

School council cleaning checklist

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	☒	Days	Notes
Alarms	Turn on / off	✓	Daily	
Windows	Secure lock	✓	Daily	
Doors	Open / secure lock	✓	Daily	
Lights	Switch on / off	✓	Daily	
Heating / cooling	Turn it 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= 8 (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Glass panel door	Wipe clean	✓	Mon Tue Wed Thu Fri	Or as required
Window ledges	Wipe clean	✓	Mon Tue Wed Thu Fri	
Entrance door mats	Vacuum	✓	Mon Tue Wed Thu Fri	
Floor – vinyl	Sweep	✓	Mon Tue Wed Thu Fri	
	Mop clean	✓	Mon Tue Wed Thu Fri	
Other		☐		Please specify

Administration / Office Area

m²= 33 (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Carpet	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	As required
Tables / furniture	Wipe clean	✓	Mon Tue Wed Thu Fri	Only if tables are cleared
Rubbish bins	Empty paper bins	✓	Daily	
	Empty food waste bins	✓	Daily	
	Replace bin liners	✓	Daily	As required
	Wash clean	✓	Mon Tue Wed Thu Fri	As required
Outside of fridge	Wipe clean	✓	Mon Tue Wed Thu Fri	As required
Other		☐	Mon Tue Wed Thu Fri	Please list

Administration area needs to be cleaned at all times as this is the window to the school. First impressions matter.

Main Corridors

m²= 63 (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Hard Floors	Sweep	✓	Daily	
	Mop clean	✓	Mon Tue Wed Thu Fri	Or as required
Window Ledges	Wipe clean	✓	Mon Tue Wed Thu Fri	Or as required
Doors	Spot clean	✓	Mon Tue Wed Thu Fri	Or as required
Other		☐	Mon Tue Wed Thu Fri	Please list

General classrooms

2 (No of classrooms)

m²= 134 (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Rubbish bins	Empty paper bins	✓	Daily	
	Replace bin liners	✓	Daily	If required
	Wash	✓	Mon Tue Wed Thu Fri	If required
Vinyl	Sweep	✓	Daily	
	Spot mop	✓	Daily	
Glass partitions	Spot clean	✓	Mon Tue Wed Thu Fri	If required
Window ledges	Wipe clean	✓	Mon Tue Wed Thu Fri	If required
Tables	Wipe clean	✓	Daily	
Doors	Wipe clean	✓	Mon Tue Wed Thu Fri	If required
Ledge	Dust	✓	Mon Tue Wed Thu Fri	If required
Other		☐	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.

Workshop - Auto

1 (No of rooms)

m²= 464 (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Glass Panel Doors	Wipe Clean	✓	Mon Tue Wed Thu Fri	If required
Door Handles	Spot Clean	✓	Mon Tue Wed Thu Fri	If required
Sinks / Troughs	Wash clean	✓	Mon Tue Wed Thu Fri	If required
Window Ledges	Wipe clean	✓	Mon Tue Wed Thu Fri	If required
Entrance Mats	Vacuum	✓	Daily	
Floor – Vinyl	Sweep	✓	Daily	
	Mop Clean	✓	Mon Tue Wed Thu Fri	If required

Description	Action	☒	Days (circle days)	Notes
Rubbish bins	Empty paper bins	✓	Daily	
	Replace bin liners	✓	Daily	If required
	Wash	✓	Mon Tue Wed Thu Fri	If required
Other		☐	Mon Tue Wed Thu Fri	Please specify

Cleaning is limited to accessible and safe areas. Cleaning staff are not required to move or clean machinery, vehicles, tools, student projects, trade materials or equipment. Specialist workshop waste, oil, grease, chemicals, hazardous substances and spills associated with workshop activities are excluded unless expressly agreed. Areas must be left safe and accessible for cleaning.

Construction Workshop

1 (No of rooms)

m²= 238 (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Glass Panel Doors	Wipe Clean	✓	Mon Tue Wed Thu Fri	If required
Door Handles	Spot Clean	✓	Mon Tue Wed Thu Fri	If required
Sinks / Troughs	Wash clean	✓	Mon Tue Wed Thu Fri	If required
Window Ledges	Wipe clean	✓	Mon Tue Wed Thu Fri	If required
Entrance Mats	Vacuum	✓	Daily	
Floor – Vinyl	Sweep	✓	Daily	
	Mop Clean	✓	Mon Tue Wed Thu Fri	If required
Rubbish bins	Empty paper bins	✓	Daily	
	Replace bin liners	✓	Daily	If required
	Wash	✓	Mon Tue Wed Thu Fri	If required
Other		☐	Mon Tue Wed Thu Fri	Please specify

Cleaning is limited to accessible and safe areas. Cleaning staff are not required to move or clean machinery, vehicles, tools, student projects, trade materials or equipment. Specialist workshop waste, oil, grease, chemicals, hazardous substances and spills associated with workshop activities are excluded unless expressly agreed. Areas must be left safe and accessible for cleaning.

Student breakout room

1 (No of music rooms)

m²= 23 (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Tables	Wipe clean	✓	Daily	If required
Sink	Wash clean	✓	Daily	If required
Benchtop	Wipe clean	✓	Daily	If required
Outside of Fridge	Wipe clean	✓	Mon Tue Wed Thu Fri	As required
Vinyl Floors	Sweep	✓	Daily	If required
	Mop clean	✓	Mon Tue Wed Thu Fri	As required
Door & Handle	Wipe clean	✓	Mon Tue Wed Thu Fri	As required
Rubbish Bins	Empty paper bins	✓	Daily	
	Replace bin liners	✓	Daily	If required
	Wash	✓	Mon Tue Wed Thu Fri	If required
Other		☐	Mon Tue Wed Thu Fri	Please specify

Toilets

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

6 (No of toilets)

m²= 43 (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Rubbish bins	Empty bins	✓	Daily	
	Replace bin liner	✓	Daily	If required
	Wash clean	✓	Mon Tue Wed Thu Fri	If required
Dispensers	Refill soap / paper towels/ toilet paper	✓	Daily	
Toilet seats	Wash clean	✓	Daily	Disinfect the top & bottom
Toilet pans	Wash clean	✓	Daily	

Description	Action	☒	Days (circle days)	Notes
Sinks	Wash clean	✓	Daily	Disinfect
Walls	Wipe clean	✓	Daily	Disinfect
Mirrors	Clean & polish	✓	Daily	
Urinals	Flush& scrub	✓	Daily	
	Wash clean	✓	Mon Tue Wed Thu Fri	If required
Plumbing fittings	Wipe clean	✓	Mon Tue Wed Thu Fri	If required
Tiles	Wipe clean	✓	Daily	Attention to detail to the grout between the tiles
Basins	Wipe clean	✓	Daily	Underside / exposed pipework
Internal floors	Mop clean	✓	Daily	Disinfect
	Wash clean	✓	Daily	
Taps & fittings	Polished	✓	Daily	"Brasso" should be used.
	Wipe clean	✓	Daily	Attention to the underside of the taps
Other		☐		Please Specify

We recommend that toilets are cleaned thoroughly and disinfected daily.

Graffiti and vandalism

Description	Action	☒	Days (as Required)	Notes
Internal walls	Remove	✓	As required	If not excessive
External walls	Remove	✓	As required	If not excessive
Other		☐		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	☒	Notes
	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	✓	
	Eaves	Remove cobwebs	✓	
	Around window frame	Remove cobwebs	✓	Internal / external
	Venetian blinds	Remove cobwebs	✓	If required
		Dust	✓	
	Other		☐	Please specify

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	☒	Notes
General maintenance	Carpeted areas	Steam clean	☒	
	Glass panels	Spot cleaning	☒	
	Partition walls	Remove marks	☒	
	Windows – internal	Wash clean	☒	
	Windows – external	Wash clean	☒	
	Other		☐	Please specify

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