

# School council cleaning checklist

Lot 1: Colac Secondary College

## A. School day cleaning routine

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

### Security

| Description              | Action               | <input checked="" type="checkbox"/> | Days  | Notes                                                                                                                         |
|--------------------------|----------------------|-------------------------------------|-------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Alarms</b>            | Turn on / off        | ✓                                   | Daily |                                                                                                                               |
| <b>Windows</b>           | Secure lock          | ✓                                   | Daily |                                                                                                                               |
| <b>Doors</b>             | Open / secure lock   | ✓                                   | Daily | AM Clean – All internal (classroom) doors locked after clean<br>PM Clean – All internal (classroom) and external doors locked |
| <b>Lights</b>            | Switch on / off      | ✓                                   | Daily |                                                                                                                               |
| <b>Heating / cooling</b> | Turn it off at night | ✓                                   | Daily |                                                                                                                               |
| <b>Other</b>             |                      | <input type="checkbox"/>            |       | Please specify                                                                                                                |

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

### Foyers / Common Areas

m<sup>2</sup>= 775 (Total square meters)

Science  
7 & 8 Office  
Performing Arts  
Year 9  
Art / Technology  
Senior Building

| Description               | Action      | <input checked="" type="checkbox"/> | Days (circle days)  | Notes       |
|---------------------------|-------------|-------------------------------------|---------------------|-------------|
| <b>Glass panel door</b>   | Spot clean  | ✓                                   | Mon Tue Wed Thu Fri | As required |
| <b>Entrance door mats</b> | Spot vacuum | ✓                                   | Daily               |             |

| Description   | Action      | <input checked="" type="checkbox"/> | Days (circle days)  | Notes                          |
|---------------|-------------|-------------------------------------|---------------------|--------------------------------|
| Floor – vinyl | Sweep       | ✓                                   | Daily               |                                |
|               | Mop clean   | ✓                                   | Mon Tue Wed Thu Fri | Weekly plus spills as required |
| Carpet        | Vacuum      | ✓                                   | Daily               |                                |
|               | Spot vacuum | ✓                                   | Daily               |                                |
| Other         |             | <input type="checkbox"/>            |                     | Please specify                 |

### General classrooms

27 (No of classrooms)

m<sup>2</sup>= 1458 (Total square meters)

Year 7 (8) – JS1 to JS8  
 Year 8 (6) – JS9 to JS14  
 Year 9 (2) – 9.2 and 9.4  
 Senior Building (6) – SS1 to SS6  
 Performing Arts (3) – PA1 to PA3  
 Science (2) – SC1 to SC2

Total 27 general classrooms at 54 metres squared. Average size of general classroom is 54 metres squared.

| Description      | Action                | <input checked="" type="checkbox"/> | Days (circle days)  | Notes                          |
|------------------|-----------------------|-------------------------------------|---------------------|--------------------------------|
| Rubbish bins     | Empty paper bins      | ✓                                   | Daily               |                                |
|                  | Empty food waste bins | ✓                                   | Daily               |                                |
|                  | Replace bin liners    | ✓                                   | Daily               | As required                    |
| Carpet           | Vacuum                | ✓                                   | Daily               |                                |
|                  | Spot clean stains     | ✓                                   | Daily               |                                |
| Vinyl            | Sweep                 | ✓                                   | Daily               |                                |
|                  | Spot mop              | ✓                                   | Mon Tue Wed Thu Fri | Weekly plus spills as required |
| Glass partitions | Spot clean            | ✓                                   | Daily               | As required                    |
| Window ledges    | Wipe clean            | ✓                                   | Mon Tue Wed Thu Fri | Once per week                  |
| Tables           | Wipe clean            | ✓                                   | Daily               |                                |

| Description | Action     | <input checked="" type="checkbox"/> | Days (circle days)         | Notes          |
|-------------|------------|-------------------------------------|----------------------------|----------------|
| Doors       | Wipe clean | ✓                                   | Mon Tue Wed Thu <b>Fri</b> | Once per week  |
| Ledge       | Dust       | ✓                                   | Mon Tue Wed Thu <b>Fri</b> | Once per week  |
| Other       |            | <input type="checkbox"/>            | Mon Tue Wed Thu Fri        | Please specify |

Classrooms are an area that are heavily occupied. These rooms must be cleaned daily to maintain a hygienic environment for students and staff.

### Laboratories

4 (No of labs)

m<sup>2</sup>= 422 (Total square meters)

Science Rooms / Labs – SC3 to SC6

| Description  | Action           | <input checked="" type="checkbox"/> | Days (circle days)         | Notes                                                              |
|--------------|------------------|-------------------------------------|----------------------------|--------------------------------------------------------------------|
| Benchtops    | Wash clean       | ✓                                   | <b>Daily</b>               |                                                                    |
| Sinks        | Wash clean       | ✓                                   | <b>Daily</b>               | Must be free of chemicals & equipment before the cleaner can clean |
| Tables       | Wipe clean       | ✓                                   | <b>Daily</b>               | Must be free of chemicals & equipment before the cleaner can clean |
|              | Wash clean       | ✓                                   | Mon Tue Wed Thu <b>Fri</b> | As required                                                        |
| Chairs       | Wipe clean       | ✓                                   | Mon Tue Wed Thu <b>Fri</b> |                                                                    |
| Vinyl        | Sweep            | ✓                                   | <b>Daily</b>               |                                                                    |
|              | Spot Mop         | ✓                                   | Mon Tue Wed Thu <b>Fri</b> | Weekly plus spills as required                                     |
| Rubbish Bins | Empty paper bins | ✓                                   | <b>Daily</b>               |                                                                    |
| Other        |                  | <input type="checkbox"/>            | Mon Tue Wed Thu Fri        | Please specify                                                     |

Laboratories must be free of any experimental chemicals used during tuition. Cleaners will only clean the above areas if these are free of such chemicals.

### Home economics areas

4 (No of home eco rooms)

m<sup>2</sup>= 220 (Total square meters)

Home economics areas – PA7 – PA10

| Description | Action | <input checked="" type="checkbox"/> | Days (circle days) | Notes |
|-------------|--------|-------------------------------------|--------------------|-------|
| Floors      | Sweep  | ✓                                   | <b>Daily</b>       |       |

| Description                       | Action                | <input checked="" type="checkbox"/> | Days (circle days)  | Notes                        |
|-----------------------------------|-----------------------|-------------------------------------|---------------------|------------------------------|
|                                   | Spot mop              | ✓                                   | Daily               |                              |
|                                   | Buffed                | <input type="checkbox"/>            | Mon Tue Wed Thu Fri |                              |
| <b>Rubbish bins</b>               | Empty                 | ✓                                   | Daily               |                              |
|                                   | Empty food waste bins | ✓                                   | Daily               |                              |
|                                   | Replace liner         | ✓                                   | Daily               |                              |
|                                   | Wash                  | ✓                                   | Mon Tue Wed Thu Fri | Once per week or as required |
| <b>Benchtops / table</b>          | Wipe clean            | ✓                                   | Daily               |                              |
| <b>Glass Partitions<br/>Doors</b> | Spot clean            | ✓                                   | Daily               |                              |
| <b>Window Ledges</b>              | Wipe clean            | ✓                                   | Mon Tue Wed Thu Fri | Once per week                |
| <b>Tables</b>                     | Wipe clean            | ✓                                   | Daily               |                              |
| <b>Doors</b>                      | Wipe clean            | ✓                                   | Mon Tue Wed Thu Fri | Once per week                |
| <b>Other</b>                      |                       | <input type="checkbox"/>            | Mon Tue Wed Thu Fri | Please specify               |

Commented [NH1]: To be included in school holidays

*This is a food-dominated area and food scraps need to be emptied daily to avoid infections.*

## Music room

7 (No of music rooms) m<sup>2</sup>= 207 (Total square meters)

Instrumental Room – PA4

Music Rooms – IM1 to IM6

| Description         | Action            | <input checked="" type="checkbox"/> | Days (circle days)  | Notes       |
|---------------------|-------------------|-------------------------------------|---------------------|-------------|
| <b>Floors</b>       | Vacuum            | ✓                                   | Mon Tue Wed Thu Fri |             |
|                     | Spot clean stains | ✓                                   | Mon Tue Wed Thu Fri | As required |
| <b>Rubbish bins</b> | Empty             | ✓                                   | Daily               |             |
|                     | Replace liners    | ✓                                   | Daily               | As required |
| <b>Tables</b>       | Wipe clean        | ✓                                   | Daily               |             |
| <b>Chairs</b>       | Wipe clean        | ✓                                   | Daily               | As required |

| Description   | Action     | <input checked="" type="checkbox"/> | Days (circle days)         | Notes          |
|---------------|------------|-------------------------------------|----------------------------|----------------|
| Doors         | Wipe clean | ✓                                   | Mon Tue Wed Thu <b>Fri</b> | Once per week  |
| Window ledges | Wipe clean | ✓                                   | Mon Tue Wed Thu <b>Fri</b> | Once per week  |
| Other         |            | <input type="checkbox"/>            | Mon Tue Wed Thu Fri        | Please specify |

### Art room

4 (No of art rooms)

m<sup>2</sup>= 277 (Total square meters)

AT1, AT8, AT10, AT11

| Description        | Action         | <input checked="" type="checkbox"/> | Days (circle days)         | Notes                 |
|--------------------|----------------|-------------------------------------|----------------------------|-----------------------|
| Vinyl floor        | Mop clean      | ✓                                   | Mon Tue Wed Thu <b>Fri</b> | Weekly or as required |
|                    | Sweep clean    | ✓                                   | <b>Daily</b>               |                       |
| Rubbish Bins       | Empty          | ✓                                   | <b>Daily</b>               |                       |
|                    | Replace liners | ✓                                   | <b>Daily</b>               | As required           |
| Benchtops / Tables | Wipe clean     | ✓                                   | <b>Daily</b>               | Where cleared         |
| Chairs             | Wipe clean     | ✓                                   | <b>Daily</b>               | As required           |
| Window ledges      | Wipe clean     | ✓                                   | Mon Tue Wed Thu <b>Fri</b> | Once per week         |
| Doors              | Wipe clean     | ✓                                   | Mon Tue Wed Thu <b>Fri</b> | Once per week         |
| Other              |                | <input type="checkbox"/>            | Mon Tue Wed Thu Fri        | Please specify        |

### Tech / Workshop Areas

8 (No of rooms)

m<sup>2</sup>= 394 (Total square meters)

Textiles Room – AT6

System Workshop Area – AT3 &amp; AT5

Woodwork Area – AT2 &amp; AT4

Arts Technology – AT7, AT9 &amp; AT12

| Description | Action      | <input checked="" type="checkbox"/> | Days (circle days)         | Notes                 |
|-------------|-------------|-------------------------------------|----------------------------|-----------------------|
| Vinyl floor | Sweep clean | ✓                                   | <b>Daily</b>               |                       |
|             | Mop clean   | ✓                                   | Mon Tue Wed Thu <b>Fri</b> | Weekly or as required |

| Description                   | Action         | <input checked="" type="checkbox"/> | Days (circle days)  | Notes          |
|-------------------------------|----------------|-------------------------------------|---------------------|----------------|
| <b>Rubbish Bins</b>           | Empty          | ✓                                   | Daily               |                |
|                               | Replace liners | ✓                                   | Daily               | As required    |
| <b>Benchtops / Tables</b>     | Wipe clean     | ✓                                   | Daily               | Where cleared  |
| <b>Window ledges</b>          | Wipe clean     | ✓                                   | Mon Tue Wed Thu Fri |                |
| <b>Doors</b>                  | Wipe clean     | ✓                                   | Mon Tue Wed Thu Fri | Once per week  |
| <b>Doors Glass Partitions</b> | Spot clean     | ✓                                   | Daily               |                |
| Other                         |                | <input type="checkbox"/>            | Mon Tue Wed Thu Fri | Please specify |

## Performing Arts Theatre

1 (No of rooms)

m<sup>2</sup>= 263 (Total square meters)

Theatre - PA5

| Description          | Action         | <input checked="" type="checkbox"/> | Days (circle days)  | Notes          |
|----------------------|----------------|-------------------------------------|---------------------|----------------|
| <b>Vinyl floor</b>   | Sweep clean    | ✓                                   | Mon Tue Wed Thu Fri | Twice per week |
|                      | Mop clean      | ✓                                   | Mon Tue Wed Thu Fri | As required    |
| <b>Rubbish Bins</b>  | Empty          | ✓                                   | Daily               |                |
|                      | Replace liners | ✓                                   | Daily               | As required    |
| <b>Ledges</b>        | Wipe clean     | ✓                                   | Mon Tue Wed Thu Fri |                |
| <b>Window ledges</b> | Wipe clean     | ✓                                   | Mon Tue Wed Thu Fri |                |
| <b>Furniture</b>     | Dust           | ✓                                   | Mon Tue Wed Thu Fri |                |
|                      | Wipe clean     | ✓                                   | Mon Tue Wed Thu Fri | As required    |
| Other                |                | <input type="checkbox"/>            | Mon Tue Wed Thu Fri | Please specify |

## Troughs

☐ (No of troughs)

| Description | Action                   | <input checked="" type="checkbox"/> | Days (circle days)  | Notes |
|-------------|--------------------------|-------------------------------------|---------------------|-------|
| <b>Sink</b> | Wash clean and disinfect | <input type="checkbox"/>            | Mon Tue Wed Thu Fri |       |

| Description | Action                   | <input checked="" type="checkbox"/> | Days (circle days)  | Notes          |
|-------------|--------------------------|-------------------------------------|---------------------|----------------|
| Taps        | Wipe clean and disinfect | <input type="checkbox"/>            | Mon Tue Wed Thu Fri |                |
| Other       |                          | <input type="checkbox"/>            | Mon Tue Wed Thu Fri | Please specify |

Troughs are to be kept clean to stop infection.

Commented [NH2]: Should we include these???

## Teachers' officers

5 (No of offices)

m<sup>2</sup>= 190 (Total square meters)

Arts Tech, Science, Performing Arts, Food Tech, IT

| Description  | Action            | <input checked="" type="checkbox"/> | Days (circle days)  | Notes                                   |
|--------------|-------------------|-------------------------------------|---------------------|-----------------------------------------|
| Carpets      | Vacuum            | ✓                                   | Mon Tue Wed Thu Fri | Twice per week – More often if required |
|              | Spot clean stains | ✓                                   | Mon Tue Wed Thu Fri | Twice per week – More often if required |
| Vinyl        | Sweep             | ✓                                   | Mon Tue Wed Thu Fri | Twice per week – More often if required |
|              | Spot mop          | ✓                                   | Mon Tue Wed Thu Fri | Twice per week – More often if required |
| Tables       | Wipe clean        | ✓                                   | Daily               | Where cleared                           |
| Rubbish Bins | Empty             | ✓                                   | Daily               |                                         |
|              | Replace liners    | ✓                                   | Daily               | As required                             |
| Furniture    | Dust              | ✓                                   | Mon Tue Wed Thu Fri |                                         |
|              | Wipe clean        | ✓                                   | Mon Tue Wed Thu Fri |                                         |
| Other        |                   | <input type="checkbox"/>            | Mon Tue Wed Thu Fri | Please specify                          |

## Larger Community Staffrooms

5 (No of rooms)

m<sup>2</sup>= 293 (Total square meters)

Year 7 & 8 Maths/English

Senior Office x2

Year 9

Kitchenettes

| Description | Action     | <input checked="" type="checkbox"/> | Days (circle days) | Notes       |
|-------------|------------|-------------------------------------|--------------------|-------------|
| Tables      | Wipe clean | ✓                                   | Daily              |             |
| Sink        | Wash clean | ✓                                   | Daily              | As required |

| Description                   | Action            | <input checked="" type="checkbox"/> | Days (circle days)  | Notes                                   |
|-------------------------------|-------------------|-------------------------------------|---------------------|-----------------------------------------|
| <b>Benchtops</b>              | Wipe clean        | ✓                                   | Daily               | As required                             |
| <b>Outside of the fridge</b>  | Wipe clean        | ✓                                   | Mon Tue Wed Thu Fri | Or as required                          |
| <b>Dishwasher panels</b>      | Wipe clean        | ✓                                   | Mon Tue Wed Thu Fri | Or as required                          |
| <b>Carpets</b>                | Vacuum            | ✓                                   | Daily               |                                         |
|                               | Spot clean stains | ✓                                   | Daily               | As required                             |
| <b>Vinyl</b>                  | Sweep             | ✓                                   | Mon Tue Wed Thu Fri | Twice per week – More often if required |
|                               | Spot mop          | ✓                                   | Mon Tue Wed Thu Fri | Twice per week – More often if required |
| <b>Door</b>                   | Spot clean        | ✓                                   | Mon Tue Wed Thu Fri |                                         |
| <b>Rubbish bins</b>           | Empty bins        | ✓                                   | Daily               |                                         |
|                               | Replace bin liner | ✓                                   | Daily               |                                         |
|                               | Wash              | ✓                                   | Mon Tue Wed Thu Fri |                                         |
| <b>Doors Glass Partitions</b> | Spot clean        | ✓                                   | Daily               | As required                             |
| <b>Other</b>                  |                   | <input type="checkbox"/>            | Mon Tue Wed Thu Fri | Please specify                          |

## Sick bays

1 (No of sick bays)

m<sup>2</sup>= 19 (Total square meters)

| Description   | Action            | <input checked="" type="checkbox"/> | Days (circle days) |             |
|---------------|-------------------|-------------------------------------|--------------------|-------------|
| <b>Sink</b>   | Wash clean        | ✓                                   | Daily              |             |
|               | Disinfect         | ✓                                   | Daily              |             |
| <b>Floors</b> | Sweep             | ✓                                   | Daily              |             |
|               | Mop clean         | ✓                                   | Daily              | If required |
| <b>Bins</b>   | Empty             | ✓                                   | Daily              |             |
|               | Replace bin liner | ✓                                   | Daily              | If required |

| Description | Action     | <input checked="" type="checkbox"/> | Days (circle days)         |                |
|-------------|------------|-------------------------------------|----------------------------|----------------|
|             | Wash clean | ✓                                   | Mon Tue Wed Thu <b>Fri</b> | As required    |
| Other       |            | <input type="checkbox"/>            |                            | Please specify |

Sick bays need to be clean and disinfected at all times.

## Toilets

**Toilets must be cleaned to the highest standards of presentation and hygiene at all times.**

66 (No of toilets)

m<sup>2</sup>= 251 (Total square meters)

### Internal and External

7 & 8 Office – 4 toilets – 32 metres squared

Year 7 Building – 6 toilets – 19 metres squared

Year 8 Building – 10 toilets – 27 metres squared

Performing Arts – 20 toilets – 83 metres squared

Year 9 – 7 toilets – 22 metres squared

Arts – 8 toilets – 34 metres squared

Senior Building – 11 toilets – 34 metres squared

| Description         | Action                                   | <input checked="" type="checkbox"/> | Days (circle days) | Notes                      |
|---------------------|------------------------------------------|-------------------------------------|--------------------|----------------------------|
| <b>Rubbish bins</b> | Empty bins                               | ✓                                   | <b>Daily</b>       |                            |
|                     | Replace bin liner                        | ✓                                   | <b>Daily</b>       | As required                |
| <b>Dispensers</b>   | Wash clean                               | ✓                                   | <b>Daily</b>       |                            |
|                     | Refill soap / paper towels/ toilet paper | ✓                                   | <b>Daily</b>       |                            |
| <b>Toilet seats</b> | Wash clean                               | ✓                                   | <b>Daily</b>       | Disinfect the top & bottom |
| <b>Toilet pans</b>  | Wash clean                               | ✓                                   | <b>Daily</b>       |                            |
|                     | Scrub clean                              | ✓                                   | <b>Daily</b>       | Disinfect                  |
| <b>Sinks</b>        | Wash clean                               | ✓                                   | <b>Daily</b>       | Disinfect                  |
| <b>Walls</b>        | Wipe clean                               | ✓                                   | <b>Daily</b>       | Disinfect                  |
| <b>Mirrors</b>      | Clean & polish                           | ✓                                   | <b>Daily</b>       |                            |
| <b>Urinals</b>      | Flush& scrub                             | ✓                                   | <b>Daily</b>       |                            |

| Description       | Action     | <input checked="" type="checkbox"/> | Days (circle days) | Notes                                   |
|-------------------|------------|-------------------------------------|--------------------|-----------------------------------------|
|                   | Wash clean | ✓                                   | Daily              | Disinfect                               |
| Plumbing fittings | Wipe clean | ✓                                   | Daily              |                                         |
| Tiles             | Wipe clean | ✓                                   | Daily              | Spot clean daily, detailed clean weekly |
| Basins            | Wipe clean | ✓                                   | Daily              | Underside / exposed pipework            |
| Internal floors   | Mop clean  | ✓                                   | Daily              | Disinfect                               |
| Other             |            | <input type="checkbox"/>            |                    | Please Specify                          |

We recommend that toilets are cleaned thoroughly and disinfected daily.

### Graffiti and vandalism

| Description    | Action     | <input checked="" type="checkbox"/> | Days (as Required) | Notes            |
|----------------|------------|-------------------------------------|--------------------|------------------|
| Internal walls | Wipe clean | ✓                                   | If required        | If not excessive |
| External walls | Remove     | ✓                                   | If required        | If not excessive |
| Other          |            | <input type="checkbox"/>            |                    | Please specify   |

Graffiti needs to be removed immediately.

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

## B. Term vacation cleaning routine

The vacation cleaning is the time for a deep clean. It offers schools the opportunity to lift the standard of presentation at the school. Please select the cleaning actions required by your school by ticking ☒ the box.

### General maintenance

| Area                | Description    | Action            | <input checked="" type="checkbox"/> | Notes |
|---------------------|----------------|-------------------|-------------------------------------|-------|
| General maintenance | Internal walls | Remove dirt marks | ✓                                   |       |
|                     | Tables         | Wash clean        | ✓                                   |       |
|                     | Chairs         | Wash clean        | ✓                                   |       |

| Area | Description                      | Action         | <input checked="" type="checkbox"/> | Notes                                         |
|------|----------------------------------|----------------|-------------------------------------|-----------------------------------------------|
|      | <b>Doors &amp; door frames</b>   | Wipe clean     | ✓                                   |                                               |
|      | <b>Glass doors / door frames</b> | Wash clean     | ✓                                   |                                               |
|      | <b>Ceiling fans</b>              | Dust           | ✓                                   | **If non-mechanical equipment is not required |
|      | <b>Ceilings</b>                  | Remove cobwebs | ✓                                   |                                               |
|      | <b>Ceiling lights</b>            | Wipe clean     | ✓                                   |                                               |
|      | <b>Furniture tops</b>            | Wipe clean     | ✓                                   |                                               |
|      | <b>Building – external</b>       | Remove cobwebs | ✓                                   |                                               |
|      | <b>Eaves</b>                     | Remove cobwebs | ✓                                   |                                               |
|      | <b>Around window frame</b>       | Remove cobwebs | ✓                                   | Internal / external                           |
|      | <b>Blinds</b>                    | Remove cobwebs | ✓                                   | If required                                   |
|      |                                  | Dust           | ✓                                   |                                               |
|      | <b>Food Tech Floor</b>           | Buff           | ✓                                   | If required                                   |
|      | <b>Windows - Internal</b>        | Wash clean     | ✓                                   |                                               |
|      | <b>Windows – External</b>        | Wash clean     | ✓                                   | As required                                   |
|      | <b>Other</b>                     |                | <input type="checkbox"/>            | Please specify                                |

### Cleaners' storerooms

| Area                   | Description        | Action                                   | <input checked="" type="checkbox"/> | Notes                                             |
|------------------------|--------------------|------------------------------------------|-------------------------------------|---------------------------------------------------|
| <b>Cleaners' rooms</b> | <b>Floor</b>       | Clean and free of obstacles at all times | ✓                                   |                                                   |
|                        | <b>MSDS sheets</b> | Visible                                  | ✓                                   | MSDS need to be visible, safe & accessible to all |

| Area | Description                    | Action                                    | <input checked="" type="checkbox"/> | Notes                                                                                          |
|------|--------------------------------|-------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------|
|      | <b>Chemicals</b>               | Stored safe as per OH&S regulations       | ✓                                   | Labelled bottles need to be in place                                                           |
|      | <b>Equipment</b>               | Various equipment & extension cords       | ✓                                   | Electrical equipment needs to be tested, tagged & stored in a proper, dried & safe environment |
|      | <b>Mops</b>                    | Good condition                            | ✓                                   | Wash cleaned / let drip dry safely                                                             |
|      | <b>Miscellaneous materials</b> | Stored neatly and within a safe placement | ✓                                   |                                                                                                |
|      | <b>Other</b>                   |                                           | <input type="checkbox"/>            | 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.

### C. Annual cleaning routine

The annual school cleaning must be completed prior to the commencement of the school year. The annual cleaning is an opportunity to start the year fresh.

Please select the cleaning actions required by your school by ticking the ☒ box.

#### General maintenance

| Area                       | Description            | Action        | <input checked="" type="checkbox"/> | Notes          |
|----------------------------|------------------------|---------------|-------------------------------------|----------------|
| <b>General maintenance</b> | <b>Carpeted areas</b>  | Steam clean   | ✓                                   |                |
|                            | <b>Hard Floors</b>     | Wash clean    | ✓                                   |                |
|                            | <b>Glass panels</b>    | Spot cleaning | ✓                                   |                |
|                            | <b>Partition walls</b> | Remove marks  | ✓                                   |                |
|                            | <b>Other</b>           |               | <input type="checkbox"/>            | Please specify |