

## CLEANING TASKS & FREQUENCY

NOTE: Frequency of tasks expressed as a range necessary to meet the standard under average conditions:

High Frequency = Task repeated in a range of 1-5 days;

Medium Frequency = Task repeated in a range of 5-10 days;

Low Frequency = Task repeated in a range greater than 10 days.

Administration, Teaching, Computer Suites, & Meeting Rooms	High	Med	Low
• Remove all loose rubbish & empty waste receptacles	✓		
• Wipe clean counters	✓		
• Spot clean accessible tables/desks/lecterns	✓		
• Spot vacuum carpet, sweep & mop any vinyl	✓		
• Spot clean any internal glass, e.g. doors	✓		
• Dust, remove cobwebs and wipe surfaces		✓	
• Fully vacuum & spot clean carpet, remove gum / spills		✓	
• Sweep, mop & buff (where appropriate) hard floors		✓	
• Dust high & low areas including air vents			✓
• Clean Whiteboards and Chalkboards in teaching areas only			✓
• Dust / wipe accessible furniture			✓

  

Laboratories & Workshops	High	Med	Low
• Empty waste receptacles (where applicable)	✓		
• Clean hand washing basins plus refill soap & hand towels dispensers (where applicable)	✓		
• Spot clean desks (exclude lab benches)	✓		
• Spot vacuum carpet, sweep & mop any vinyl	✓		
• Spot clean any internal glass, e.g. doors	✓		
• Dust, remove cobwebs and wipe surfaces		✓	
• Fully vacuum & spot clean carpet, remove gum / spills		✓	
• Sweep, mop & buff (where appropriate) hard floors		✓	
• Dust high & low areas including air vents			✓
• Dust / wipe accessible furniture			✓

  

Common Areas	High	Med	Low
• Remove all loose rubbish & empty waste receptacles	✓		
• Spot clean glass, hand rails & balustrades	✓		
• Spot clean accessible furniture, fixtures & fittings	✓		
• Spot vacuum carpet, sweep & mop any vinyl	✓		
• Spot clean any internal glass, e.g. doors	✓		
• Spot clean lift doors, walls & control panels	✓		
• Dust, remove cobwebs and wipe surfaces		✓	
• Fully vacuum & spot clean carpet, remove gum / spills		✓	
• Sweep, mop & buff (where appropriate) hard floors		✓	
• Clean entry doors, side glass, hand rails & balustrades		✓	
• Dust high & low areas including air vents			✓
• Dust / wipe accessible furniture			✓
• Graffiti, stickers, posters			✓

## CLEANING TASKS & FREQUENCY

NOTE: Frequency of tasks expressed as a range necessary to meet the standard under average conditions:

High Frequency = Task repeated in a range of 1-5 days;

Medium Frequency = Task repeated in a range of 5-10 days;

Low Frequency = Task repeated in a range greater than 10 days.

Toilets / Washrooms / Change rooms	High	Med	Low
• Remove all loose rubbish & empty waste receptacles	✓		
• Clean toilet bowls, urinals, showers, vanities, basins, mirrors, hand dryers, tap fixtures and wipe chrome	✓		
• Refill all dispensers, including soap, toilet paper and hand towels	✓		
• Spot wipe doors, partitions, walls, furniture & fixtures	✓		
• Sweep & mop floor surfaces	✓		
• Dust, remove cobwebs and wipe surfaces		✓	
• Sweep, mop, scrub &/or buff (where appropriate) hard floors		✓	
• Wipe doors, partitions, walls, furniture & fixtures		✓	
• Dust high & low areas including air vents			✓
• Graffiti, stickers, posters			✓

Kitchenettes	High	Med	Low
• Remove all rubbish & empty waste receptacles, clean bin when required.	✓		
• Wipe over all accessible table tops	✓		
• Clean kitchen bench tops, sinks, splashbacks and all tap fixtures	✓		
• Clean external surfaces of cupboards and appliances	✓		
• Sweep & mop floor surfaces	✓		
• Spot vacuum carpet	✓		
• Dust, remove cobwebs and wipe surfaces		✓	
• Fully vacuum & spot clean carpet, remove gum / spills		✓	
• Sweep, mop, scrub & buff (where appropriate) hard floors		✓	
• Dust high & low areas including air vents			✓
• Dust / wipe accessible furniture			✓