



Appendix A - Work Schedule for Cleaning Tender St Philomena's Catholic School Moree

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

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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		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	4	5		
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 st Floor	57 Block A	2 x per week	2			
Ryan – Multipurpose 1 st Floor	58/59 Block A	2 x per week	1	2	8	
R6 – 1 st Floor	60 Block A	2 x per week	1		2	
R5 – 1 st Floor	61 Block A	2 x per week	1		2	
R4 – 1 st Floor	62 Block A	2 x per week	1		2	
R3 – 1 st Floor	63 Block A	2 x per week	1		2	
R2 – 1 st Floor	64 Block A	2 x per week	1		2	
R1 – 1 st Floor	65 Block A	2 x per week	1		2	
Ryan – Interior Verandah / Bag store – 1 st 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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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 st Floor	97 Block B	N/A			
M4 – Primary Workroom -1 st Floor	98 Block B	2 x per week	1	2	
M4 – Student Intervention 1 – 1 st Floor	99 Block B	2 x per week	1	2	
M4 – Student Intervention 2 – 1 st Floor	100 Block B	2 x per week	1	2	
M5/M6 – 1 st Floor	101 Block B	2 x per week	1	2	
M7 / M8 – 1 st Floor	102 Block B	2 x per week	1	2	
M9 / M10 – 1 st Floor	103 Block B	2 x per week	1	2	
M11 – 1 st Floor	104 Block B	2 x per week	1	2	
M12 – 1 st Floor	105 Block B	2 x per week	1	2	
GLA Store East – 1 st Floor	106 Block B	N/A			
GLA Store West – 2 nd Floor	108 Block B	N/A			
M1 – PLT Room 2 nd 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 nd Floor	110 Block B	2 x per week	1	2	
GLA Store East – 2 nd 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	8
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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ROOM	Map Room No Reference	Cleaning Frequency	Code/s	
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	Oncer 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	Oncer per term	7	
Toilets – Access (Secondary Toilet Block West)	180 Block G	Daily	7	