

School council cleaning checklist

Lot 3: Colac Community Library

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 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.

Foyers / Common Areas

m²= 355 (Total square meters)

Main Foyer
Meeting Room Foyer
AP Area
Enclosed Library Entrance

Description	Action	☒	Days (circle days)	Notes
Entrance Sliding Doors Inc Windows	Full wipe	✓	Mon Tue Wed Thu Fri	More often as required
	Spot clean	✓	Daily	
Floor – tiles	Sweep	✓	Daily	
	Mop clean	✓	Daily	
Carpet	Vacuum	✓	Daily	

Description	Action	☒	Days (circle days)	Notes
	Spot clean stains	✓	Daily	As required
Other		☐		Please specify

Library Open Area

m²= 1046 (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Carpet	Vacuum	✓	Daily	
	Spot clean stains	✓	Daily	As required
Vinyl	Sweep	✓	Daily	
	Mop clean	✓	Daily	
Glass partitions	Spot clean	✓	Daily	As required and if applicable to area
Tables / furniture	Wipe clean	✓	Mon Tue Wed Thu Fri	Friday afternoon
Sinks	Wash clean	✓	Mon Tue Wed Thu Fri	Friday afternoon
Bench Tops	Wipe clean	✓	Mon Tue Wed Thu Fri	Friday afternoon
Fridge – Exterior	Wipe clean	✓	Mon Tue Wed Thu Fri	Friday afternoon
Rubbish bins	Empty paper bins	✓	Daily	
	Empty food waste bins	✓	Daily	
	Replace bin liners	✓	Daily	If required
	Wash clean	✓	Mon Tue Wed Thu Fri	Friday afternoon
Doors	Wipe clean	✓	Mon Tue Wed Thu Fri	Friday afternoon
High touch surfaces	Wipe clean	✓	Daily	As required
Window ledges	Wipe clean	✓	Mon Tue Wed Thu Fri	Friday afternoon
Other		☐	Mon Tue Wed Thu Fri	Please list

School Staffroom / Library Staffroom & Office Area $m^2 = 366$ (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Rubbish bins	Empty paper bins	✓	Daily	
	Empty food waste bins	✓	Daily	
	Replace bin liners	✓	Daily	If required
	Wash	✓	Mon Tue Wed Thu Fri	If required
Carpet	Vacuum	✓	Daily	
	Spot clean stains	✓	Mon Tue Wed Thu Fri	As required
Vinyl	Sweep	✓	Daily	
	Mop clean	✓	Daily	
Glass partitions	Spot clean	✓	Mon Tue Wed Thu Fri	As required
Window ledges	Wipe clean	✓	Mon Tue Wed Thu Fri	
Tables	Wipe clean	✓	Mon Tue Wed Thu Fri	Friday afternoon
Sink	Wash clean	✓	Mon Tue Wed Thu Fri	Friday afternoon
Bench Tops	Wipe clean	✓	Mon Tue Wed Thu Fri	Friday afternoon
Fridge – Exterior	Wipe clean	✓	Mon Tue Wed Thu Fri	Friday afternoon
Doors	Spot clean	✓	Daily	
	Wipe clean	✓	Mon Tue Wed Thu Fri	
Furniture	Dust	☐	Mon Tue Wed Thu Fri	
Other		☐	Mon Tue Wed Thu Fri	Please specify

School Administration Office Area $m^2 = 120$ (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Benchtops	Wipe clean	✓	Mon Tue Wed Thu Fri	

Description	Action	☒	Days (circle days)	Notes
Sinks	Wash clean	✓	Mon Tue Wed Thu Fri	
Fridge – Exterior	Wipe clean	✓	Mon Tue Wed Thu Fri	Friday afternoon
Vinyl Floors	Sweep	✓	Mon Tue Wed Thu Fri	More often if required
	Mop clean	✓	Mon Tue Wed Thu Fri	More often if required
Carpets	Vacuum	✓	Mon Tue Wed Thu Fri	More often if required
Rubbish Bins	Empty paper bins	✓	Daily	
	Empty food waste bins	✓	Daily	
	Replace bin liners	✓	Daily	If required
	Wash	✓	Mon Tue Wed Thu Fri	If required
Glass Partitions	Spot clean	✓	Daily	If required
Furniture	Dust	✓	Mon Tue Wed Thu Fri	
High touch surfaces	Wipe clean	✓	Daily	As required
Other		☐	Mon Tue Wed Thu Fri	Please specify

Staff Wellbeing / Breakout Room / First Aid

m²= 75 (Total square meters)

Description	Action	☒	Days (circle days)	
Sink	Wash clean	✓	Daily	
	Disinfect	✓	Daily	
Floors	Sweep	✓	Daily	
	Mop clean	✓	Daily	If required
	Vacuum	✓	Daily	
Bins	Empty	✓	Daily	
	Replace bin liner	✓	Daily	If required

Description	Action	☒	Days (circle days)	
	Wash clean	✓	Mon Tue Wed Thu Fri	As required
Glass Partitions				
Other		☐		Please specify

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

Children's Activity Room

m²= 40 (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Floors - carpet	Vacuum	✓	Mon Tue Wed Thu Fri	More often if required
Floors – vinyl	Sweep	✓	Daily	
	Mop clean	✓	Mon Tue Wed Thu Fri	More often if required
Sink	Wash clean	✓	Mon Tue Wed Thu Fri	More often if required
Rubbish bins	Empty	✓	Daily	
	Replace liners	✓	Daily	If required
	Wash	✓	Mon Tue Wed Thu Fri	As required
Tables	Wipe clean	✓	Mon Tue Wed Thu Fri	More often if required
Furniture	Dust	✓	Mon Tue Wed Thu Fri	More often if required
Glass windows	Spot clean	✓	Mon Tue Wed Thu Fri	More often if required
Doors	Wipe clean	✓	Mon Tue Wed Thu Fri	More often if required
Window ledges	Wipe clean	✓	Mon Tue Wed Thu Fri	More often if required
Other		☐	Mon Tue Wed Thu Fri	Please specify

Green Room

m²= 51 (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Floors - Vinyl	Sweep	✓	Daily	

Description	Action	☒	Days (circle days)	Notes
	Mop clean	✓	Mon Tue Wed Thu Fri	More often if required
Floors - Carpet	Vacuum	✓	Daily	
Sink	Wash clean	✓	Mon Tue Wed Thu Fri	More often if required
Benchtops	Wipe clean	✓	Mon Tue Wed Thu Fri	More often if required
Fridge – External	Wipe clean	✓	Mon Tue Wed Thu Fri	More often if required
Doors	Wipe clean	✓	Mon Tue Wed Thu Fri	More often if required
Rubbish Bins	Empty	✓	Daily	
	Replace liners	✓	Daily	If required
	Wash	✓	Mon Tue Wed Thu Fri	As required
Glass Windows	Spot clean	✓	Mon Tue Wed Thu Fri	More often if required
Furniture	Dust	✓	Mon Tue Wed Thu Fri	More often if required
Window ledges	Wipe clean	✓	Mon Tue Wed Thu Fri	More often if required
Tables	Wipe clean	✓	Mon Tue Wed Thu Fri	More often if required
Other		☐	Mon Tue Wed Thu Fri	Please specify

Computer Hub

m²= 41 (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Tables	Wipe clean	✓	Mon Tue Wed Thu Fri	More often if required
Floors - Carpet	Vacuum	✓	Daily	
Doors	Wipe clean	✓	Mon Tue Wed Thu Fri	More often if required
Rubbish Bins	Empty	✓	Daily	
	Replace liners	✓	Daily	If required
	Wash	✓	Mon Tue Wed Thu Fri	As required

Description	Action	☒	Days (circle days)	Notes
Glass Windows	Spot clean	✓	Mon Tue Wed Thu Fri	More often if required
Furniture	Dust	✓	Mon Tue Wed Thu Fri	More often if required
Window ledges	Wipe clean	✓	Mon Tue Wed Thu Fri	More often if required
Other		☐	Mon Tue Wed Thu Fri	Please specify

Seminar Room

m²= 144 (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Carpet	Vacuum	✓	Daily	
	Spot clean stains	✓	Mon Tue Wed Thu Fri	As required
Doors	Wipe clean	✓	Mon Tue Wed Thu Fri	More often if required
Rubbish Bins	Empty	✓	Daily	
	Replace liners	✓	Daily	If required
	Wash	✓	Mon Tue Wed Thu Fri	As required
Glass Windows	Spot clean	✓	Mon Tue Wed Thu Fri	More often if required
Furniture	Dust	✓	Mon Tue Wed Thu Fri	More often if required
Other		☐	Mon Tue Wed Thu Fri	Please specify

Meeting Rooms

5 (No of rooms)

m²= 179 (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Tables	Wipe clean	✓	Daily	
Fridge – External	Wipe clean	✓	Mon Tue Wed Thu Fri	More often if required
Floor Foyer Tiles	Sweep	✓	Daily	
	Mop clean	✓	Daily	
Carpet	Vacuum	✓	Daily	

Description	Action	☒	Days (circle days)	Notes
	Spot clean stains	✓	Mon Tue Wed Thu Fri	As required
Doors	Wipe clean	✓	Mon Tue Wed Thu Fri	More often if required
Rubbish Bins	Empty	✓	Daily	
	Replace liners	✓	Daily	If required
	Wash	✓	Mon Tue Wed Thu Fri	As required
Glass Windows	Spot clean	✓	Daily	
Furniture	Dust	✓	Mon Tue Wed Thu Fri	More often if required
Other		☐	Mon Tue Wed Thu Fri	Please specify

Doctors in Schools

m²= 41 (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Tables	Wipe clean	✓	Mon Tue Wed Thu Fri	As required
Carpet	Vacuum	✓	Mon Tue Wed Thu Fri	As required
	Spot clean stains	✓	Mon Tue Wed Thu Fri	As required
Floors - Vinyl	Sweep	✓	Mon Tue Wed Thu Fri	As required
	Mop clean	✓	Mon Tue Wed Thu Fri	More often if required
Doors	Wipe clean	✓	Mon Tue Wed Thu Fri	More often if required
Rubbish Bins	Empty	✓	Daily	
	Replace liners	✓	Daily	If required
	Wash	✓	Mon Tue Wed Thu Fri	As required
Furniture	Dust	✓	Mon Tue Wed Thu Fri	More often 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.

22 (No of toilets)

m²= 98 (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Rubbish bins	Empty bins	✓	Daily	
	Replace bin liner	✓	Daily	
	Wash clean	✓	Daily	
Dispensers	Refill soap / paper towels/ toilet paper	✓	Daily	
Toilet seats	Wash clean	✓	Daily	Disinfect the top & bottom
Toilet pans	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	
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	
	Wipe clean	✓	Daily	Attention to the underside of the taps
Other		☐		Please Specify

We recommend that toilets are cleaned thoroughly and disinfected daily.

Kitchenette

(No of kitchenettes)

m²= (Total square meters)

Description	Action	☒	Days (circle days)	Notes
Sink	Wipe clean	✓	Daily	
Tabletops	Wipe clean	✓	Daily	
Benches	Wipe clean	✓	Daily	
Floor	Sweep	✓	Daily	
	Mop clean	✓	Daily	
Rubbish bin	Empty food waste bin	✓	Daily	
Rubbish bin	Replace bin liner	✓	Daily	
Rubbish bin	Wash clean	✓	Mon Tue Wed Thu Fri	More often if required
Other		☐		Please specify

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

Graffiti and vandalism

Description	Action	☒	Days (as Required)	Notes
Internal walls	Wipe clean	✓	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
	Internal & External Windows	Thorough clean	✓	More often if required – Cleaners to review regularly
	Venetian blinds	Dust	✓	If required
	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	✓	
	Hard Floors	Wash clean	✓	
	Glass panels	Spot cleaning	✓	
	Partition walls	Remove marks	✓	
	Windows – internal	Wash clean	✓	
	Windows – external	Wash clean	✓	
	Other		☐	Please specify

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