	DAILY	
<b>Windows</b>	Secure Lock	<input checked="" type="checkbox"/>	DAILY	
<b>Doors</b>	Open / Secure Lock	<input checked="" type="checkbox"/>	DAILY	
<b>Lights</b>	Switch On/Off	<input checked="" type="checkbox"/>	DAILY	
<b>Heating / Cooling</b>	Turn on in Morning Turn off at Night	<input checked="" type="checkbox"/>	DAILY	

*Security is our first priority. Schools must be secured and locked in the evening or at the end of the cleaners shift.*

#### ENTRANCE FOYER

m<sup>2</sup>=  (Total Square Meters)

Description	Action	<input checked="" type="checkbox"/>	Days (Circle Days)	Notes
<b>Glass Panel Door</b>	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Once a week
	Spot Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When Required
<b>Window Ledges</b>	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
<b>Entrance Door Mats</b>	Vacuum	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Spot Vacuum	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When Required
<b>Carpet</b>	Vacuum	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Spot Vacuum	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When Required

#### ADMINISTRATION

m<sup>2</sup>=  (Total Square Meters)

Description	Action	<input checked="" type="checkbox"/>	Days (Circle Days)	Notes
<b>Carpet</b>	Vacuum	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
	Spot Vacuum	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily

<b>Tables/Furniture</b>	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly only if tables are cleared
<b>Rubbish Bins</b>	Empty Bins	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Replace Bin Liners	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When required
	Wash Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When required

Administration area needs to be cleaned at all times as this is the window of the school. First impressions do matter.

### FOYERS / CORRIDOORS

m<sup>2</sup>=  (Total Square Meters)

Description	Action	<input checked="" type="checkbox"/>	Days (Circle Days)	Notes
<b>Carpet</b>	Vacuum	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Spot Clean & Stains	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When required

The foyer is the passage of the school it needs to be clean at all times to avoid accidents from occurring.

### GENERAL CLASSROOMS

(No of classrooms)

m<sup>2</sup>=  (Total Square Meters)

Description	Action	<input checked="" type="checkbox"/>	Days (Circle Days)	Notes
<b>Rubbish Bins</b>	Empty Bins	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Replace Bin Liners	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When Required
	Wash	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When Required
<b>Carpet</b>	Vacuum	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Spot Clean & Stains	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When required
<b>Vinyl</b>	Sweep	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Twice a week
	Spot Mop	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
<b>Glass Partitions</b>	Spot Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
<b>Window Ledges</b>	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
<b>Tables</b>	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
<b>Sink if one</b>	Wash Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
<b>Doors</b>	Spot Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
<b>Ledge</b>	Dust	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly

Classrooms are an area where they are heavily occupied. These rooms must be cleaned daily to maintain a hygienic environment for students and staff.

Flex, Flex breakout room x 2, A Block x 1, B Block x 4, E Block x3, G Block x 4

**LABORATORY**  (No of Labs)

m<sup>2</sup>=  (Total Square Meters)

Description	Action	<input checked="" type="checkbox"/>	Days (Circle Day)	Notes
<b>Bench Tops</b>	Wash Clean		MON TUE WED THU FRI	Lab assistant roll
<b>Sinks</b>	Wash Clean		MON TUE WED THU FRI	Fortnightly
<b>Tables/Chairs</b>	Wipe Clean		MON TUE WED THU FRI	Lab assistant roll
	Wash Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Term Breaks
<b>Floors</b>	Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
<b>Bins</b>		<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Twice a week

Laboratories must be free of any experimental chemicals used during tuition. Cleaner will only clean the above areas if it is free of such chemicals.

**HOME ECONOMIC AREAS**  (No of Home Eco rooms)

m<sup>2</sup>=  (Total Square Meters)

Description	Action	<input checked="" type="checkbox"/>	Days (Circle Days)	Notes
<b>Floors</b>	Sweep	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Domestic Assistant Roll
	Spot Mop	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Domestic Assistant Roll
	Buffed	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Term Breaks
<b>Rubbish Bins</b>	Empty	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Replace Liner	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When required
<b>Bench Tops / Table</b>	Wash Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Domestic Assistant Roll

This is a food dominated area and food scraps need to be emptied daily to avoid infections from growing

**MUSIC ROOM** 1 (No of Music Rooms) 2 Practice rooms

m<sup>2</sup>=  (Total Square Meters)

Description	Action	<input checked="" type="checkbox"/>	Days (Circle Days)	Notes
<b>Floors</b>	Vacuum	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Spot Vacuum	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When required

<b>Rubbish Bins</b>	Empty	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Replace Liners	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When Required
	Wash	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When Required
<b>Tables</b>	Wash Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Term Breaks
	Spot Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
<b>Chairs</b>	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Term Breaks
<b>Ledges</b>	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Term Breaks

**ART ROOM** 2 (No of Art Rooms)

m<sup>2</sup>=  (Total Square Meters)

Description	Action	<input checked="" type="checkbox"/>	Days (Circle Days)	Notes
<b>Vinyl Floor</b>	Mop Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
	Spot Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
<b>Bench Tops /Tables</b>	Spot Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
<b>Chairs</b>	Spot Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
<b>Window Ledges</b>	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
<b>Troughs</b>	Wipe Clean	<input checked="" type="checkbox"/>		Daily

**WOOD/METAL ROOM** 2 (No of rooms)

m<sup>2</sup>=  (Total Square Meters)

Description	Action	<input checked="" type="checkbox"/>	Days (Circle Days)	Notes
<b>Carpet</b>	Vacuum	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Spot Vacuum	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
<b>Vinyl Floor</b>	Sweep	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly (classes to do each class)
	Mop Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
	Wash Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Term Breaks
<b>Ledges</b>	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
<b>Window Ledges</b>	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
<b>Tables/ Benches</b>	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly

Troughs	Wipe Clean	<input checked="" type="checkbox"/>	Daily
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**DRINK TROUGHS** 3 (No of Troughs)

Description	Action	<input checked="" type="checkbox"/>	Days (Circle Days)	Notes
Sink	Wash Clean Disinfectant	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
Taps	Wipe Clean Disinfectant	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly

*Troughs need to be maintained clean for infection purposes.*

**TEACHERS OFFICES 10** (No of Offices including work area excluding admin)  $m^2 =$   (Total Square Meters)

Description	Action	<input checked="" type="checkbox"/>	Days (Circle Days)	Notes
Carpets	Vacuum	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
Tables	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Fortnightly must be clear
Furniture	Dust	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Fortnightly
	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Fortnightly
Bins	Empty	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily

**STAFFROOMS 1** (No of Staffrooms)  $m^2 =$   (Total Square Meters)

Description	Action	<input checked="" type="checkbox"/>	Days (Circle Days)	Notes
Tables	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily Only if cleared
Sink	Wash Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
Bench Tops	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	
Fridge Outsider	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
Dishwasher Panel	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
Vinyl Floors	Sweep	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Mop Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
Carpets	Vacuum	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
Door	Spot Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When required
Rubbish Bins	Empty Bins	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily

Replace liner	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When required
Wash	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When required
<b>Microwave/Oven</b>	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Term Breaks

**SICK BAYS** 1 (No of Sick Bays)

m<sup>2</sup>=  (Total Square Meters)

Description	Action	<input checked="" type="checkbox"/>	Days (Circle Days)	Notes
<b>Sink</b>	Wash Clean	<input checked="" type="checkbox"/>	Daily	
	Disinfect	<input checked="" type="checkbox"/>	Daily	
<b>Floors</b>	Sweep	<input checked="" type="checkbox"/>	Daily	
	Mop Clean	<input checked="" type="checkbox"/>	Daily	
<b>Bins</b>	Empty	<input checked="" type="checkbox"/>	Daily	
	Replace Liner	<input checked="" type="checkbox"/>	Daily	When Required
	Wash Clean	<input checked="" type="checkbox"/>	Daily	When Required

Sick Bays need to be cleaned and disinfected at all times.

**TOILETS:**

**TOILETS MUST BE MAINTAINED TO THE HIGHEST STANDARD OF PRESENTATION AND HYGIENE AT ALL TIMES.**

5 (No of toilets) 20 pans 2 urinal (excluding gym)

m<sup>2</sup>=  (Total Square Meters)

Description	Action	<input checked="" type="checkbox"/>	Days	Notes
<b>Rubbish Bins</b>	Empty Bins	<input checked="" type="checkbox"/>	Daily	
	Replace Bin Liner	<input checked="" type="checkbox"/>	Daily	*Liners are supplied by school
	Wash Clean	<input checked="" type="checkbox"/>	Daily	
<b>Dispensers</b>	Refill soap / paper towels/ Toilet Paper	<input checked="" type="checkbox"/>	Daily	*Consumable are supplied by school Check daily fill when required
<b>Toilet Seats</b>	Wash Clean	<input checked="" type="checkbox"/>	Daily	Disinfect top & bottom
<b>Toilet Pan</b>	Wash Clean	<input checked="" type="checkbox"/>	Daily	
	Scrub Clean	<input checked="" type="checkbox"/>	Daily	Disinfect
<b>Sinks</b>	Wash Clean	<input checked="" type="checkbox"/>	Daily	Disinfect
<b>Walls</b>	Wipe Clean	<input checked="" type="checkbox"/>	Daily	Disinfect
<b>Mirrors</b>	Clean & Polish	<input checked="" type="checkbox"/>	Daily	

<b>Urinals</b>	Flush& Scrub	<input checked="" type="checkbox"/>	Daily	
	Wash Clean	<input checked="" type="checkbox"/>	Daily	Disinfect
<b>Plumbing Fittings</b>	Wipe Clean	<input checked="" type="checkbox"/>	Daily	
<b>Showers</b>	Wash Clean	<input checked="" type="checkbox"/>	Daily	Disinfect
<b>Tiles/wall panel</b>	Wipe Clean	<input checked="" type="checkbox"/>	Daily	Attention to detail to grout between tiles
<b>Basins</b>	Wipe Clean	<input checked="" type="checkbox"/>	Daily	Underside / Exposed Pipe Work
<b>Internal Floors</b>	Mop Clean	<input checked="" type="checkbox"/>	Daily	Disinfect
<b>Taps &amp; Fittings</b>	Polished	<input checked="" type="checkbox"/>	Term breaks	"Brasso" should be used.
	Wipe Clean	<input checked="" type="checkbox"/>	Daily	Attention to underside of taps

We recommend that toilets be cleaned thoroughly and disinfected on a daily basis.

### LIBRARY

m<sup>2</sup>=  (Total Square Meters)

Description	Action	<input checked="" type="checkbox"/>	Days (Circle Days)	Notes
<b>Rubbish Bins</b>	Empty Bins	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Replace Liner	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When Required
	Wash Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When Required
<b>Carpet</b>	Vacuum	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Twice a Week
	Spot clean & Stains	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
<b>Tables / Benches</b>	Wipe Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
<b>Doors</b>	Spot Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily

### GYM

m<sup>2</sup>=  (Total Square Meters)

Description	Action	<input checked="" type="checkbox"/>	Days (Circle Days)	Notes
<b>Gym Floor</b>	Sweep Floor	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Mop Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
	Strip n ' Seal	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Annual Clean outsourced
<b>Toilet Floor</b>	Mop Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
<b>Toilet Pan</b>	Scrub & Flush Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
<b>Toilet Seat Wash Clean</b>		<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
<b>Urinals</b>	Scrub & Flush	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily



	Wash Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
<b>Showers</b>	Scrub Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
	Wash Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Weekly
<b>Dispensers</b>	Refill Soap / Toilet Paper / Hand Towels	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Consumables are supplied by the School Check daily fill when required
<b>Rubbish Bins</b>	Empty Bin	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Daily
	Replace Bin Liner	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When required
	Wash Clean	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	When required
<b>Store Room</b>	Sweep Floor	<input checked="" type="checkbox"/>	MON TUE WED THU FRI	Annual

### GRAFFITI / VANDALISM

Description	Action	<input checked="" type="checkbox"/>	Days (As Required)	Notes
<b>Internal Walls</b>	Wipe Clean	<input checked="" type="checkbox"/>	When required	If Not Excessive
<b>External Walls</b>	Remove	<input checked="" type="checkbox"/>	When required	If Not Excessive

*Graffiti needs to be removed immediately.*

*(It must take less than 10 minutes to complete for cleaners to remove during their shift)*

### TERM VACATION CLEANING ROUTINE

The vacation cleaning is the time for a spring clean. It offers schools the opportunity to lift the standard of presentation of the school. Please select the cleaning actions required by your school by ticking  the box.

#### GENERAL MAINTENANCE

Area	Description	Action	<input checked="" type="checkbox"/>	Notes
<b>General Maintenance</b>	<b>Vinyl Floors</b>	Buff	<input checked="" type="checkbox"/>	
	<b>Gym Floor</b>	Polish	<input checked="" type="checkbox"/>	
	<b>Internal Walls</b>	Remove Dirt Marks	<input checked="" type="checkbox"/>	

	<b>Tables</b>	Wash Clean		
	<b>Chairs</b>	Wash Clean		
	<b>Doors &amp; Door Frames</b>	Wipe Clean		
	<b>Glass Doors / Door Frames</b>	Wash Clean		
	<b>Ceiling Fans</b>	Dust		**If non mechanical equipment is not Required
	<b>Ceilings</b>	Remove Cobwebs		
	<b>Ceiling Lights</b>	Wipe Clean		
	<b>Furniture Tops</b>	Wipe Clean		
	<b>Building – External</b>	Remove Cobwebs		
	<b>Eves</b>	Remove Cobwebs		
	<b>Around Window Frame</b>	Remove Cobwebs		Internal / External
	<b>Venetian Blinds</b>	Remove Cobwebs		If required
		Dust		
<b>Low Use Areas</b>	<b>Carpet</b>	Vacuum		Music Practice rooms & Weights room
	<b>Hard Floor</b>	Buff		Canteen
		Spot Mop		Canteen

### CLEANERS STORE ROOMS

Area	Description		Action	Notes
<b>Cleaners Rooms</b>	<b>Floor</b>		Clean and free of obstacles at all times	
	<b>MSDS Sheets</b>		Visible	MSDS need to be visible, safe & accessible to all
	<b>Chemicals</b>		Stored Safe as per OH&S regulations	Labelled bottles need to be in place
	<b>Equipment</b>		Various Equipment & Extension Cords	Electrical equipment need to be tested, tagged & stored in a proper, dried & safe environment.

<b>Mops</b>	<input checked="" type="checkbox"/>	Good Condition	Wash Clean / Let drip dry safely.
<b>Miscellaneous materials</b>	<input checked="" type="checkbox"/>	Stored neatly and within a safe placement	
<b>Lighting</b>	<input checked="" type="checkbox"/>	Properly lit & ventilated	

The cleaner store room needs to be clean at all times. Occupational Health and Safety measures need to be in place to ensure a safe working environment for all.

## **A. ANNUAL CLEANING ROUTINE**

The annual cleaning of schools must be completed prior to the commencement of the school year. The annual clean is an opportunity to start the year fresh.

Please select the cleaning actions required by your school by ticking  the box.

### **GENERAL MAINTENANCE**

<b>Area</b>	<b>Description</b>	<input checked="" type="checkbox"/>	<b>Action</b>	<b>Notes</b>
<b>General Maintenance</b>	Brick areas	<input checked="" type="checkbox"/>	Spot Clean	
	Glass Panels	<input checked="" type="checkbox"/>	Spot Clean	
	Partition Walls	<input checked="" type="checkbox"/>	Remove Marks	
	Windows – Internal	<input checked="" type="checkbox"/>	Wash Clean	
	Windows – External	<input checked="" type="checkbox"/>	Wash Clean	
	All carpet areas	<input checked="" type="checkbox"/>	Steam Cleaned	Please Specify
	All Vinyl except under drink fountains and staffroom	<input checked="" type="checkbox"/>	Strip, seal & polish	Must use an approved non slip finish 2-4 coats