

# Cleaning Frequency Table Overview Specialist Schools

## OVERVIEW OF THE CLEANING FREQUENCY

### Funding of the Services

The base cleaning services delivered under the new model are funded directly by the Department. Additional services requested by schools will be funded directly by the school through a Works Order Agreement with the service provider.

### Base cleaning services

Base services represent the Department's minimum requirements for cleaning services in schools. The base services include a set of cleaning standards and frequencies, which are documented in the approved Cleaning Services Plan.

### Cleaning standards

The cleaning standards outline the standard required for a facility to be considered clean.

### Cleaning frequencies

The frequency matrix dictates how often the standard is to be achieved.

### Daily Routine Cleaning

The frequency matrix dictates the regime for routine cleaning which is typically on a daily basis in all functional areas.

Irrespective of the cleaning frequency, daily routine cleaning is required in all Functional Areas and Elements where excessive dirt, significant grime or soiling is evident. For the avoidance of doubt, routine cleaning may include vacuuming, sweeping or mopping as required.

### Tables and desks

Tables, desks and other work surfaces will generally only be cleaned if mostly clear of work items.

### Minor school variation

Schools and service providers can agree to trade certain cleaning frequencies (i.e. the gym might need an extra clean per week and the library requires one less weekly clean), provided that the trading has no net impact on the total amount of hours of cleaning by the service provider.

Any minor school variations must be recorded in the approved Cleaning Services Plan.

Minor school variations are not permitted for high use areas, such as student toilets, classrooms and corridors to ensure compliance with OHS requirements.

### Periodical cleaning services

The service provider must complete periodic cleaning services during the term break, in accordance with the approved Cleaning Services Plan.

### Additional Cleaning Services

Additional cleaning services address any further requirements of each school and may be procured at the school's discretion. The school will be responsible for the cost of additional cleaning services. Additional services which are procured on an ongoing basis must be recorded in the approved Cleaning Services Plan.

### Works order for additional cleaning services

The Works Order Agreement is a direct contractual arrangement between the service provider and the school. A Works Order Agreement can be used either as a standing order for regular additional cleaning services (such as higher frequency cleaning of the gym each week) or as an individual agreement for ad-hoc additional cleaning services (such as out of hours cleaning following a special event).

## APPLICATION NOTES

- The timing of the cleaning of Elements # times per week, month, School Term or year is to be dispersed over the applicable period as agreed with the School Principal.
- Elements to be cleaned on either an A or #/A frequency are to be cleaned on non-School Days.



Education and Training

## FREQUENCY INDICATORS

**D** = daily

**W** = weekly

**M** = monthly

**T** = once per School Term

**A** = annually

**#/W** = # times per week

**#/M** = # times per month

**#/T** = # times per School Term

**#/A** = # times per year

# CLEANING FREQUENCY FOR SPECIALIST SCHOOLS

		Common												Primary						Secondary															
Element	Cleaning Methodology	Toilets, Change & Shower (All Areas)	Canteen (Student Areas Only)	Engineering (Back of House)	First Aid (Sick Boys)	Student Centre or Lounge	Student Locker Space	Entrance Foyer	Travel (Foyers and Corridors)	ICT Pod	Physical Education	Office & Admin	Staff Facilities	Art and Craft	General Purpose Classroom	Multipurpose Room	Library	Music	Primary Store	Commerce	General Purpose Classroom	Lecture Room	Library	Personal Development	Science	Tech Studies	The Arts	Secondary Store	Excluded Areas / Low Use Areas						
<b>BASE CLEANING</b>																																			
<b>Routine Cleaning</b>																																			
Hard Floor (Non-Carpet)	Routine Clean (As Required)	D	D	M	n/a	D	D	n/a	D	D	W	n/a	D	D	D	D	D	D	M	W	D	D	D	D	D	D	D	M	n/a						
Internal Windows and glass surfaces (< 2m)	Routine Clean (As Required)	D	D	M	n/a	D	D	n/a	D	D	W	n/a	D	D	D	D	D	D	M	W	D	D	D	D	D	D	D	M	n/a						
Soft Floors (Carpet)	Routine Clean (As Required)	n/a	n/a	D	n/a	n/a	n/a	n/a	D	D	D	D	D	D	n/a	n/a	D	n/a	n/a	D	n/a	D	D	D	D	D	D	n/a	n/a						
<b>Buildings</b>																																			
Doors (Glass panels covered below; glass surfaces)	Detergent / damp dust surfaces)	W	W	M	D	W	W	W	W	W	W	W	W	W	W	W	W	W	M	W	W	W	W	W	W	W	W	M	T						
Door Mats	Remove & Sweep	W	W	W	D	W	W	2/W	2/W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	T						
Internal Windows and glass surfaces (< 2m)	Glass/Window Cleaner	W	W	M	D	W	W	D	W	W	W	D	W	W	W	W	W	M	W	W	W	W	W	W	W	W	W	M	A						
Hard Floor (Non-Carpet)	Sweep	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	W	D	D	D	D	D	D	D	D	W	T						
	Mop & Detergent + disinfectant (Combined)	n/a	D	W	D	D	D	D	D	W	W	W	D	D	D	D	W	D	M	W	D	W	W	W	W	W	W	W	n/a						
	Mop Detergent + disinfectant	D	n/a	n/a	n/a	n/a	n/a	n/a	2/W	n/a	2/W	n/a	n/a	2W	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a						
	Buff or Scrub**	p/c	W	p/c	p/c	p/c	p/c	W	W	p/c	p/c	p/c	p/c	p/c	p/c	p/c	p/c	p/c	p/c	p/c	p/c	p/c	p/c	p/c	p/c	p/c	p/c	p/c	n/a						
Soft Floors (Carpet)	Vacuum	n/a	D	W	D	D	D	D	D	D	W	D	D	D	D	D	2/W	D	M	2/W	D	2/W	2/W	2/W	2/W	2/W	2/W	M	T						
Walls, signage, skirtings and ceilings	Detergent / damp dust	W***	T	A	W***	T	T	W***	T	T	T	T	T	W	W	W	T	W	T	T	W	T	T	T	T	W	T	T	A						
Ducts, grilles and vents (external surfaces)	Detergent / damp dust	W	W	T	W	T	T	W	W	W	T	T	T	W	W	W	M	W	T	W	W	M	M	W	W	W	M	T	A						
External Doorways	Detergent / damp dust	D	W	M	D	W	W	W	W	W	W	W	W	D	D	D	W	D	M	W	D	W	W	W	W	D	W	W	T						
<b>Fixtures</b>																																			
Electrical fixtures and appliances	Detergent / damp dust	D	D	W	D	3/W	3/W	D	3/W	3/W	3/W	3/W	3/W	3/W	3/W	3/W	3/W	3/W	W	3/W	3/W	3/W	3/W	3/W	3/W	3/W	3/W	W	T						
Student Tables	Detergent / wipe clean	n/a	D	n/a	n/a	n/a	n/a	n/a	n/a	3/W	3/W	n/a	n/a	D	D	D	3/W	D	n/a	n/a	D	3/W	3/W	3/W	3/W	D	3/W	n/a	T						
Student Chairs	Detergent / wipe clean	n/a	D	n/a	n/a	n/a	n/a	n/a	n/a	W	W	n/a	n/a	W	W	W	W	W	n/a	n/a	W	W	W	W	W	W	W	n/a	T						
Other Furnishings and Fixtures	Detergent / damp dust	D	D	W	D	3/W	3/W	D	3/W	3/W	3/W	3/W	3/W	D	D	D	3/W	D	W	3/W	D	3/W	3/W	3/W	3/W	D	3/W	W	T						
Toilets and bathroom fixtures	Detergent + disinfectant	D	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	T					
Sinks / Basin (Non Toilets/bathrooms)	Detergent + disinfectant	n/a	D	2/W	D	D	D	D	3/W	3/W	3/W	3/W	D	D	D	D	3/W	D	W	3/W	D	3/W	3/W	3/W	3/W	D	3/W	W	T						
Sanitary Disposal Units	Detergent + disinfectant	D	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Waste Bins (Internal and External)	Empty, replace liner and wipe clean (if required)	D*	D	D	D*	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	T						
Kitchenettes	Detergent/Food Grade Sanitiser (Food Surfaces)	n/a	n/a	D	D	D	D	n/a	n/a	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	n/a	n/a	T						
Drinking Troughs & Fountains	Detergent + Food Grade Sanitiser	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	T						
<b>Other Special Cleaning</b>																																			
Specialist Equipment	Detergent / damp dust													D	D	D	D	D									D	D	D	D	D	D	D	D	T
<b>BASE CLEANING - PERIODIC</b>																																			
<b>Periodic Deep Cleaning (p/c)</b>																																			
Hard Floors	Strip and Seal	T	A	A	A	T	A	T	A	A	A	A	T	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	n/a						
	Buff or Scrub**	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	A	T	T	T	T	T	T	T	T	T	n/a						
Soft Floors (Carpet)	Steam Extraction	n/a	T	T	T	T	T	T	T	T	T	T	T	T	T	T	A	T	A	A	T	A	A	A	A	T	A	T	n/a						
Internal Windows and glass surfaces (>2m)	Wash Clean	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	A	T	A	A	T	A	A	A	A	T	A	T	A						
External windows < 2m	Wash Clean	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	A	T	A	A	T	A	A	A	A	T	A	T	A						
External windows > 2m (Including skylights)	Wash Clean	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	A	T	A	A	T	A	A	A	A	T	A	T	A						
Skylights	Wash Clean	A	A	A	A	A	A	T	A	A	A	A	A	T	T	T	A	T	A	A	T	A	A	A	A	T	A	T	A						
Kitchenettes (Deep clean)	Detergent/Food Grade Sanitiser (Food Surfaces)	T	n/a	T	T	T	T	n/a	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	A						
Ducts, grilles and vents (external surfaces) - High	Detergent / damp dust (Special access required)	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A						
External Building eves & verandas	Dry dust	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T						
External Doorways fire exits & stairwells	Pressure wash	2/A	2/A	2/A	2/A	2/A	2/A	n/a	2/A	2/A	2/A	2/A	2/A	2/A	2/A	2/A	2/A	2/A	2/A	2/A	2/A	2/A	2/A	2/A	2/A	2/A	2/A	2/A	2/A						
Ceilings	Clean / damp dust	T	T	A	T	T	T	T	T	T	T	A	T	T	T	T	T	T	A	T	T	T	T	T	T	T	T	A	A						
Light Fittings (including ceiling fans)	Detergent / damp dust	2/A	2/A	A	2/A	2/A	2/A	T	2/A	2/A	2/A	A	A	2/A	2/A	2/A	2/A	2/A	A	2/A	2/A	2/A	2/A	2/A	2/A	2/A	2/A	A	A						

**Note: External Bins included**  
**\*Disinfectant**      **\*\*Includes cleaning grout in tile floors**      **\*\*\* Spot clean as required**