

# Duties for clean-up Week

Holiday times are a great time to catch-up and get those duties completed that we don't have time to do during the term.

Here are some ADO duties to think about for the Easter clean-up week:

- ❖ Vinyl/Plastic chairs. Scrub clean to remove grime and marks. Suggestion: Clean chairs for 15 minutes then rotate and do another task and then return to chairs. Keep the amount of chairs you do each day to no more than one class room each day.
- ❖ Venetian Blinds. Wipe with a damp cloth to remove built-up dust and marks.
- ❖ Internal walls — wet wipe walls to remove dust and using magic sponge remove scuff marks.
- ❖ Windows/Frames. Scrub the window frames to remove mould and built-up dirt.
- ❖ Metal Louvers. Scrub clean to remove dirt and grime.
- ❖ Port Racks. Scrub clean to remove dirt and mould.
- ❖ Fly screens. Vacuum or wipe.
- ❖ Picture Frames. Wipe the frames to remove dust.
- ❖ Door Frames. Wet wipe to remove dust and mould.
- ❖ Desks/Tables. Wipe desks and legs to remove graffiti and sticky tape residue.
- ❖ Fans and Air Conditioner Filters.
- ❖ Cobweb control

Remember to rotate duties regularly to reduce the risk of injury.

Where possible, it is recommended to complete your cleaning tasks on the ground using extendable poles.

## The Importance of Rotation of tasks

When carrying out any duties whether it be cleaning, sitting at a computer, grounds work or any task that requires repetitive movements, it is very important to limit the length of time on any one particular task.

Work activities that involve repetitive movements and can overload the body and lead to injury include:

- ❖ vacuuming
- ❖ cleaning windows
- ❖ cleaning of desks
- ❖ blowing
- ❖ sweeping

Repetitive actions can lead to musculoskeletal disorders. This is caused by gradual wear and tear to joints, ligaments, muscles and inter-vertebral discs caused by repeated or continuous use of the same body parts, including static body positions.

The aim of job rotation is to allow sufficient time for muscles to recover from work. When muscles are used repetitively or for a long period of time to hold a position or posture or used to perform movement or to apply force, they can tire or become fatigued. When muscles fatigue, there is an increased risk of Musculoskeletal injuries. If the tasks in the rotation involve the use of different muscles they have a chance to recover.

When working in teams it is also important that the tasks are rotated regularly throughout the shift. It is not good giving one cleaner the same task for the whole shift. This can still cause an injury. It is important to discuss together as a team the duties to be undertaken, the length of time to complete the task safely and a time frame to rotate.

It is recommended you change tasks every 10-15 minutes to minimise injury. Don't overstretch, use extendable equipment to complete tasks and be mindful of your fellow workers and surroundings. Injuries can impact on a person's working ability and quality of life. The effects can be of short duration, longer term or result in a permanent injury, so whether you work individually or as part of a team, remember to rotate regularly, work safely and keep an eye out for your fellow workers.

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# School Cleaning Frequencies Guide

## Notes:

- 1) This is a guide to assist in the development of the school cleaning program.
- 2) Variations may occur on all frequencies depending on the school (i.e. Special Schools), local geographic and climate conditions.
- 3) Frequencies are based on normal usage, and do not cater for unforeseen circumstances such as spillages, minor vandalism, storms, fire etc. These incidents may impact the cleaning requirements of certain areas.
- 4) Cleaning frequencies may vary over school vacation periods, or other times when the school is not fully occupied e.g. student free days, sports carnivals, excursions etc.
- 5) Planned school activities such as fetes or sporting events out of hours can have an impact to daily cleaning activities. The school may consider purchasing additional cleaning hours to support cleaning teams.
- 6) Where schools are short staffed, priority areas are to be cleaned e.g. amenities, waste removal, canteens/kitchen areas. All other areas should be spot cleaned and areas secured where required.

Element / Area	Description of Works	Frequency	Comments
TOILETS, CHANGE ROOMS & SHOWERS			To be completed in the afternoons
Rubbish	Empty rubbish bins, replace liners (if supplied), wipe external surface of bins.	Daily	No waste is to be left in bins or surrounding areas. Bin liners to be intact and fitted correctly. External surface of bin is to be free from marks and stains.

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Element / Area	Description of Works	Frequency	Comments
Wiping of Surfaces	Spot clean general areas, removing minor graffiti and chewing gum. Clean sinks, mirrors, doors and walls using approved chemicals in correct dilution rate.	Daily	No visible traces of tag marks and other graffiti on walls and other surfaces. Sinks, mirrors, doors and walls will have no marks / smudges or stains.  <i>*Minor graffiti is deemed to be graffiti that is no larger than an A4 size.</i>
Pedestals / Urinals	Clean / sanitise toilet bowls (inside and outside including S-bends), lids, seats, urinals, cisterns, hand basins, fittings and pipes using approved chemicals in correct dilution rate.	Daily	No traces of urine and faeces on surfaces. Scale build-up will be removed. Amenities to be free from urine smell. Ongoing odours to be investigated by the school.
Paper and Soap	Replenish hand paper towels, soap, toilet paper.	Daily	Dispensing units (paper towels / toilet paper) to be filled appropriately.
Sanitary / Nappy Bins	Sanitary / nappy bins exteriors are to be wiped clean and sanitised between servicing, if soiling occurs. Handling of bins will occur to clean under and behind units.	Daily	External surface of bins / units are to be free from marks, stains and soiling. Floor and walls behind and under units are to be free from visible marks, stains and rubbish. It is not a cleaner's responsibility to empty sanitary and nappy bins where a service provider is engaged.
Floors – damp mop	Damp microfibre mop entire area using approved chemical in correct diluted rate.	Daily	Floors will be clean of all surface residue, scuff marks, stains and stubborn soil.

Element / Area	Description of Works	Frequency	Comments
Floors – scrub	Machine scrub hard surface floor using bassine brush or pad. Use approved chemical in correct dilution rate.	Vacation Periods or as required	Floors will be clean of in ground soil, scuff marks and stains. Increased scrubbing of floors may be required dependent upon soiling.
<b>VINYL including LOW MAINTENANCE VINYL FLOORS</b>			
Dry Mop / Vacuum	Dry microfibre dust mop or vacuum all traffic areas.	Daily	Floors will be clean of all surface dirt and grit. Soil build up in corners, around furniture and wall edges will not be evident.
Spot Mop	Spot mop using damp microfibre mop and using approved chemical in correct dilution rate.	3 x Weekly	Floors will be clean of all surface residue, marks, stains and surface soil.
Wet Mop	Damp microfibre mop entire area using approved chemical in correct diluted rate.	2 x Weekly	Floors will be clean of all surface residue, scuff marks, stains and stubborn soil.
Scrub / Buff	Machine scrub hard surface floor using bassine brush, then red pad to buff. Use approved chemical in correct dilution rate.	During term and or Vacation Periods	Floors will be clean of in ground soil, scuff marks and stains. Floors will retain a uniformed lustre / shine after buffing. Increased scrubbing and buffing of floors may be required dependent upon soiling.
<b>CARPET FLOORS</b>			



Element / Area	Description of Works	Frequency	Comments
Traffic Vacuum	Vacuum all traffic areas (in a classroom this will be the majority of the floor area).	4 x Weekly	Rooms to be left in a tidy state with no rubbish on the floors to enable cleaners to perform their duties. Floors will be clean of litter, soil and other debris.
Full Vacuum	Fully vacuum all carpets from wall to wall including corners and edges. All mats maintained in a similar way. Approved chemical to be used to remove stains e.g. coffee, food, vomit etc.	Weekly  As required	Rooms to be left in a tidy state with no rubbish on the floors to enable cleaners to perform their duties. Floors will be clean of litter and soil. There will be no visible signs of dust / debris in corners and edging. Carpet is to be free of litter, chewing gum and blu-tac.
Shampoo	This task is not performed by school cleaners. Funds are provided within the general component of school 's grant for the engagement of professional carpet cleaners.	12 Months	As per the service level agreement.
<b>WOOD / PARQUETRY FLOORS</b>			
Dry Mop / Vacuum	Dry microfibre dust mop or vacuum entire area using correct vacuum head so that damage to the floor will not occur. Wood / parquet floors must not be hosed.	Daily	Floors will be clean of all surface dirt and grit. Soil build up in corners, around furniture and wall edges will not be evident.
Spot Mop	Spot clean entire area using approved chemical in correct dilution rate.	3 x Weekly	Floors will be clean of all surface residue, marks, stains and surface soil.

Element / Area	Description of Works	Frequency	Comments
Wet Mop	Damp microfibre mop entire floor area using approved chemical in correct dilution rate.	2 x Weekly	Floors will be clean of surface residue, scuff marks, stains and stubborn soil.
Scrub / Buff / Burnish	Machine scrub / buff / burnish hard surface floor using red or white pad and approved chemical in correct dilution rate only.  Timber sports floors in halls	During term and or Vacation Periods  2-3 Weekly	Floors will be clean of in ground soil, scuff marks and stains. Floors will retain a shine after buffing. Increased scrubbing and buffing of floors may be required dependent upon soiling and usage.
<b>SPORTS CUSHIONED FLOORS</b>			
Dry Mop	Dry microfibre dust entire area.	Daily	Floors will be clean of all surface soil and grit and other debris.
Spot Mop	Spot clean entire area using microfibre mop and approved chemical in correct dilution rate.	3 x Weekly	Floors will be clean of all surface residue, marks, stains and surface soil.
Scrub / Buff	Machine scrub / buff sports floor using red pad and approved chemical in correct dilution rate only.	2-3 x Weekly	Floors will be clean of in ground soil, scuff marks and stains. Floors will retain a uniformed lustre / shine after buffing. Increased scrubbing and buffing of floors may be required dependent upon soiling and usage.
<b>SEAMLESS FLOORS</b>			

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Element / Area	Description of Works	Frequency	Comments
Dry Mop / Vacuum	Dry microfibre dust mop or vacuum to maintain entire area.	Daily	Floors will be clean of all surface dirt and grit. Soil build up in corners, around furniture and wall edges will not be evident.
Spot Mop	Spot clean area using microfibre pad and approved chemical in correct dilution rate. All surface water to be removed by mopping and / or squeegee.	3 x weekly	Floors will be clean of all surface residue, marks, stain and surface soil.
Full Mop	Damp microfibre mop entire area. (Amenities areas daily).	2 x Weekly	Floors will be clean of surface residue, scuff marks, stains and stubborn soil.
Scrub	Machine scrub floor using bassine brush and approved chemical in correct dilution rate.	During term and or Vacation Periods	Floors will be clean of in ground soil, scuff marks and stains. Floors will retain a uniformed lustre after scrubbing. Increased scrubbing of floors may be required dependent upon soiling and usage.
<b>SAFETY FLOORS</b>			
Vacuum	Vacuum maintain entire area.	Daily	Floors will be clean of all surface dirt and grit. Soil build up in corners, around furniture and wall edges will not be evident.
Spot Mop	Damp microfibre mop area using safety floor microfibre pad (amenities areas daily) and approved chemical in correct dilution rate.	3 x Weekly	Floors will be clean of all surface residue, marks, stains and surface soil.

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Element / Area	Description of Works	Frequency	Comments
Full Mop	Damp microfibre mop entire floor using safety floor microfibre pad (amenities areas daily) and approved chemical in correct dilution rate. If the floor is unable to be mopped due to its abrasive nature, then machine scrub.	2 x Weekly	Floors will be clean and surface residue, scuff marks, stains and stubborn soil.
Scrub	Machine scrub floor using a brush using approved chemical in correct dilution rate.	During term and or Vacation Periods	Floors will be clean of in ground soil, scuff marks and stains. Floors will retain a uniformed lustre after scrubbing. Increased scrubbing of floors may be required dependent upon soiling and usage.
<b>INTERNAL CONCRETE FLOORS</b>			
Vacuum	Vacuum all open areas.	Daily	Floors will be clean of litter and debris.
Spot Mop	Damp mop area with approved chemical in correct dilution rate.	3 x Weekly	Floors will be clean of all surface residue, marks, stains and surface soil.
Scrub	Machine scrub floor using approved chemical in correct dilution rate.	During term and or Vacation Periods	Floors will be clean of in ground soil, scuff marks and stains. Increased scrubbing of floors may be required dependent upon soiling and usage.
<b>STAIRS</b>			

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Element / Area	Description of Works	Frequency	Comments
Sweep	Sweep stairs using broom.	2 x Weekly or as required	Floors will be clean of litter and debris.
Mop	Damp mop all stairs. Wooden stairs must not be hosed.	Weekly or as required	Floors will be clean of surface residue, scuff marks, stains and stubborn soil.
<b>INTERNAL WALLS, CEILINGS &amp; DOORS</b>			
Cobweb Control	On a progressive basis - all areas to be covered over a three-week period.	Daily	No visible sign of cobwebs in corners, on walls and ceilings.
Spot Clean	Spot clean surfaces using microfibre cloth and approved cleaning product in correct dilution rate on a progressive basis. All areas to be covered over a three-week period. Includes concertina doors.	Daily	No visible signs of hand prints / finger marks, mould / mildew or graffiti. Scuff marks to be removed. Walls and doors to be clean from blu-tack, paints etc. <b>Abrasive cleaning is not to be conducted on Asbestos Containing Material (ACM) surfaces. Refer to asbestos register.</b>
<b>EXTERNAL WALLS, CEILINGS, DOORS &amp; EAVES</b>			
Cobweb Control	On a progressive basis - all areas to be covered over a three-week period.	Daily	No visible sign of cobwebs in corners, on walls and ceilings.

Element / Area	Description of Works	Frequency	Comments
Spot Clean	Use approved cleaning products in correct diluted rate on a progressive basis. All areas to be covered over a three-week period. Includes concertina doors.	Daily	No visible signs of hand prints / finger marks, mould / mildew or graffiti. Scuff marks to be removed.
Washing	Building exteriors only. In areas where there is mildew or a dust problem, washing will be more frequent. Frequency will be determined by the extent of the problem.	Vacation periods	External walls, doors and eaves to be cleaned of mould / mildew, dirt and graffiti. <b>Pressure washing is not to be undertaken for Asbestos Containing Material (ACM) surfaces. Refer to asbestos register.</b>
<b>DUSTING HORIZONTAL SURFACES</b>			
Low Dust	Using a microfibre cloth / dusting wand, dust all horizontal surfaces including tops of cupboards, cabinets, bench tops, skirting boards, shelving, chalk and white board ledges.	Weekly	All horizontal surfaces are to be free from visible dust.
High Dust	Dust surfaces above normal reach including sills, ledges, mouldings, fans, heaters, split system air-conditioning units, light fittings, door frames, pictures and vents.	During term and or Vacation Periods	All horizontal surfaces are to be free from visible dust.



Element / Area	Description of Works	Frequency	Comments
Split System Air-Conditioning Unit Filters	Remove, clean and refit split system air-conditioning unit filters.  A register is to be kept by the school when this task is completed.	Monthly when in use	Filters to be free from lint mould and debris. Refer to A/C filter factsheet.
<b>INTERNAL / EXTERNAL WINDOWS &amp; GLASS PARTITIONS</b>			
Spot Clean	Spot clean all windows and partition glass on a progressive basis using microfibre cloth. All areas to be covered over a three-week period.  Window tracks to be vacuumed on a weekly basis.	Daily	Glass surfaces to be free from hand marks, smudges and grime. Window tracks to be free from built up dirt / debris and dead insects.
Full Clean	Fully clean all windows and partition glass using approved chemical in correct dilution rate.  Window tracks to be cleaned.  External windows can be cleaned with detergent.	During term and or Vacation Periods	Glass surfaces to be free from hand marks, smudges and grime.  Window tracks to be cleaned of built up dirt / debris and dead insects.
<b>VENETIAN BLINDS</b>			
Dust / Brush / Vacuum	Dust and or vacuum venetian blinds.	Monthly	All surfaces are to be free from visible dust.
Damp Wipe	Where practical blinds to be taken down and scrubbed. This is to be completed outside of the building.	During term and or	All visible stains, mould / mildew to be removed.

Element / Area	Description of Works	Frequency	Comments
		Vacation Periods	
<b>FLYSCREENS/SECURITY SCREENS</b> (WINDOWS & DOORS)			
Wipe / Vacuum	Use suitable attachment, vacuum fly screens.	During term and or Vacation Periods	Flyscreens to be free from dust.
Damp mop	Where practical fly screens and security screens may be taken down and washed. Damp mop screens with microfibre pad. Hosing of screens whilst in situ should not occur. This is to be completed outside of building.	Vacation Period	In ground dirt, spider webs and other stains / marks to be removed. It may not be practical for crimsafe to be removed as the integrity could be compromised. Consultation should occur at the local level with the supplier of screens for removal.
<b>MIRRORS</b>			
Clean	Wipe / clean mirrors removing hand marks, smudges and grime using microfibre cloth or pad.	Daily	Glass surfaces to be free from hand marks, smudges and grime.
<b>INTERNAL FURNITURE</b>			

Element / Area	Description of Works	Frequency	Comments
Damp / Dry Dust	Remove dust from furniture including tables, desks and chairs etc. Damp dusting is recommended where practical.  Desks should be wiped every second day unless there are noticeable marks/grime on the desks which should then be removed daily.	Every Second Day	No visible signs of dust on all furniture.  Desks should be left clear, to enable cleaners to perform their duties.  Manual Arts machines (excluding machine trays) and manual arts hand tools are not to be cleaned.  Manual Arts benches are only to be cleaned if tools / equipment have been removed or stored in a safe manner.
Spot Clean	Remove ink stains, marks, adhesives, chewing gum and blu-tack from all furniture on a progressive basis. All furniture to be covered over a three-week period. Approved chemical in correct dilution rate to be used.	Daily	Furniture to be free from visible stains and marks.
Scrub	Hard surfaced chairs only. Approved chemical in correct dilution rate to be used.	Vacation Period	In ground dirt and stains to be removed.
Vacuum	Cloth chairs only.	Monthly	No visible signs of dust on all furniture.
<b>DESKTOP COMPUTERS</b>			
Damp / Dry Dust	On a progressive basis damp dust all parts including keyboards, mouse, printer and cords.  Use a lint free cloth to clean screens.	Daily	No visible signs of dust on all computers and other parts.  Cleaning and sanitising of laptops are the responsibility of students and teaching staff.
<b>WHITEBOARDS</b>			



Element / Area	Description of Works	Frequency	Comments
Damp wipe	Surface to be wiped using approved chemical in correct dilution rates with disposable cloth	Vacation periods	Surface to be clean and free of build-up of ink marks where practicable.
<b>REFRIGERATORS (STAFF ROOMS ONLY)</b>			
Wipe	Wipe refrigerators (exterior only) with microfibre cloth.	Weekly	All visible marks and smudges to be removed.
Defrost Refrigerators	Defrost refrigerators and clean interiors (when contents have been removed).	Vacation Period	All mould to be cleaned. Ice build-up in freezer to be removed. No visible marks, stains or smudges.
<b>MICROWAVES, OVENS AND STOVETOPS</b>			
Wipe	Wipe microwaves, ovens and stovetops (exterior only) with microfibre cloth using approved chemical in correct dilution rates.	Daily	All visible marks and smudges to be removed. Inside of ovens are not cleaned by DoE cleaners. Coffee machines, sandwich makers, kettles, toasters and other small appliances are not cleaned by DoE cleaners.
<b>INTERNAL SINKS</b>			
Wipe	Wipe and sanitise using microfibre cloth and approved cleaning / sanitising chemical.	Daily	Surfaces to be cleaned of marks and other stains. Sinks should be left clean and free of utensils and food debris by staff and students. Cleaning time has not been allocated within the established cleaning hours to the school or site for sinks

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Element / Area	Description of Works	Frequency	Comments
			other than science sinks. There is still a requirement as directed by your supervisor for this task to be undertaken.
Clean	Clean surfaces and taps with approved cream cleanser and disposable cloth	During term and or Vacation Periods	Surfaces to be cleaned of calcium build-up and other stains.
<b>TELEPHONES</b>			
Wipe	Wipe handsets using microfibre cloth. Sanitise handset with approved chemical in correct dilution rate.	Daily	Handset and telephone to be free from smudges and dust.
<b>EXTERNAL CONCRETE / BITUMEN / PAVED AREAS</b>			
Litter Control	Remove all litter including paper, chewing gum, food scraps and foreign matter. All waste should be segregated into correct bins where possible.	Daily	No visible signs of litter left around buildings and concreted areas.
Blowing	On a progressive basis. All areas to be covered over a weekly period. Leaf blowers / vacuums can be utilised where available.	Daily	No visible signs of leaf litter left around buildings, gardens and concreted / bitumen areas.

Element / Area	Description of Works	Frequency	Comments
	Leaf litter is to be disposed of correctly and not blown into grates or into other areas.		
Hose	Canteen / Tuckshop areas and food eating areas only in the afternoon, unless otherwise agreed between the Canteen / Tuckshop Convenor and school.	Weekly	No visible signs of food waste left on concrete floors, bench seating etc. Increased hosing may be required dependent upon soiling and usage.
Scrub / High Pressure Hose	Machine scrub using a bassine brush and appropriate chemical or use high pressure equipment. Not all external concrete and paved areas will require attention.	Progressively over 12-month period	Stubborn stains to be removed from concrete floors. Scrubbing of areas where bird droppings or other soiling occurs should be undertaken more frequently. Frequency may increase or decrease, depending on a needs basis.
<b>ARTIFICIAL TURF / RUBBER SOFT FALL</b>			
Litter Control	Remove all litter including paper, chewing gum, food, scraps and foreign matter.	Daily	No visible signs of litter left around buildings and play areas.
Blowing	On a progressive basis. All areas to be covered over a weekly period. Leaf blowers / vacuums can be utilised where available. Rubbish / litter is to be disposed of correctly and not blown into grates or into other areas.	Daily	No visible signs of leaf litter around buildings, gardens and play areas.



Element / Area	Description of Works	Frequency	Comments
<b>EXTERNAL SINKS, DRINKING TROUGHS &amp; BUBBLERS</b>			
Wipe	Wipe and sanitise using microfibre cloth and approved cleaning / sanitising chemical.	Daily	Surfaces to be cleaned of smudges and other stains. Rubbish is to be removed from external sinks.
Clean	Clean surfaces and taps with approved cream cleanser and disposable cloth	During term and or Vacation Periods	Surfaces to be cleaned of calcium build-up and other stains.
<b>EXTERNAL SHADES</b>			
Hose	Remove all dirt build-up and foreign particles. Sunshades may need to be removed and cleaned of mould / mildew by external contractor.	Vacation Period	No visible signs of in ground dirt.
<b>EXTERNAL EATING TABLES AND BENCHES</b>			
Wipe	Remove dust, food spills and other marks/stains from tables, chairs and benches etc. Damp wiping is recommended with approved SOA chemical.	Daily	Cleaning time has not been allocated within the established cleaning hours to the school or site. There is still a requirement as directed by your supervisor for this task to be undertaken.
<b>OPEN DRAINS</b>			

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Element / Area	Description of Works	Frequency	Comments
Litter Control	Remove all litter including paper, chewing gum, food scraps and foreign matter.	Daily	No visible signs of litter left around buildings and concreted areas.
Blowing	On a progressive basis. All areas to be covered over a three-week period. Rubbish / litter is to be disposed of correctly and not blown into grates and gardens or into other areas.	Daily	No visible signs of litter left around buildings and concreted areas.
<b>RUBBISH</b>			External rubbish bins to be emptied in pm
Collect and Dispose	Internal - Empty waste paper bins, food scrap bins and rubbish bins. Replace bin liners if supplied. External - Empty rubbish bins. Replace bin liners if supplied.	Daily	No waste is to be left in bins or surrounding areas. Bin liners to be intact and fitted correctly. Cleaning time has not been allocated with established cleaning hours allocated to the school or site for removing recycling of bins.
Scrub and Sanitise Internal Bins	Wipe inside and outside of waste bins using microfibre cloth or non-abrasive scourer. Use approved chemical in correct dilution rate.	Weekly	All signs of food waste to be removed. No visible stains or marks. No unpleasant odours evident.
Scrub and Sanitise External Bins (Does not include Industrial bins or skips bins).	Hose wheelie bins (inside and out). Clean waste bins using disposable cloth. Use approved chemical in correct dilution rate. NOTE: Service provider may provide this service in agreement. Refer to agreement at local level.	Weekly	All signs of food waste to be removed. No visible stains or marks. No unpleasant odours evident.

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Element / Area	Description of Works	Frequency	Comments
<b>MINOR GRAFFITI / VANDALISM</b>			
Remove	Remove minor graffiti from all internal and external surfaces where and when required, using approved chemical in correct dilution rates.	Daily	All signs of minor graffiti to be removed. Advise Business Manager / Supervisor of extensive graffiti that cannot be removed easily. <i>*Minor graffiti is deemed to be graffiti that is no larger than an A4 size.</i>
Report	Report damage, vandalism or breakage.	Daily	Use agreed process implemented at the local level.
<b>SECURITY</b>			
Turn Power Off	Ensure all lights, air conditioning units, heaters and fans are turned off on completion of cleaning each area (unless otherwise instructed).	Daily	
Secure Areas	Secure and lock all windows, doors and gates on completion of cleaning each area (unless otherwise instructed).	Daily	Cleaners to open gates (to access school), doors and windows to complete cleaning tasks. Cleaners are to secure rooms they are working in when tasks are completed and secure gates at the end of their afternoon shift.  Travel time has not been allocated within established cleaning hours for perimeter gates to be secured.  Perimeter gates should be secured by School Officer or

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			<p>other person other than gates accessed by cleaners entering and leaving the site.</p> <p>Cleaners may be responsible for setting security alarms at the end of the day. Alarms should be set by school staff if working late.</p> <p><i>Note: An impact to cleaning programs will occur in the event cleaners are asked to secure buildings and gates away from their normal work area. The school or site should consult with staff and encourage other alternatives if this occurs.</i></p>

- This cleaning frequencies document was agreed upon by Department of Education and United Workers Union. Changes to this document can only be done so by consultation of both parties.
- Department of Education and United Workers Union recognise that cleaning frequencies may vary upon any change to productivity rates and difficulty factors.