



## Appendix A - Work Schedule for Cleaning Tender

### St Philomena's Catholic School Moree

CODE	CLEANING REQUIREMENTS
1	<ul style="list-style-type: none"><li>• Bins emptied – bin liners replaced <b>daily</b></li><li>• Desks/tables/benchtops wiped with suitable cleaning spray eg Spray n' Wipe</li><li>• Wipe down computer monitor/s and keyboard/s</li><li>• Dusting of ledges, skirting boards, window frames, window sills</li><li>• Remove dust and finger marks from all glass doors/internal windows</li><li>• Cobwebs removed</li></ul>
2	<ul style="list-style-type: none"><li>• Vacuuming of carpeted floors</li></ul>
3	<ul style="list-style-type: none"><li>• Sweeping/vacuuming and mopping (using <b>HOT</b> water) of vinyl / tiled / wooden floors</li></ul>
4	<ul style="list-style-type: none"><li>• Glass entry/internal doors cleaned</li></ul>
5	<ul style="list-style-type: none"><li>• Clean all sinks and kitchen benchtops and front of kitchen cupboards/drawers</li><li>• Replenish paper towel dispensers</li></ul>
6	<ul style="list-style-type: none"><li>• Hall floor – cleaned as per manufacturer's instructions one wet clean fortnightly and one dry clean per week.</li><li>• Hall floor to have two intensive cleans per year as per manufacturer guidelines.</li></ul>
7	<p><b>TOILETS / SHOWERS – approved disinfectant, cleaning agent to be used.</b></p> <p><b>NOTE:</b> Cleaning equipment used in toilets shall not be used in other areas. Use colour coding to segregate cleaning equipment. This will eliminate the risk of cross-infection.</p> <ul style="list-style-type: none"><li>• Remove stains and spillage from all toilet fixtures, surrounding wall, skirting surfaces</li><li>• Wash toilet floors free from surface dirt and mop using hot water</li><li>• Clean toilet seats, topside and underside</li><li>• Remove watermarks, stains and soil from inside and outside of toilet pans</li><li>• Remove watermarks and stains from urinals and strainer cups. Do not use steel wool or abrasive material which will scratch surfaces</li><li>• Sluice down urinals with water containing an approved environmentally friendly deodorant</li><li>• Remove all marks from mirrors, doors, walls, washable paintwork and tiles</li><li>• Clean all basins, sinks, strainers, bench-tops</li><li>• Clean shower areas thoroughly</li><li>• Replenish soap, paper towelling and toilet paper</li><li>• Remove dust from all equipment, window sills and tops of dividing partitions and walls.</li></ul>
8	<ul style="list-style-type: none"><li>• Clean all basins/sinks using approved disinfectant, cleaning agent</li><li>• Wipe down bubbler using approved disinfectant, cleaning agent</li></ul>

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ROOM	Map Room No Reference	Cleaning Frequency	Code/s		
Front Entry Foyer – Ground Floor	3 Block A	Daily	1	2	4
Interview Room – Ground Floor	4 Block A	Daily	1	2	4
Board Room – Ground Floor	5 Block A	Daily	1	2	4
Principal's Office – Ground Floor	6 Block A	Daily	1	2	4
Thinking Room – Ground Floor	7 Block A	Daily	1	2	4
Corridor Admin – Ground Floor	8 Block A	Daily	2		
Office Manager Office – Ground Floor	9 Block A	Daily	1	2	4
Administration Office – Ground Floor	10-13 Block A	Daily	1	2	4
Sick Bay – Ground Floor	14 Block A	Daily	1	2	3
Toilet (inside Sick Bay) – Ground Floor	15 Block A	Daily	7		
Disabled Toilet – Ground Floor	16 Block A	Daily	7		
Corridor – Staffroom to Admin – Ground Floor	17/18 Block A	Daily	2		
Store – Ground Floor	19 Block A	N/A			
Comms Room – Ground Floor	20 Block A	N/A	Twice per term with Supervision		
Toilets (Admin) – Ground Floor	21-25 Block A	Daily	7		
Staffroom – Ground Floor	29 Block A	Daily	1	2	3
Secondary Staff Study – Ground Floor	36 Block A	Daily	1	2	4
Staff desks / faculty areas – Ground Floor	36 / 38 / 39 Block A	Daily	1	2	
Secondary PLT Room – Ground Floor	38 Block A	Daily	1	2	
Shared Exec Office – Ground Floor	39 Block A	Daily	1	2	
Science Chemical Store – Ground Floor	40 Block A	N/A	Twice per term with Supervision		

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ROOM	Map Room No Reference	Cleaning Frequency	Code/s					
Science Prep Room – Ground Floor	41 Block A	2 x per week	1	3				
Counsellor's Office – Ground Floor	42 Block A	2 x per week	1	2				
Corridor Science – Ground Floor	44 Block A	2 x per week	2					
Science Lab – Ground Floor	45 Block A	2 x per week	1	2	3	4		
Comms Room Science – Ground Floor	46 Block A	N/A	Twice per term with Supervision					
Tech Breakout Space – Ground Floor	47 Block A	2 x per week	1	2	4			
Digital Tech Room – Ground Floor	48 Block A	2 x per week	1	3				
Ryan – Lift interior	50 Block A	2 x per week	1	3				
Stage 3 East – Ground Floor	54 Block A	2 x per week	1	2	4			
Stage 3 West – Ground Floor	55 Block A	2 x per week	1	2	4			
Ryan – Lift Lobby 1 <sup>st</sup> Floor	57 Block A	2 x per week	2					
Ryan – Multipurpose 1 <sup>st</sup> Floor	58/59 Block A	2 x per week	1	2	8			
R6 – 1 <sup>st</sup> Floor	60 Block A	2 x per week	1	2				
R5 – 1 <sup>st</sup> Floor	61 Block A	2 x per week	1	2				
R4 – 1 <sup>st</sup> Floor	62 Block A	2 x per week	1	2				
R3 – 1 <sup>st</sup> Floor	63 Block A	2 x per week	1	2				
R2 – 1 <sup>st</sup> Floor	64 Block A	2 x per week	1	2				
R1 – 1 <sup>st</sup> Floor	65 Block A	2 x per week	1	2				
Ryan – Interior Verandah / Bag store – 1 <sup>st</sup> Floor	66 Block A	2 x per week	1	2				
Cleaners Store – Ground Floor	80 & 83 Block B	N/A						
Toilets – Male (Infants – West end M Block) – Ground Floor	81 Block B	Daily	7					

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ROOM	Map Room No Reference	Cleaning Frequency	Code/s				
Toilets – Female (Infants – West end M Block) – Ground Floor	82 Block B	Daily	7				
Undercroft (staffroom and store) – Ground Floor	84 Block B	N/A					
Undercroft (Bike lab and store) – Ground Floor	85 Block B	N/A					
Toilets – Male (Primary – Canteen Undercroft) – Ground Floor	86 Block B	Daily	7				
Toilets – Female (Primary – Canteen Undercroft) – Ground Floor	87 Block B	Daily	7				
Canteen Undercroft – Ground Floor	88 Block B	N/A					
Canteen – Ground Floor	89 – 91 Block B	Daily	1	3	5		
Toilets (Staff & Visitors) – Ground Floor	92-93 Block B	Daily	7				
GLA Store West – 1 <sup>st</sup> Floor	97 Block B	N/A					
M4 – Primary Workroom - 1 <sup>st</sup> Floor	98 Block B	2 x per week	1	2			
M4 – Student Intervention 1 – 1 <sup>st</sup> Floor	99 Block B	2 x per week	1	2			
M4 – Student Intervention 2 – 1 <sup>st</sup> Floor	100 Block B	2 x per week	1	2			
M5/M6 – 1 <sup>st</sup> Floor	101 Block B	2 x per week	1	2			
M7 / M8 – 1 <sup>st</sup> Floor	102 Block B	2 x per week	1	2			
M9 / M10 – 1 <sup>st</sup> Floor	103 Block B	2 x per week	1	2			
M11 – 1 <sup>st</sup> Floor	104 Block B	2 x per week	1	2			
M12 – 1 <sup>st</sup> Floor	105 Block B	2 x per week	1	2			
GLA Store East – 1 <sup>st</sup> Floor	106 Block B	N/A					
GLA Store West – 2 <sup>nd</sup> Floor	108 Block B	N/A					
M1 – PLT Room 2 <sup>nd</sup> Floor	109 Block B	2 x per week	1	2			

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ROOM	Map Room No Reference	Cleaning Frequency	Code/s	
M2/M3 – 2 <sup>nd</sup> Floor	110 Block B	2 x per week	1	2
GLA Store East – 2 <sup>nd</sup> Floor	111 Block B	N/A		
W1 – Music Room	121 Block C	2 x per week	1	2
W2 – Music Room	122 Block C	2 x per week	1	2
Music – IT Store (Music Store 2)	123 Block C	2 x per week	1	2
Music Store Room	124 Block C	2 x per week	1	2
Music – Rear Lab (Keyboard lab)	125 Block C	2 x per week	1	2
Music Resource Room (Music Store 3)	126 Block C	2 x per week	1	2
Learning Centre (library)	130-131 Block D	2 x per week	1	2
Lego Room	132 Block D	2 x per week	1	2
IST Office	133 Block D	2 x per week	1	2
Learning Centre Comms	134 Block D	N/A	Twice per term with Supervision	
Compactus Office	135 Block D	2 x per week	1	2
Learning Centre Withdrawal spaces	136-138 Block D	2 x per week	1	2
Glass Room (rear of LC)	139 Block D	2 x per week	1	2
Art Workshop	146 Block E	2 x per week	1	3
Art / TAS Room	147 Block E	2 x per week	1	3
Art Bulk Store Room	148 Block E	2 x per week	1	3
Hall Sound Desk	155 Block F	N/A		
Hall Fire Panel	156 Block F	N/A		

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<b>ROOM</b>	<b>Map Room No Reference</b>	<b>Cleaning Frequency</b>	<b>Code/s</b>	
Hall – Multipurpose Area	158 Block F	Once per week	1	6
Hall – Stair	159 Block F	Once per week		3
Hall – PE Store Room	160 Block F	Once per week	1	3
Hall – Stage	161 Block F	Once per week	1	3
Hall Rear Stage Walkway	162 /163 Block F	Once per week	1	3
Hall – Chair Store Room	164 Block F	N/A		
Hall Store 1 – (exterior)	165 Block F	N/A		
Sports Store (rear of Sec toilets)	175 Block G	N/A		
Change Room – Female (Secondary)	176 Block G	Once per term		7
Toilets – Female (Secondary)	177 Block G	Daily		7
Toilets – Male (Secondary)	178 Block G	Daily		7
Change Room – Male (Secondary)	179 Block G	Once per term		7
Toilets – Access (Secondary Toilet Block West)	180 Block G	Daily		7