**Variation Agreement**

**School Council Agreement for the Provision of Cleaning Services**

Date [insert date the last party to this Agreement signs]

**Parties**

The School Council listed in Item 1 of Schedule 1

(**School Council**)

**and**

The Service Provider listed in Item 2 of Schedule 1 (**Service Provider**)

**Background**

1. The School Council and the Service Provider are Parties to the Contract.
2. The Parties wish to vary the Contract under the terms of this Agreement.
3. This Agreement constitutes a written record as required by clause 25.2 of the Contract of the agreement of the Parties to the Variations.

# Agreed Definitions

## **Definitions**

## In this Agreement:

### **Agreement** means this document, including any schedule or annexure to it;

### **Contract** means the School Council Agreement for the Provision of Cleaning Services between the Parties described at Item 3 of Schedule 1;

### **Party/Parties** means the School Council and the Service Provider; and

### **Variations** means the variations to the Contract listed at Item 4 of Schedule 1 of this Agreement.

## **Previous definitions**

## Unless the contrary intention appears, a word or phrase defined in the Contract has the same meaning in this Agreement.

# Variation of Contract

## The Contract is varied by adopting the Variations.

# Variations not to affect accrued rights and obligations

## The Variations do not affect the validity or enforceability of the Contract as varied.

## Nothing in this Agreement:

### prejudices or adversely affects any right, power, authority, discretion or remedy arising under the Contract before the date of this Agreement; or

### discharges, releases or otherwise affects any liability or obligation arising under the Contract before the date of this Agreement.

# Ratification, confirmation and continuation

## Each Party is bound by the Contract as varied by this Agreement.

## The Contract will be read and construed subject to this Agreement.

## In all other respects, the provisions of the Contract are confirmed.

## Subject to the Variations contained in this Agreement, the Contract will continue in full force and effect.

## The Service Provider acknowledges the provisions as to confidentiality and privacy obligations in the Contract and agrees that the terms will continue to apply to the Contract as varied.

# General

## **Entire understanding**

## This Agreement is the entire agreement between the Parties on everything connected with the subject matter of this Agreement. This Agreement supersedes any prior agreement or understanding on anything connected with that subject matter.

## **Variation**

## An amendment or variation to this Agreement is not effective unless it is in writing and signed by the Parties.

## **Waiver**

## A Party’s failure or delay to exercise a power or right does not operate as a waiver of that power or right. The exercise of a power or right does not prevent either its exercise in the future or the exercise of any other power or right. A waiver is not effective unless it is in writing. Waiver of a power or right is effective only in respect of the specific instance to which it relates and for the specific purpose for which it is given.

## **Costs and outlays**

## Each Party must pay its own costs and outlays connected with the negotiation, preparation and execution of this Agreement.

## **Governing law and jurisdiction**

## The law of Victoria governs this Agreement. The Parties submit to the jurisdiction of the courts of Victoria to the exclusion of all other jurisdictions.

## **Counterparts**

## This Agreement may be executed in any number of counterparts all of which taken together will constitute one instrument. A party that has executed a counterpart of this Agreement may exchange that counterpart with another party by emailing it to the other party (or their legal representative) and, it is intended that such exchange is to take effect as delivery.

## **Electronic signatures**

### The parties acknowledge and agree that this Agreement and any amendments to this Agreement may be executed by electronic signature which shall have the same force and effect as a handwritten signature. Without limiting this term, ‘electronic signature’, whether digital or encrypted, will include scanned and transmitted versions (e.g. via pdf) of an original signature. An electronic signature is sufficient to indicate a party’s approval of the terms of this Agreement and the parties agree to be so bound by their electronic signature and the terms of this Agreement.

### If this Agreement is executed electronically, the Agreement will become binding upon receipt (electronically) by all parties of a fully executed copy of the Agreement. Where this Agreement is executed in a number of counterparts in accordance with clause 5.6, the Agreement will become binding upon receipt (electronically) by all parties of executed counterparts of this Agreement.

Signing Page

**Executed** as an agreement

|  |  |  |
| --- | --- | --- |
| **Executed** for and on behalf of the School Council by: |  |  |
| Signature of President |  | Signature of Witness |
|  |  |  |
| Full name of President (printed) |  | Full name of Witness (printed) |
| Date |  |  |

Use this signing clause where the Service Provider is a company incorporated in Australia with two directors, or one director and one secretary who are not the same person:

|  |  |  |
| --- | --- | --- |
| **Executed** for and on behalf of [**insert name and ABN of Service Provider**] by a duly authorised representative who warrants that he or she is a duly authorised representative able to execute on behalf of the Service Provider: |  |  |
| Signature |  | Full Name of authorised officer |
|  |  |  |
|  |  | Position |
|  |  | Date |

Use this signing clause where the Service Provider is a company incorporated in Australia with a sole director and company secretary:

|  |  |  |
| --- | --- | --- |
| **Executed** by [insert name and ABN of Service Provider] in accordance with s127(1) of the *Corporations Act 2001* (Cth): |  |  |
|  |  | Signature of Sole Director and Company Secretary |
|  |  |  |
| Date |  | Name of Sole Director and Company Secretary (print) |
|  |  |  |

Use this signing clause where the Service Provider is an incorporated association:

|  |  |  |
| --- | --- | --- |
| Executed for and on behalf of [**insert name and ABN of Service Provider**] by a duly authorised representative who warrants that he or she is a duly authorised representative able to execute on behalf of the Service Provider: |  |  |
|  |  | Signature of authorised person |
|  |  |  |
|  |  | Name of authorised person (print) |
|  |  | Position of authority (print) |
|  |  | Date |

Schedule 1

# Item 1: School Council

|  |  |
| --- | --- |
| **Name of School Council:** |  |
| **Australian Business Number (ABN):** |  |
| **Address:** |  |

# Item 2: Service Provider

|  |  |
| --- | --- |
| **Name:** |  |
| **Australian Business Number (ABN):** |  |
| **Address:** |  |

# Item 3: Contract

|  |  |
| --- | --- |
| **Name of Contract:** | *School Council Agreement for the Provision of Cleaning Services* |
| **Date of Contract:** |  |
| **Contract Reference (if applicable):** |  |

# Item 4: Variations

|  |
| --- |
| On and from the date of this Agreement, the Parties agree to vary the Contract as follows:  [**Example clause 1 (Variation to the scope of cleaning services):** Use this clause if the school council wishes to vary the scope of cleaning services under the Contract including frequency, type and school areas to be cleaned during any remote learning period (but then intends for the services to resume as normal after the remote learning period). This clause describes the cleaning services that will apply during the remote learning period by setting out the new requirements at Annexure A and the fees that will apply during this time at Annexure B. The parties will need to complete the details in Annexure A (new cleaning requirements) and Annexure B (fees to apply during this period) of this Agreement. At the end of the remote learning period, the services and fees will resume as set out in the original Contract]   1. During the following period: [insert period of time during which services are varied] (**Remote Learning Period**), the Services to be provided to the School Council by the Service Provider under the Contract will be as set out in Annexure A of this Agreement (**Varied** **Services**). 2. During the Remote Learning Period, the Fees payable to the Service Provider by the School Council for the Varied Services will be as set out at Annexure B of this Agreement. 3. At the conclusion of the Remote Learning Period, the Services will resume as set out in Schedule 3 (Services) of the Contract and the Fees will be as set out at Schedule 2 (Fees) of the Contract, with such amendment as is necessary to take account of the Remote Learning Period.   [**End example clause 1**]  [**Example clause 2 (Suspension):** Use this clause where the parties have agreed to suspend the performance of the services for a period of time (rather than alter the scope of services in which case example clause 1 should be used). Where example clause 2 is used, delete Annexures A and B of this Variation Agreement]   1. The parties agree that the Service Provider is not required to perform the Services during [insert time period] (**Suspension Period**) and the School Council is not liable to pay any Fees to the Service Provider in respect of the Suspension Period. 2. At the conclusion of the Suspension Period, the Service Provider must resume the performance of the Services in accordance with the Contract and the School Council must pay to the Service Provider the Fees applicable under the Contract. 3. The total fees under the Contract will be adjusted as is necessary to take account of any Suspension Period during the Contract Term.   [**End example clause 2**]  [insert any other variations to the Contract that the parties have agreed to, numbering each variation and identifying which clause of the Contract is varied and how it is to be varied] |

Annexure A - Services during Remote Learning Period (Varied Services) [Comment: delete Annexure A if example clause 2 (suspension) is used]

1. **SCHOOL DAY CLEANING ROUTINE**

Please select the cleaning specifications required by your school on a daily or weekly basis. Please tick the box MCWB01372_0000[1]to make that selection.

**SECURITY** *Allowed time per day: 10 minutes*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days** | **Notes** |
| **Alarms** | Turn On / Off | 🞏 | DAILY |  |
| ***Windows*** | Secure Lock | 🞏 | DAILY |  |
| ***Doors*** | Open / Secure Lock | 🞏🞏 | DAILY |  |
| ***Gates*** | Secure Lock | 🞏 | DAILY |  |
| **Lights** | Switch On/Off | 🞏 | DAILY |  |
| **Heating / Cooling** | Turn on in Morning Turn off at Night | 🞏 | DAILY |  |
| **Other** |  | 🞏 |  | Please Specify |

***Security is our first priority.***

***Schools must be secured and locked in the evening or at the end of the cleaner’s shift.***

**ENTRANCE FOYER**  **m2=** (Total Square Meters)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** |
| **Glass Panel Door** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
|  | Spot Clean | 🞏 | MON TUE WED THU FRI |  |
| **Window Ledges** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
| **Entrance Door Mats** | Vacuum | 🞏 | MON TUE WED THU FRI |  |
|  | Spot Vacuum | 🞏 | MON TUE WED THU FRI |  |
| **Floor – Vinyl** | Sweep | 🞏 | MON TUE WED THU FRI |  |
|  | Mop Clean | 🞏 | MON TUE WED THU FRI |  |
| **Carpet** | Vacuum | 🞏 | MON TUE WED THU FRI |  |
|  | Spot Vacuum | 🞏 | MON TUE WED THU FRI |  |
| **Other** |  | 🞏 |  | Please Specify |

**ADMINISTRATION**  **m2=** (Total Square Meters)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** | |
| **Carpet** | Vacuum | 🞎 | MON TUE WED THU FRI | |  |
|  | Spot Vacuum | 🞎 | MON TUE WED THU FRI | |  |
| **Vinyl** | Sweep | 🞏 | MON TUE WED THU FRI | |  |
|  | Spot Mop | 🞏 | MON TUE WED THU FRI | |  |
| **Glass Petition** | Spot Clean | 🞏 | MON TUE WED THU FRI | |  |
| **Tables / Furniture** | Wipe Clean | 🞏 | MON TUE WED THU FRI | | Only if tables are cleared |
| **Rubbish Bins** | Empty Paper Bins | 🞏 | MON TUE WED THU FRI | |  |
|  | Empty Food Waste Bins | 🞏 | MON TUE WED THU FRI | |  |
|  | Replace Bin Liners | 🞏 | MON TUE WED THU FRI | | If required |
|  | Wash Clean | 🞏 | MON TUE WED THU FRI | |  |
| **Other** |  | 🞏 | MON TUE WED THU FRI | | Please List |

***Administration area needs to be cleaned at all times as this is the window of the school.***

***First impressions do matter.***

**FOYERS / CORRIDORS** **m2=**  (Total Square Meters)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** |
| **Carpet** | Vacuum | 🞏 | MON TUE WED THU FRI |  |
|  | Spot Clean Stains | 🞏 | MON TUE WED THU FRI |  |
| **Vinyl** | Sweep | 🞏 | MON TUE WED THU FRI |  |
|  | Spot Mop | 🞏 | MON TUE WED THU FRI |  |
| **Floor Tiles** | Mop Clean | 🞏 | MON TUE WED THU FRI |  |
| **Other** |  | 🞏 | MON TUE WED THU FRI | Please List |

***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) **m2=** (Total Square Meters)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** |
| **Rubbish Bins** | Empty Paper Bins | 🞏 | MON TUE WED THU FRI |  |
|  | Empty Food Waste Bins | 🞏 | MON TUE WED THU FRI |  |
|  | Replace Bin Liners | 🞏 | MON TUE WED THU FRI | If Required |
|  | Wash | 🞏 | MON TUE WED THU FRI | If Required |
| **Carpet** | Vacuum | 🞏 | MON TUE WED THU FRI |  |
|  | Spot Clean Stains | 🞏 | MON TUE WED THU FRI |  |
| **Vinyl** | Sweep | 🞏 | MON TUE WED THU FRI |  |
|  | Spot Mop | 🞏 | MON TUE WED THU FRI |  |
| **Glass Partitions** | Spot Clean | 🞏 | MON TUE WED THU FRI |  |
| **Window Ledges** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
| **Tables** | Wipe Clean | 🞏 | MON TUE WED THU FRI | Recommended daily for junior classes |
| **Whiteboard/ Chalk Ledge** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
| **Sink** | Wash Clean | 🞏 | MON TUE WED THU FRI |  |
| **Doors** | Spot Clean | 🞏 | MON TUE WED THU FRI |  |
|  | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
| **Ledge** | Dust | 🞏 | MON TUE WED THU FRI |  |
| **Other** |  | 🞏 | MON TUE WED THU FRI | Please Specify |

***Class rooms are an area where they are heavily occupied.***

***These rooms must be cleaned daily to maintain a hygienic environment for students and staff****.*

**LABORATORIES**   (No of Labs) **m2=** (Total Square Meters)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Day)** | **Notes** |
| **Bench Tops** | Wash Clean | 🞏 | MON TUE WED THU FRI |  |
| **Sinks** | Wash Clean | 🞏 | MON TUE WED THU FRI | Must be free of chemicals & equipment before cleaner can clean |
| **Tables** | *Wipe Clean* | 🞏 | MON TUE WED THU FRI | Must be free of chemicals & equipment before cleaner can clean |
|  | *Wash Clean* | 🞏 | MON TUE WED THU FRI | As Above |
| **Chairs** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
| **Other** |  | 🞏 | MON TUE WED THU FRI | Please Specify |

***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) **m2=** (Total Square Meters)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** |
| **Floors** | Sweep | 🞏 | MON TUE WED THU FRI |  |
|  | Spot Mop | 🞏 | MON TUE WED THU FRI |  |
|  | Buffed | 🞏 | MON TUE WED THU FRI |  |
| **Rubbish Bins** | Empty | 🞏 | MON TUE WED THU FRI |  |
|  | Replace Liner | 🞏 | MON TUE WED THU FRI |  |
| **Bench Tops / Table** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
| **Other** |  | 🞏 | MON TUE WED THU FRI | Please Specify |

***This is a food dominated area and food scraps need to be emptied daily to keep the area***

***Sanitary.***

**MUSIC ROOM**  (No of Music Rooms) **m2=**  **(**Total Square Mete**rs)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** |
| **Floors** | Vacuum | 🞏 | MON TUE WED THU FRI |  |
|  | Spot Vacuum | 🞎 | MON TUE WED THU FRI |  |
| **Rubbish Bins** | Empty | 🞎 | MON TUE WED THU FRI |  |
|  | Replace Liners | 🞎 | MON TUE WED THU FRI |  |
|  | Wash | 🞎 | MON TUE WED THU FRI |  |
| **Tables** | Wipe Clean | 🞎 | MON TUE WED THU FRI |  |
|  | Spot Clean | 🞎 | MON TUE WED THU FRI |  |
| **Chairs** | Wipe Clean | 🞎 | MON TUE WED THU FRI |  |
| **Window Ledges** | Wipe Clean | 🞎 | MON TUE WED THU FRI |  |
| **Other** |  | 🞎 | MON TUE WED THU FRI | Please Specify |

**ART ROOM**   (No of Art Rooms) **m2=** (Total Square Meters)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** |
| **Vinyl Floor** | Mop Clean | 🞏 | MON TUE WED THU FRI |  |
|  | Sweep Clean | 🞏 | MON TUE WED THU FRI |  |
| **Bench Tops / Tables** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
|  | Wash Clean | 🞏 | MON TUE WED THU FRI |  |
| **Chairs** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
|  | Wash Clean | 🞏 | MON TUE WED THU FRI |  |
| **Window Ledges** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
| **Other** |  | 🞏 | MON TUE WED THU FRI | Please Specify |

**COMPUTER LAB**   (No of Computer Labs) **m2=** (Total Square Meters)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** |
| **Carpet** | Vacuum | 🞏 | MON TUE WED THU FRI |  |
|  | Spot Vacuum | 🞏 | MON TUE WED THU FRI |  |
| **Vinyl Floor** | Mop Clean | 🞏 | MON TUE WED THU FRI |  |
|  | Spot Clean | 🞏 | MON TUE WED THU FRI |  |
| **Table Tops / Benches** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
|  | Spot Clean | 🞏 | MON TUE WED THU FRI |  |
| **Window Ledges** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
|  | Spot Clean | 🞏 | MON TUE WED THU FRI |  |
| **Other** |  | 🞏 | MON TUE WED THU FRI | Please Specify |

**MULTI - PURPOSE ROOM**   (No of rooms) **m2=** (Total Square Meters)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** |
| **Carpet** | Vacuum | 🞏 | MON TUE WED THU FRI |  |
|  | Spot Vacuum | 🞏 | MON TUE WED THU FRI |  |
| **Vinyl Floor** | Sweep | 🞏 | MON TUE WED THU FRI |  |
|  | Mop Clean | 🞏 | MON TUE WED THU FRI |  |
|  | Wash Clean | 🞏 | MON TUE WED THU FRI |  |
| **Ledges** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
| **Window Ledges** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
| **Table Tops / Benches** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
| **Furniture** | Dust | 🞏 | MON TUE WED THU FRI |  |
|  | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
| **Other** |  | 🞏 | MON TUE WED THU FRI | Please Specify |

**TROUGHS**  (No of Troughs)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** |
| **Sink** | Wash Clean Disinfectant | 🞏 | MON TUE WED THU FRI |  |
| **Taps** | Wipe Clean Disinfectant | 🞏 | MON TUE WED THU FRI |  |
| **Other** |  | 🞏 | MON TUE WED THU FRI | Please Specify |

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

**TEACHERS’ OFFICES**  (No of Offices) **m2=**(Total Square Meters)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** |
| **Carpets** | Vacuum | 🞏 | MON TUE WED THU FRI |  |
| **Vinyl** | Sweep | 🞏 | MON TUE WED THU FRI |  |
|  | Spot Mop | 🞏 | MON TUE WED THU FRI |  |
| **Tables** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
| **Furniture** | Dust | 🞏 | MON TUE WED THU FRI |  |
|  | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
| **Other** |  | 🞏 | MON TUE WED THU FRI | Please Specify |

**STAFFROOMS**   (No of Staffrooms) **m2=**(Total Square Meters)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** |
| **Tables** | Wipe Clean | 🞏 | MON TUE WED THU FRI | Only if cleared |
| **Sink** | Wash Clean | 🞏 | MON TUE WED THU FRI |  |
| **Bench Tops** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
| **Fridge Outside** | Wipe Clean | 🞏 | MON TUE WED THU FRI |  |
| **Dishwasher Panel** | Wipe Clean | 🞎 | MON TUE WED THU FRI |  |
| **Vinyl Floors** | Sweep | 🞎 | MON TUE WED THU FRI |  |
|  | Mop Clean | 🞎 | MON TUE WED THU FRI |  |
| **Carpets** | Vacuum | 🞎 | MON TUE WED THU FRI |  |
| **Door** | Spot Clean | 🞎 | MON TUE WED THU FRI |  |
| **Rubbish Bins** | Empty Bins | 🞎 | MON TUE WED THU FRI |  |
|  | Replace Bin Liner | 🞎 | MON TUE WED THU FRI |  |
|  | Wash | 🞎 | MON TUE WED THU FRI |  |
| **Other** |  | 🞎 | MON TUE WED THU FRI | Please Specify |

**SICK BAYS**   (No of Sick Bays) **m2=** (Total Square Meters)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** |
| **Sink** | Wash Clean | 🞎 | Daily |  |
|  | Disinfect | 🞎 | Daily |  |
| **Floors** | Sweep | 🞎 | Daily |  |
|  | Vacuum (Carpet) | 🞎 | Daily |  |
|  | Mop Clean | 🞎 | Daily |  |
| **Bins** | Empty | 🞎 | Daily |  |
|  | Replace Bin Liner | 🞎 | Daily | If Required |
|  | Wash Clean | 🞎 | Daily |  |
| **Other** |  | 🞎 |  | Please Specify |

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

**CHANGE ROOMS**  (No of Change Rooms) **m2=** (Total Square Meters)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** |
| **Floors** | Sweep | 🞏 | MON TUE WED THU FRI |  |
|  | Wash Clean | 🞎 | MON TUE WED THU FRI |  |
| **Shower Turrets** | Wipe Clean | 🞎 | MON TUE WED THU FRI |  |
| **Dividing Walls** | Wash Clean | 🞎 | MON TUE WED THU FRI | Disinfect |
| **Other** |  | 🞎 | MON TUE WED THU FRI | Please Specify |

**TOILETS:**

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

 (No of toilets) **m2=** (Total Square Meters)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days** | **Notes** |
| **Rubbish Bins** | Empty Bins | 🞎 | Daily |  |
|  | Replace Bin Liner | 🞎 | Daily | \*Liners are supplied by school |
|  | Wash Clean | 🞎 | Daily |  |
| **Dispensers** | Refill soap / paper towels/ Toilet Paper | 🞎 | Daily | \*Consumable are supplied by school |
| **Toilet Seats** | Wash Clean | 🞎 | Daily | Disinfect top & bottom |
| **Toilet Pan** | Wash Clean | 🞎 | Daily |  |
|  | Scrub Clean | 🞎 | Daily | Disinfect |
| **Sinks** | Wash Clean | 🞎 | Daily | Disinfect |
| **Walls** | Wipe Clean | 🞎 | Daily | Disinfect |
| **Mirrors** | Clean & Polish | 🞎 | Daily |  |
| **Urinals** | Flush& Scrub | 🞎 | Daily |  |
|  | Wash Clean | 🞎 | Daily | Disinfect |
| **Plumbing Fittings** | Wipe Clean | 🞎 | Daily |  |
| **Showers** | Wash Clean | 🞎 | Daily | Disinfect |
| **Baths** | Wash Clean | 🞎 | Daily | Abrasive powder to be used to remove water marks |
|  | Wipe Clean | 🞎 | Daily | Areas should be as dry as possible |
| **Tiles** | Wipe Clean | 🞎 | Daily | Attention to detail to grout between tiles |
| **Basins** | Wipe Clean | 🞎 | Daily | Underside / Exposed Pipe Work |
| **Internal Floors** | Mop Clean | 🞎 | Daily | Disinfect |
|  | Wash Clean | 🞎 | Daily |  |
| **Taps & Fittings** | Polished | 🞎 |  | “Brasso” should be used. |
|  | Wipe Clean | 🞎 |  | Attention to underside of taps |
|  |  | 🞎 |  |  |
| **Other** |  | 🞎 |  | Please Specify |

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

**LIBRARY**  **m2=**(Total Square Meters)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** |
| **Rubbish Bins** | Empty Food Waste Bin | 🞎 | MON TUE WED THU FRI |  |
|  | Empty Paper Bin | 🞎 | MON TUE WED THU FRI |  |
|  | Replace Liner | 🞎 | MON TUE WED THU FRI | If Required |
|  | Wash Clean | 🞎 | MON TUE WED THU FRI |  |
| **Carpet** | Vacuum | 🞎 | MON TUE WED THU FRI |  |
|  | Spot Stains | 🞎 | MON TUE WED THU FRI |  |
| **Vinyl** | Sweep | 🞎 | MON TUE WED THU FRI |  |
|  | Spot Mop | 🞎 | MON TUE WED THU FRI |  |
| **Tables / Benches** | Wipe Clean | 🞎 | MON TUE WED THU FRI |  |
| **Doors** | Spot Clean | 🞎 | MON TUE WED THU FRI |  |
| **Other** |  | 🞎 | MON TUE WED THU FRI | Please Specify |

**GYM**  **m2=** (Total Square Meters)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** |
| **Gym Floor** | Sweep Floor | 🞎 | MON TUE WED THU FRI |  |
|  | Mop Clean | 🞎 | MON TUE WED THU FRI |  |
|  | Strip n ‘ Seal | 🞎 | MON TUE WED THU FRI |  |
| **Toilet Floor** | Mop Clean | 🞎 | MON TUE WED THU FRI |  |
| **Toilet Pan** | Scrub & Flush Clean | 🞎 | MON TUE WED THU FRI |  |
| **Toilet Seat Wash Clean** |  | 🞎 | MON TUE WED THU FRI |  |
| **Urinals** | Scrub & Flush Clean | 🞎 | MON TUE WED THU FRI |  |
|  | Wash Clean | 🞎 | MON TUE WED THU FRI |  |
| **Showers** | Scrub Clean | 🞎 | MON TUE WED THU FRI |  |
|  | Wash Clean | 🞎 | MON TUE WED THU FRI |  |
| **Dispensers** | Refill Soap / Toilet Paper / Hand Towels | 🞎 | MON TUE WED THU FRI | Consumables are supplied by the School |
| **Rubbish Bins** | Empty Bin | 🞎 | MON TUE WED THU FRI |  |
|  | Replace Bin Liner | 🞎 | MON TUE WED THU FRI |  |
|  | Wash Clean | 🞎 | MON TUE WED THU FRI |  |
| **Store Room** | Sweep Floor | 🞎 | MON TUE WED THU FRI |  |
| **Other** |  | 🞎 | MON TUE WED THU FRI | Please Specify |

**KITCHENETTE**   (No of Kitchenettes) **m2 =**  (Total Square Meters)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (Circle Days)** | **Notes** |
| **Sink** | Wipe Clean | 🞎 | MON TUE WED THU FRI |  |
| **Table Tops** | Wipe Clean | 🞎 | MON TUE WED THU FRI |  |
| **Benches** | Wipe Clean | 🞎 | MON TUE WED THU FRI |  |
| **Floor** | Sweep | 🞎 | MON TUE WED THU FRI |  |
|  | Mop Clean | 🞎 | MON TUE WED THU FRI |  |
| **Rubbish Bin** | Empty Food Waste bin | 🞎 | MON TUE WED THU FRI |  |
| **Rubbish Bin** | Replace Bin Liner | 🞎 | MON TUE WED THU FRI |  |
| **Rubbish Bin** | Wash Clean | 🞎 | MON TUE WED THU FRI |  |
| Other |  | 🞎 |  | Please Specify |

**Food Waste bins must be emptied daily.**

**They are not to be left overnight under any circumstances**

**GRAFFITI/VANDALISM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **🗹** | **Days (As Required)** | **Notes** |
| **Internal Walls** | Wipe Clean | 🞎 |  | If Not Excessive |
| **External Walls** | Remove | 🞎 |  | If Not Excessive |
| **Other** |  | 🞎 |  | Please Specify |

***Graffiti needs to be removed immediately.***

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

1. **WEEKLY CLEANING ROUTINE**

The weekly cleaning routine should be carried out at the end of the week*. (Days of cleans can be negotiated at the school level).* Please select the cleaning actions acquired by your school by ticking MCWB01372_0000[1] the box.

**GENERAL MAINTENANCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Description** | **Action** | **🗹** | **Notes** |
| **General Maintenance** | **Internal Slate** | Wash Clean | 🞎 |  |
|  |  | Remove Spots | 🞎 |  |
|  | **Brick / Cement** | Wash Clean | 🞎 |  |
|  |  | Remove Spots | 🞎 |  |
|  | **Tiled Floor** | Wash Clean | 🞎 |  |
|  |  | Remove Spots | 🞎 |  |
|  | **Passage Floor** | Wash Clean | 🞎 |  |
|  |  | Remove Spots | 🞎 |  |
|  | **Linoleum / Vinyl** | Buff | 🞎 |  |
|  | **Wooden Floor** | Buff | 🞎 |  |
|  | **Furniture Surface** | Wipe Clean | 🞎 | Table Tops / Desk Tops / Cabinets |
|  |  | Remove Marks | 🞎 |  |
|  | **Empty Shelves** | Wipe Clean | 🞎 |  |
|  | **Student Carrels** | Wipe Clean | 🞎 |  |
|  | **Building -Internal** | Remove Cobwebs | 🞎 |  |
|  | **Building - External** | Remove Cobwebs | 🞎 |  |
|  | **Vents** | Dust | 🞎 |  |
|  | **Ledges** | Dust | 🞎 |  |
|  | **Window Seals** | Dust | 🞎 |  |
|  | **Door Mats** | Remove & Sweep | 🞎 |  |
|  | **Glass Doors** | Wipe Clean | 🞎 |  |
|  | **Door Frames** | Wipe Clean | 🞎 |  |
|  | **Glass & Frames** | Wipe Clean | 🞎 |  |
|  | **Other** |  | 🞎 | Please Specify |

1. **TERM VACATION/SCHOOL HOLIDAY CLEANING ROUTINE**

The vacation/school holiday 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 MCWB01372_0000[1]the box.

**GENERAL MAINTENANCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Description** | **Action** | **🗹** | **Notes** |
| **General Maintenance** | **Linoleum / Vinyl Floors** | Strip & Seal | 🞎 | An approved sealer must be used.  (2 coats)  If Required |
|  |  | Polish | 🞎 | Must be complete with a non slip finish (3-4 Coats) |
|  | **Wooden Floors** | Seal | 🞎 |  |
|  |  | Polish | 🞎 |  |
|  | **Internal Walls** | Remove Dirt Marks | 🞎 |  |
|  | **Tables** | Wash Clean | 🞎 |  |
|  | **Chairs** | Wash Clean | 🞎 |  |
|  | **Doors & Door Frames** | Wipe Clean | 🞎 |  |
|  | **Glass Doors / Door Frames** | Wash Clean | 🞎 |  |
|  | **Ceiling Fans** | Dust | 🞎 | \*\*If non mechanical equipment is not Required |
|  | **Ceilings** | Remove Cobwebs | 🞎 |  |
|  | **Ceiling Lights** | Wipe Clean | 🞎 |  |
|  | **Furniture Tops** | Wipe Clean | 🞎 |  |
|  | **Building – External** | Remove Cobwebs | 🞎 |  |
|  | **Eves** | Remove Cobwebs | 🞎 |  |
|  | **Around Window Frame** | Remove Cobwebs | 🞎 | Internal / External |
|  | **Venetian Blinds** | Remove Cobwebs | 🞎 | If required |
|  |  | Dust | 🞎 |  |
| **Low Use Areas** | **Carpet** | Vacuum | 🞎 | If required |
|  | **Hard Floor** | Buff | 🞎 |  |
|  |  | Spot Mop | 🞎 |  |
|  | **Other** |  | 🞎 | Please Specify |
|  | **Boiler Room** |  | 🞎 |  |
|  | **Undercover Area** |  | 🞎 |  |
|  | **Sports Room** |  | 🞎 |  |
|  | **Store Room** |  | 🞎 |  |
|  | **Other** |  | 🞎 | Please Specify |

**CLEANERS’ STOREROOMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Description** | **🗹** | **Action** | **Notes** |
| **Cleaners Rooms** | **Floor** | 🞎 | Clean and free of obstacles at all times |  |
|  | **Safety Material Sheets (SDS)** | 🞎 | Visible | SDS need to be visible, safe & accessible to all |
|  | **Chemicals** | 🞎 | Stored Safe as per OH&S regulations | Labelled bottles need to be in place |
|  | **Equipment** | 🞎 | Various Equipment & Extension Cords | Electrical equipment must be tested, tagged & stored in a proper, dry & safe environment. |
|  | **Mops** | 🞎 | Good Condition | Wash Clean / Let drip dry safely. |
|  | **Miscellaneous materials** | 🞎 | Stored neatly and within a safe placement |  |
|  | **Lighting** | 🞎 | Properly lit & ventilated |  |
|  | **Other** | 🞎 |  | Please Specify |

***The cleaners’ storeroom 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.***

1. **ANNUAL CLEANING ROUTINE**

The annual cleaning of schools must be completed prior to the commencement of the school year.

This is an opportunity to start the year fresh.

Please select the cleaning actions required by your school by ticking MCWB01372_0000[1] the box.

**GENERAL MAINTENANCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Description** | **🗹** | **Action** | **Notes** |
| **General Maintenance** | **Carpeted Areas** | 🞎 | Steam Clean |  |
|  |  | 🞎 | Wash Clean |  |
|  | **Glass Panels** | 🞎 | Spot Clean |  |
|  | **Partition Walls** | 🞎 | Remove Marks |  |
|  | **Windows – Internal** | 🞎 | Wash Clean |  |
|  | **Windows – External** | 🞎 | Wash Clean |  |
|  | **Other** | 🞎 |  | Please Specify |

1. **OTHER**

*If you have any “other” cleaning duties that the school requires, please mention it in this section.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Description** | **Action** | **🗹** | **Notes** |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |
|  |  |  | 🞎 |  |

Annexure B – Fees for Varied Services [Comment: delete Annexure B if example clause 2 (suspension) is used]

**Cleaning Cost during Remote Learning period**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cleaning Requirements** | **$ excl. GST** | **GST** | **Total** |
| Day Cleaning Routine |  |  |  |
| Weekly Cleaning Routine |  |  |  |
| Term Vacation Cleaning Routine |  |  |  |
| Annual Cleaning Routine |  |  |  |
| Other (e.g. deep clean) |  |  |  |
| **REMOTE LEARNING PERIOD TOTAL** | | | $ |
|  | | | |
| **Monthly Total** | | | $ |