

## SCHEDULE 1

### RESIDENTIAL WEEKLY CLEANING ROUTINE ACCOMMODATION PACKAGE ONE (30 WEEK)

#### TASKS TO BE COMPLETED EVERY DAY (INCLUDING SCRUB DAY)

##### **BATHROOMS ONLY (EXCLUDING ENSUITES):**

- Replenish paper towel, toilet paper and liquid hand soap. Wipe clean walls, doors, partitions, dispensers, around electrical fittings, mirrors, toilet pans, toilet seats, hand basins, shower recesses, change cubicles and urinals
- Remove all debris from the floor then wet mop floor
- Remove bathroom waste and replace the bin liner if required

##### **EXTERNAL WASTE MANAGEMENT:**

- Move to collection point according to site schedules and responsibilities

#### TASKS TO BE COMPLETED ON SCRUB DAY (ONCE A WEEK)

##### **KITCHENS, COMMON ROOM AND HALLWAY AREAS, ENTRANCES, STAIRWELLS & FOYERS AND INTERNAL LAUNDRIES ONLY:**

- Remove all debris from floors; wet mop or vacuum the floor ensuring all grime, dirt and marks are removed
- Detail clean sinks, taps, drains, cupboards, cook tops, cabinet tops, table tops, chairs, exterior surfaces of white goods and electrical equipment, wipe clean interior surfaces of microwave ovens, internal glass doors, glass partitions, walls, doors, partitions and electrical fittings

##### **BATHROOMS ONLY (EXCLUDING ENSUITES):**

- Remove all debris from floors; then detail mop or vacuum the floor ensuring all grime, dirt and marks are removed
- Detail clean walls, doors, partitions, dispensers, electrical fittings, mirrors, toilet pans, toilet seats, hand basins, shower recesses, change cubicles and urinals

*NOTE: BBQ AREAS AND EXTERNAL LAUNDRIES AS PER SITE SCHEDULE AND RESPONSIBILITY*

#### TASKS TO BE COMPLETED EVERY SECOND WEEK

##### **BATHROOMS, KITCHENS, COMMON ROOM AND HALLWAY AREAS, ENTRANCES, STAIRWELLS & FOYERS AND INTERNAL LAUNDRIES ONLY (EXCLUDING ENSUITES):**

- Clean all the internal bins and replace bin liners (remove waste if required)
- Replenish student bin liner stock (note - bedrooms not included)
- Cobweb, dust or wipe clean all accessible internal/external entrance glass, door frames, hand rails and internal window ledges

## WORK ORDER

### TASKS TO BE COMPLETED ONCE PER MONTH

#### **BATHROOMS ONLY (EXCLUDING ENSUITES):**

- Remove and replace all soiled shower curtains

### ONCE PER QUARTER

#### **BATHROOMS, KITCHENS, COMMON ROOM AND HALLWAY AREAS, ENTRANCES, STAIRWELLS & FOYERS AND INTERNAL LAUNDRIES ONLY (EXCLUDING ENSUITES):**

- Detail clean all accessible interior windows excluding bedrooms
- Detail clean exterior areas directly adjacent to entrances e.g. steps, landings and awnings

### ONCE EVERY SIX MONTHS

#### **BATHROOM AREAS, COMMON ROOM AND HALLWAY AREAS ONLY (EXCLUDING ENSUITES):**

- Dust exhaust vents and door vents (includes bedroom door vents)

### **EACH SESSION BREAK (END OF SEMESTER, RESIDENTIAL SCHOOLS AND CONFERENCE)**

#### **BEDROOMS, BATHROOMS, KITCHENS, COMMON ROOM AND HALLWAY AREAS, ENTRANCES, STAIRWELLS & FOYERS AND INTERNAL LAUNDRIES ONLY:**

- ALL AREAS - Remove/empty all interior waste, clean bins and replace liners
- Detail clean BATHROOMS , KITCHENS, COMMON ROOM AND HALLWAY AREAS, ENTRANCES, STAIRWELLS & FOYERS AND INTERNAL LAUNDRIES if required (as per scrub day schedule)
- KITCHENS ONLY - Where applicable line ovens and grills with aluminium foil
- BATHROOMS ONLY - Clean graffiti from all surfaces

#### **BEDROOM & ENSUITE SCHEDULE PRIOR TO EACH OCCUPANCY:**

- BEDROOMS - Detail clean all walls, floors, doors, partitions, whitegoods, cook tops, cupboards, desks, tables, chairs, beds, electrical fittings, mirrors, ledges and interior surfaces of windows. Supply and fit pillow and mattress protector
- BEDROOM ENSUITES - Detail clean walls, doors, partitions, vents, dispensers, electrical fittings, mirrors, toilet pans, toilet seats, pipe work, hand basins and shower recesses
- COMMON AREAS - During res school and conference occupation. Tidy and wipe down as required daily

## ONCE A YEAR

### **BEDROOMS, BATHROOMS, KITCHENS, COMMON ROOM AND HALLWAY AREAS, ENTRANCES, STAIRWELLS & FOYERS AND INTERNAL LAUNDRIES ONLY:**

- ALL AREAS - Remove/empty all interior waste, clean bins and replace liners
- Detail clean all window coverings except bedrooms
- Shampoo all carpets except bedrooms
- Strip and reseal floors if required, machine scrub/ Buff floors where applicable
- Clean graffiti from all surfaces
- KITCHENS ONLY - Detail interior/exterior surfaces of ovens; clean sinks, taps, drains, cook tops, cabinets, tables, chairs, white goods, internal glass doors, glass partitions, walls, doors, partitions, around electrical fittings internal and external surfaces of cupboards, exhaust vents and door vents. Where applicable line ovens and grills with aluminium foil
- BATHROOMS ONLY - Remove all debris from floors; then detail mop or vacuum the floor ensuring all grime, dirt and marks are removed.  
Detail clean walls, doors, partitions, dispensers, electrical fittings, mirrors, toilet pans, toilet seats, hand basins, shower recesses, change cubicles and urinals.  
Replenish paper towel, toilet paper and liquid hand soap
- COMMON ROOM AND HALLWAY AREAS, ENTRANCES, STAIRWELLS & FOYERS AND INTERNAL LAUNDRIES - Detail clean internal glass doors, glass partitions, walls, doors, partitions, internal and external surfaces of cupboards, exhaust vents, door vents, sinks, taps, drains, cabinets, tables, chairs, white goods and electrical fittings
- BEDROOMS ONLY - Detail clean all walls, floors, doors, partitions, whitegoods, cook tops, cupboards, desks, tables, chairs, beds, electrical fittings, mirrors, ledges and interior surfaces of windows. Supply and fit pillow and mattress protector
- BEDROOM ENSUITES ONLY - Detail clean walls, doors, partitions, vents, dispensers, electrical fittings, mirrors, toilet pans, toilet seats, pipe work, hand basins and shower recesses

## ONCE EVERY SECOND YEAR

### **BEDROOMS ONLY:**

- Detail clean all window coverings and shampoo carpets