

## COVID-19 – Cleaning Specifications

### 1. FREQUENCY OF WORKS – RUBBISH REMOVAL

WORK DUTIES	Frequency
Empty wastepaper, garbage containers, etc. and where necessary wipe and disinfect both internal and external area of the container.	Daily
Remove all rubbish from all buildings at the end of day	Daily
Replace liners in waste containers used for food waste.	Daily
Replace liners in waste containers if damaged, smelly or soiled.	As Required

### 2. FREQUENCY OF WORKS – FLOORS

WORK DUTIES VINYL	Frequency
Sweep thoroughly with impregnated sweeping tool paying attention to all corners and edges to prevent dust dirt or rubbish build-up.	Daily
Wash all vinyl surfaces to remove all spills, marks or stains.	3 x weekly
CARPETS	
Remove loose paper and other rubbish.	Daily
Fully clean all carpets, rugs, walk-mats, etc. with vacuum cleaner, including all corners and edges and, where possible, under furniture with wand type cleaning attachment.	3 x weekly
Steam clean all carpeted areas	Annually
Report all mark and stains that cannot be removed without damage to surfaces to management	As Required

### 3. FREQUENCY OF WORKS – GENERAL DUTIES

- 3.1. Includes walls, windows, windowsills, fixed seating, signs, ceilings, doors, ledges, counter tops and other horizontal surfaces.

WORK DUTIES	Frequency
Clean doors, signs, walls, vents, door hardware, skirtings boards, light switches and doorjambes to remove all scuff marks, grime, splash marks, finger marks and other offensive matter.	Daily
Remove any posters other than those affixed to notice boards.	Daily
Remove all visible cobwebs with duster or clean broom.	3 x weekly
Damp dust low level sills, counter tops, benches and ledges.	Daily
Dust all window ledges, and partition ledges at standing level	Weekly
Dust all wall surfaces.	Monthly
Dust windows to a height of 2.0 metres	Monthly
Wash all windows, glass, mirror and metal surfaces and their surrounds in internal areas and entrance ways to a streak-free finish.	Six Monthly
Wash all glass, mirror and metal surfaces and their surrounds at ground floor level in external areas	Six Monthly

### 4. FREQUENCY OF WORKS – AMENITIES

- 4.1. Includes – Staff Rooms, Common Rooms, Kitchens, etc.

WORK DUTIES	Frequency
Fully clean all carpets with vacuum cleaner, including all corners and edges and, where possible, under furniture with wand type cleaning attachment.	Daily

Spot clean all carpets to remove spills, marks and stains with cleanser approved by the University, and remove loose debris.	Daily
Report all marks and stains that cannot be removed without damage to the surface, to the Facilities Division.	Daily
Clean cabinet and bench tops, behind & underneath moveable whitegoods.	Bi weekly
Wipe clean all tables, chairs, etc.	Daily
Remove dust and marks from external surfaces of cupboards, refrigerators, walls, doors.	Daily
Spot clean external surfaces of stoves, refrigerators, microwave ovens, toaster, and other appliances to remove and/or prevent build-up of dust, grime, dirt, graffiti, spills, finger marks or other offensive matter.	Daily
Sweep and Mop floors	Bi weekly
Clean and wipe stainless steel sinks and drainers	Daily

## 5. FREQUENCY OF WORKS – FURNITURE

5.1. Includes – Furniture, Equipment, Fixtures and Fittings, etc.

WORK DUTIES	Frequency
Spot clean all furniture and equipment items to remove all dust, dirt, grime, graffiti, spills, finger marks or other offensive matter.	Daily
Dust all office furniture, including desks, chairs, firefighting appliances, counter tops and other horizontal surfaces.	Daily
Spot clean: window furnishings, clocks, paintings, light fittings, switches, door handles, diffusers, signs, taps, drinking fountains, whiteboards, shelves.	Daily
Remove sticky tape from walls, windows, handrails, etc, reporting any damage including removal of paint to manager	Weekly
Dust fans, picture frames and picture rails and behind readily movable furniture and furnishings.	Weekly
Wash all vinyl, and similar type covered tabletops and chairs	Quarterly

## 6. FREQUENCY OF WORKS – TOILETS

6.1. Toilets, Washrooms, Bathrooms, Change Rooms.

6.2. Includes pans, seats, lids, urinals, taps, all fittings, pipes, doors, door handles and hinges, mirror push plates, kick plates, wall and floor tiles, basins, flushers, toilet paper and towel dispensers, plugs, drains, shower roses, shower recesses, partitions, locks, clothes hooks and bins, etc.

WORK DUTIES	Frequency
Service all toilets, including after peak traffic periods, which includes thoroughly scrubbing toilets with approved disinfectant, wiping around bowl, seats, lids, handles and pipes.	Daily
Clean and disinfect areas to remove all dust, dirt, grime, graffiti, spills, finger marks or other offensive matter to a standard which complies with every OHS and hygiene requirement or standard imposed by or under any law in force in the State of Victoria.	Biweekly
Remove roses and clean urinals, wash floors, including plugs and drains and stainless steel and chrome fittings.	Biweekly
Sweep & mop floors attending to corner areas, behind pans.	Biweekly
Spot clean marks from partitions and walls.	Weekly
Wipe grills on doors removing all dust	Daily
Report any item, which appears to be damaged or malfunctioning to the Facilities & Services Group.	Daily
Clean and wipe down vanity tables/wash benches in powder rooms.	Daily x 2
Check and replenish all toiletry supplies including toilet paper, hand towels, soap and tissues from the University's stock.	Daily x 2
Thoroughly wash down partitions	Weekly
Wipe down lockers including tops	Weekly
Deep clean/pressure clean & scrub toilet floors	Monthly
Deep clean of all urinals including thoroughly scrub all stainless steel and porcelain urinals, using appropriate chemicals and bottle brush and deep cleaning of all drains. A schedule of these works is required.	Quarterly
Waterless Urinals – change cartridges as per technical specifications provided.	Quarterly