Schools Procurement

School Council Request for Tender (RFT)



**RFT for the Provision of Cleaning Services**

|  |  |
| --- | --- |
| **REFERENCE NUMBER** | MPS\_2024 |
| **CLOSING TIME** | Friday 8th March 2024, 4.00pm |
| **PLACE OF LODGEMENT** | Kylie.mitchell2@education.vic.gov.au |
| **RECEIVING STAFF MEMBER** | Kylie Mtichell, Business Manager |
| **ADDITIONAL DETAIL** | Written quotes only |

1. CONDITIONS
	1. **RFT Presentations**

Meeniyan Primary School (“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.

* 1. **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.

* 1. **Tender/Quotation 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.

* 1. **Enquiries**

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

Name: Kylie Mitchell

Title: Business Manager

E-mail: kylie.mitchell2@education.vic.gov.au

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.

* 1. **Late Tenders/Quotations**

If a Tender/Quotation 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.

* 1. **Incomplete Tenders/Quotations**

If a Tender/Quotation 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.

* 1. **Validity of Tender/Quotation**

A tender/quotation 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.

* 1. **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**](https://www.buyingfor.vic.gov.au/supplier-code-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.

* 1. **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:

1. reject all Tenders without giving reason for the rejection; and
2. accept a portion or the whole of any Tender at the price or prices quoted unless the Tender states specifically to the contrary.
3. negotiate with one or more Invitee’s and allow any Invitee to vary its Tender
	1. **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.

1. RFT DETAILS
	1. **Background**

Meeniyan Primary School, a co-educational state school on a single campus, currently serves approximately 160 students and employs 27 staff members. The school's catchment extends across the Dumbalk, Stony Creek and Meeniyan areas, and is located 160 kilometers south east of the Melbourne Metropolitan area. The premises encompass a cleanable area of roughly 878 square meters and includes 9 student toilet cubicles, 2 staff toilet cubicles, staffroom, 9 classrooms, shared space, teacher work space, administration office area and music room.

**Scope**

Meeniyan Primary School requires 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 Tuesday 2nd April 2024.

**2.3 Statement of Requirements/Specifications**

* + 1. **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.***

* + 1. **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*](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 Gisborne Secondary College.
		1. Where the Supplier is providing labour hire services, Suppliers must be licensed with the Labour Hire Authority Victoria.

**2.4 Important Dates**

Commencement Date: *Tuesday 2nd April 2024.*

Milestones (check in and review): *2nd April 2025*

Completion Date (including options to extend if applicable):*2nd April 2027*

**2.5 Relationship Management**

Contract Manager: *Gene VanderZalm*

Address: *6 Geale Street, Meeniyan Vic 3956*

Email: *gene.vanderzalm@education.vic.gov.au*

Phone: *03 5664 7382*

**2.6 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 Contractor.

* 1. **Key Performance Indicators (KPIs)**

|  |  |
| --- | --- |
| **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 48hours of notification |
| Reporting | 100% of reports are provided on date/time required |

* 1. **Insurance**

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

|  |  |
| --- | --- |
| **Insurance**  | **Minimum Amount**  |
| Public Liability  | Public liability insurance: $AUD 20 million in respect of any one occurrence and for an unlimited number of claims. |
| Product Liability |  |
| Workers' Compensation Insurance |  |

* 1. **Pricing**

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

* 1. **Submission**

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

* 1. **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% |

* 1. **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 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; 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:

**Your submission must include answers to the following questions:**

1. **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?
1. Pricing Schedule - Utilise the attached Schedule of fees to submit your pricing.
2. 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  |
|  |  |
|  |  |
|  |  |

1. Declaration of any conflict of interest (potential or real) and how this may be managed.
2. Detail your financial capability to deliver the goods or services.
3. Details of your insurances held.
4. Any other relevant information
5. 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

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** | **þ** | **Days** | **Notes** |
| **Alarms** | Turn On / Off | A black check mark on a white background  Description automatically generated | DAILY |  |
| ***Windows*** | Secure Lock | A black check mark on a white background  Description automatically generated | DAILY |  |
| ***Doors*** | Open / Secure Lock |  | DAILY |  |
| ***Gates*** | Secure Lock | A black check mark on a white background  Description automatically generated | DAILY |  |
| **Lights** | Switch On/Off | A black check mark on a white background  Description automatically generated | DAILY |  |
| **Heating / Cooling** | Turn off at Night | A black check mark on a white background  Description automatically generated | DAILY | If on |

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

**ENTRANCE FOYER**  25msq

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **þ** | **Days (Circle Days)** | **Notes** |
| **Glass Panel Door** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Spot Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Window Ledges** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Entrance Door Mats** | Vacuum | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Spot Vacuum | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Carpet** | Vacuum | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Spot Vacuum | o | MON TUE WED THU FRI |  |

**ADMINISTRATION**  63msq

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **þ** | **Days (Circle Days)** | **Notes** |
| **Carpet** | Vacuum | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Spot Vacuum | A black check mark on a white background  Description automatically generated | As needed |  |
| **Reception glass** | Spot Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Tables / Furniture** | Wipe Clean | o | MON TUE WED THU FRI | Only if tables are cleared |
| **Rubbish Bins** | Empty Bins | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Replace Bin Liners | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI | If required |

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

**SICK BAY**  10msq

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **þ** | **Days (Circle Days)** | **Notes** |
| **Vinyl** | Sweep | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Mop Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Door glass** | Spot Clean | A black check mark on a white background  Description automatically generated | As needed |  |
| **Benchtop**  | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI | Only if tables are cleared |
| **Rubbish Bins** | Empty Bins | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Replace Bin Liners | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI | If required |

*Sick bay area needs to be cleaned at all times as this is a hygienic medical area. The spread of infection needs to be limited.*

 48msq

**CORRIDOORS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **þ** | **Days (Circle Days)** | **Notes** |
| **Carpet** | Vacuum | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Vinyl** | Sweep | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Spot Mop | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI | And as needed |

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

**GENERAL CLASSROOMS**  8 (No of classrooms) 500sqm

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **þ** | **Days (Circle Days)** | **Notes** |
| **Rubbish Bins** | Empty Bins | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Replace Bin Liners | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI | If Required |
|  | Wash | A black check mark on a white background  Description automatically generated |  | If Required |
| **Carpet** | Vacuum | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Spot Clean Stains | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Vinyl** | Sweep | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Spot Mop | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Glass Doors** | Spot Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Window Ledges** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Tables** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI | Daily for all classes |
| **Whiteboard/ Chalk Ledge** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Sink** | Wash Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Ledge** | Dust | o | MON TUE WED THU FRI |  |

*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.*

**SCIENCE ROOM**  1 51sqm

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **þ** | **Days (Circle Day)** | **Notes** |
| **Bench Tops** | Wash Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Sinks** | Wash Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI | Must be free of chemicals & equipment before cleaner can clean |
| **Tables** | *Wipe Clean* | o | MON TUE WED THU FRI | Must be free of chemicals & equipment before cleaner can clean |
| **Chairs** | Wipe Clean | o | MON TUE WED THU FRI |  |

*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.*

**TOP ROOM** 1 51SQM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **þ** | **Days (Circle Days)** | **Notes** |
| **Floors** | Spot Vacuum | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Rubbish Bins** | Empty | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Replace Liners | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI | *If needed.* |
| **Tables** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Chairs** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Window Ledges** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |

**TEACHER OFFICE**  1 40SQM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **þ** | **Days (Circle Days)** | **Notes** |
| **Floors** | Spot Vacuum | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Rubbish Bins** | Empty | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Replace Liners | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI | *If needed.* |
| **Tables** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Chairs** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Window Ledges** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |

**TROUGHS** 5

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| --- | --- | --- | --- | --- |
| **Description** | **Action** | **þ** | **Days (Circle Days)** | **Notes** |
| **Sink** | Wash Clean Disinfectant | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Taps** | Wipe Clean Disinfectant | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |

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

**STAFFROOOMS**  1 40SQM

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| --- | --- | --- | --- | --- |
| **Description** | **Action** | **þ** | **Days (Circle Days)** | **Notes** |
| **Tables** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI | Only if cleared |
| **Sink** | Wash Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Bench Tops** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Dishwasher Panel** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Vinyl Floors** | Sweep | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Mop Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Carpets** | Vacuum | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Door** | Spot Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Rubbish Bins** | Empty Bins | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Replace Bin Liner | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Wash | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |

**TOILETS:**

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

9 student cubicles, 2 staff cubicles (

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **þ** | **Days** | **Notes** |
| **Rubbish Bins** | Empty Bins | A black check mark on a white background  Description automatically generated | Daily |  |
|  | Replace Bin Liner | A black check mark on a white background  Description automatically generated | Daily |  |
|  | Wash Clean | A black check mark on a white background  Description automatically generated | Daily |  |
| **Toilet Seats** | Wash Clean | A black check mark on a white background  Description automatically generated | Daily | Disinfect top & bottom |
| **Toilet Pan** | Wash Clean | A black check mark on a white background  Description automatically generated | Daily |  |
|  | Scrub Clean | A black check mark on a white background  Description automatically generated | Daily | Disinfect |
| **Sinks** | Wash Clean | A black check mark on a white background  Description automatically generated | Daily | Disinfect, paying attention to drain |
| **Walls** | Wipe Clean | A black check mark on a white background  Description automatically generated | Daily | Disinfect |
| **Mirrors** | Clean & Polish | A black check mark on a white background  Description automatically generated | Daily |  |
| **Plumbing Fittings** | Wipe Clean | A black check mark on a white background  Description automatically generated | Daily |  |
| **Basins** | Wipe Clean | A black check mark on a white background  Description automatically generated | Daily | Underside / Exposed Pipe Work |
| **Internal Floors** | Mop Clean | A black check mark on a white background  Description automatically generated | Daily |  |
|  | Wash Clean | A black check mark on a white background  Description automatically generated | Daily | Disinfect |
| **Taps & Fittings** | Wipe Clean | A black check mark on a white background  Description automatically generated | Daily | Attention to underside of taps |

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

**SHARED SPACE**  50sqm

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **þ** | **Days (Circle Days)** | **Notes** |
| **Rubbish Bins** | Empty Bin | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Replace Liner | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI | If Required |
|  | Wash Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Carpet** | Vacuum | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Spot Stains | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI | If required |
| **Vinyl** | Sweep | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Spot Mop | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Tables / Benches** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Doors** | Spot Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |

**KITCHENETTE**  1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **þ** | **Days (Circle Days)** | **Notes** |
| **Sink** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Benches** | Wipe Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI  |  |
| **Floor** | Sweep | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
|  | Mop Clean | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |
| **Rubbish Bin** | Empty bin | A black check mark on a white background  Description automatically generated | MON TUE WED THU FRI |  |

Food Waste bins must be emptied daily. They are **not** to be left overnight at any circumstances

**GRAFITTI / VANDALISM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Action** | **þ** | **Days (As Required)** | **Notes** |
| **Internal Walls** | Wipe Clean | A black check mark on a white background  Description automatically generated |  | If Not Excessive |
| **External Walls** | Remove | A black check mark on a white background  Description automatically generated |  | 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)*

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** | **þ** | **Notes** |
| **General Maintenance** |  |  |  |  |
|  | **Linoleum / Vinyl** | Buff | A black check mark on a white background  Description automatically generated | Every Term  |
|  | **Furniture Surface** | Wipe Clean | A black check mark on a white background  Description automatically generated | Table Tops / Desk Tops / Cabinets |
|  |  | Remove Marks | A black check mark on a white background  Description automatically generated |  |
|  | **Empty Shelves** | Wipe Clean | A black check mark on a white background  Description automatically generated |  |
|  | **Student Carrels** | Wipe Clean | A black check mark on a white background  Description automatically generated | Monthly |
|  | **Building -Internal** | Remove Cobwebs | A black check mark on a white background  Description automatically generated |  |
|  | **Building - External** | Remove Cobwebs | A black check mark on a white background  Description automatically generated |  |
|  | **Vents** | Dust | A black check mark on a white background  Description automatically generated |  |
|  | **Ledges** | Dust | A black check mark on a white background  Description automatically generated |  |
|  | **Window Seals** | Dust | A black check mark on a white background  Description automatically generated |  |
|  | **Door Mats** | Remove & Sweep | A black check mark on a white background  Description automatically generated |  |
|  | **Glass Doors** | Wipe Clean | A black check mark on a white background  Description automatically generated |  |
|  | **Door Frames** | Wipe Clean | A black check mark on a white background  Description automatically generated |  |
|  | **Glass & Frames** | Wipe Clean | A black check mark on a white background  Description automatically generated |  |

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** | **þ** | **Notes** |
| **General Maintenance** | **Linoleum / Vinyl Floors** | Strip & Seal | A black check mark on a white background  Description automatically generated | An approved sealer must be used.(2 coats)If Required |
|  |  | Polish/buff | A black check mark on a white background  Description automatically generated | Must be complete with a non slip finish (3-4 Coats) |
|  | **Internal Walls** | Remove Dirt Marks | A black check mark on a white background  Description automatically generated |  |
|  | **Tables** | Wash Clean | A black check mark on a white background  Description automatically generated |  |
|  | **Chairs** | Wash Clean | A black check mark on a white background  Description automatically generated |  |
|  | **Doors & Door Frames** | Wipe Clean | A black check mark on a white background  Description automatically generated |  |
|  | **Glass Doors / Door Frames** | Wash Clean | A black check mark on a white background  Description automatically generated |  |
|  | **Ceiling Fans** | Dust | A black check mark on a white background  Description automatically generated | \*\*If non mechanical equipment is not Required |
|  | **Ceilings** | Remove Cobwebs | A black check mark on a white background  Description automatically generated |  |
|  | **Furniture Tops** | Wipe Clean | A black check mark on a white background  Description automatically generated |  |
|  | **Building – External** | Remove Cob Webs | A black check mark on a white background  Description automatically generated |  |
|  | **Eves** | Remove Cob Webs | A black check mark on a white background  Description automatically generated |  |
|  | **Around Window Frame** | Remove Cob Webs | A black check mark on a white background  Description automatically generated | Internal / External |
| **Low Use Areas** | **Carpet** | Vacuum | A black check mark on a white background  Description automatically generated | If required |
|  | **Hard Floor** | Buff | A black check mark on a white background  Description automatically generated |  |
|  |  | Spot Mop | A black check mark on a white background  Description automatically generated |  |

**CLEANERS STORE ROOMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Description** | **þ** | **Action** | **Notes** |
| **Cleaners Rooms** | **Floor** | A black check mark on a white background  Description automatically generated | Clean and free of obstacles at all times |  |
|  | **MSDS Sheets** | A black check mark on a white background  Description automatically generated | Visible | MSDS need to be visible, Safe & Accessible to all |
|  | **Chemicals** | A black check mark on a white background  Description automatically generated | Stored Safe as per OH&S regulations | Labelled bottles need to be in place |
|  | **Equipment** | A black check mark on a white background  Description automatically generated | Various Equipment & Extension Cords | Electrical equipment need to be tested, tagged & stored in a proper, dried & safe environment. |
|  | **Mops** | A black check mark on a white background  Description automatically generated | Good Condition | Wash Cleaned / Let drip dry safely. |
|  | **Miscellaneous materials** | A black check mark on a white background  Description automatically generated | Stored neatly and within a safe placement |  |
|  | **Lighting** | A black check mark on a white background  Description automatically generated | 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.*

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** | **þ** | **Action** | **Notes** |
| **General Maintenance** | **Carpeted Areas** | A black check mark on a white background  Description automatically generated | Steam Clean |  |
|  |  | A black check mark on a white background  Description automatically generated | Wash Clean |  |
|  | **Glass Panels** | A black check mark on a white background  Description automatically generated | Spot Cleaning |  |
|  | **Partition Walls** | A black check mark on a white background  Description automatically generated | Remove Marks |  |
|  | **Windows – Internal** | A black check mark on a white background  Description automatically generated | Wash Clean |  |
|  | **Windows – External** | A black check mark on a white background  Description automatically generated | Wash Clean |  |

1. **OTHER**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Description** | **Action** | **þ** | **Notes** |
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