

## CLEANING

### PHILOSOPHY

The cleanliness and general presentation of the school is important in providing a hygienic, orderly, welcoming and productive working environment for the school members and visitors.

### PURPOSE

- To ensure that the highest standards of cleanliness and hygiene are maintained in the school buildings and grounds.

### IMPLEMENTATION

- The priorities in cleaning will always be directed towards maintaining the highest possible standard of hygiene, particularly in drinking areas and toilets.
- The school's contracted cleaner will be provided with a copy of Schedule B – Scope of Cleaning to outline the expected cleaning tasks on a daily, weekly, termly and yearly basis.
- Teachers are responsible for cleaning the table tops, chairs and sink areas.
- Cleaning contracts are reviewed after three years and can be extended twice for a period of 12 months (total period of 24 months).
- The contracted cleaning company is responsible for supplying their staff with all materials and equipment necessary to carry out their job specification, with the exception of paper towel, toilet paper and deodorant blocks, which will be provided by the school.
- Equipment provided by the cleaning company must be clearly marked and must not be used by school staff.
- Chemical cleaners are to be stored in the locked cleaner's store room and are not to be used by students. A Material Safety Data Sheet (MSDS) must be provided for all chemical cleaners; located in the MSDS Folder in the cleaner's store room.
- The Contract Cleaner is responsible for securing the buildings and grounds at the end of each day; this includes securing all internal and external doors and alarming buildings.
- The staff and students will support the Contract Cleaners by ensuring floors are kept clear of clutter; items such as bits of paper, books and pencils are picked up off floors at the end of each day and chairs are placed up on tables.
- In the case of a 'mess' being created (eg: paint splatters) or student accidents (eg: vomit), the teacher is to ensure it has been cleaned to the best of their ability at the time of the incident. The teacher is to report the incident to the Business Manager straight away, so the Contract Cleaner can be informed at the beginning of the shift if specialised cleaning is required.
- The Contract Cleaners will notify the Business Manager of any areas that need replacement, maintenance or additional attention.

### RELATED POLICIES

- Occupational Health and Safety Policy

---

<b>Policy Approved by:</b>	Education Committee – School Council
<b>Effective Date:</b>	August 2016
<b>Review by Date:</b>	August 2019