[Place on school letterhead]

[Date]

[insert Service Provider Representative name and title]

[insert Service Provider Representative postal address or email as set out at item 3 of Schedule 1]

Dear [insert Service Provider Representative name]

**Variation Notice under clause 3.6(a) of the *School Council Agreement for the Provision of Cleaning Services***

We refer to the*School Council Agreement for the Provision of Cleaning Services* between [insert school name] School Council (**School Council**) and [insert cleaning service provider name and ABN] (**Service Provider**) dated [insert date the cleaning contract was signed by the parties] (**Cleaning Contract**).

The School Council hereby gives notice to the Service Provider under clause 3.6(a) of the Cleaning Contract to propose a variation to the scope of the Services under the Cleaning Contract as set out in the revised Schedule 3 (Services) attached to this notice as Annexure A (**Varied Services**). The School Council requests the Service Provider to perform the Varied Services as the Victorian Government school system transitions to remote and flexible learning for Term 2 reducing the number of students and teachers on school premises during Term 2.

Clause 3.6(a) of the Cleaning Contract states that the Service Provider must provide a written proposal to the School Council setting out the varied fees that will apply to the Varied Services within 5 business days of its receipt of this Variation Notice from the School Council.

We note this clause also requires the Service Provider to ensure the varied fees it puts forward in the fee proposal are reasonable and (i) where possible calculated in accordance with any formula utilised to calculate the fees under the Cleaning Contract; or where this is not possible (ii) must take into consideration the fees charged under the Cleaning Contract.

We look forward to receiving the fee proposal from you within 5 business days of this Variation Notice. We thank you for your cooperation.

If you would like to discuss this notice further or the School’s revised requirements, please contact [insert contact name and details].

Yours sincerely

[insert sign off]

**Annexure A – Varied Services**

**Schedule 3 – Services**

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 cleaners 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 / CORRIDOORS** **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 avoid infections from growing*

**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 maintained clean for infection 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 |

**STAFFROOOMS**   (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 Outsider** | 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 at any circumstances

**GRAFITY / 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 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 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 STORE ROOMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Description** | **🗹** | **Action** | **Notes** |
| **Cleaners Rooms** | **Floor** | 🞎 | Clean and free of obstacles at all times |  |
|  | **MSDS Sheets** | 🞎 | Visible | MSDS 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 need to be tested, tagged & stored in a proper, dried & 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 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.*

1. **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 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** |
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