



CLEANING CONTRACT Policy

Purpose:

To ensure that the school buildings are cleaned according to DEECD requirements, thus presenting a healthy environment for all staff and students.

Guidelines:

- The allocation of cleaning hours is based upon the total floor area, window pane area and concrete pavement area, per a DEECD formula.
- The Principal is responsible for supervision of cleaning staff.
- The Principal will prepare a statement of duties for the contracted cleaner.
- Contract cleaners are employed by the School Council to complete cleaning requirements. These include the removal of rubbish from buildings, the cleaning and vacuuming of rooms, offices and corridors, and the cleaning and hygiene of toilet areas and drinking troughs.
- The school will purchase specified cleaning materials as determined by the contracted cleaner(s) and Principal.
- Each cleaning contract will be for a period of 1 or 2 years, with an option of an extension on agreement between all parties. Following the termination of a cleaning contract, the Principal will call for tenders on behalf of School Council.
- School Council must engage the services of a cleaning contractor that has obtained Panel Status as per current DEECD regulations.
- Regular meetings will be held between the Principal and Cleaning contractor to discuss any issues with cleaning processes, standards and quality. When poor performance is noted it must be discussed and documented.
- The following principles apply for the payment of contractors:
 - Contractors are to invoice after the completion of a whole month of cleaning.
 - Payment is to be in twelve equal monthly instalments.
 - Payment should commence, subject to normal approval by School Council, one month after the commencement date of the agreement.
 - Part payment can be withheld until unsatisfactory service is rectified.

- Schools must provide a safe and secure (lockable) storage area in which the contractor can store cleaning equipment and materials. This should be separate to any storage area that the school may maintain for its own purposes and should be kept locked during school hours and not generally accessible to persons other than the principal and contractor's employees.
- All cleaners working in the school are to be approved persons under the definitions in the standard contract. School may assist contractors with WWC checks and accept in the interim a statutory declaration as for other staff.

Evaluation:

- Staff and Principal satisfaction with the overall cleanliness of the school
- Budget sufficient to meet the contract costs.

This policy will be reviewed as part of the school's four-year review cycle.

This policy was last ratified by School Council in....

March 2008