



MASSEY UNIVERSITY

CLEANING SCHEDULES

- Graffiti in areas this contract covers and that cannot readily be removed shall be reported to the Regional Contract Manager.
- Stains on carpets need to be spot cleaned with appropriate cleaners as they are found.

Unless otherwise stated cleaning is required 5 days per week, Monday to Friday.

Cleaning Schedule 1

Lecture Theatres/Seminar Rooms/Computer Study Areas

Daily

1. Full vacuum all floors throughout study year only. Remove spots. Damp mop hard floors.
2. Empty rubbish containers and clean as required.
3. Vacuum lifts and wipe doors as required.
4. Spot clean doors and glass as needed.
5. Damp wipe marks from desks, tables and furniture. Remove graffiti.

Weekly

1. Dust skirtings, remove cobwebs.
2. Wet wipe doors, handles, door jambs, light-switches and white/chalkboards ledges.
3. Maintain hard floors as per manufacturer specifications.

Annually

1. Strip polish off vinyl floors and relay polish, if required as per manufacturers specifications.
2. Dust any Venetian blinds with feather duster.
3. Clean all ventilation/heating system grills.
4. Dry dust all horizontal surfaces.
5. Full clean whiteboards with appropriate cleaner. Full clean blackboards with water only, removing all marks and streaks. **DO NOT remove any writing from the whiteboards, ONLY clean clear areas.**

Cleaning Schedule 2

Building Offices, Administration Support/Storage Areas and Study Rooms

FOR THE PERIOD: All Year

Usage is five days a week.

Offices that are empty, through holiday or other reasons, for more than a week are not to be cleaned except for emptying rubbish on the first day.

Once Weekly

1. Full vacuum, including edges, corners and skirtings.
2. Empty and clean all rubbish containers and replace bin liners as necessary.
3. Empty and clean where appropriate recycled paper containers.
4. No whiteboards in Offices, Computer Study Areas or Study Areas are to be cleaned.
5. Rubbish and recycling bins that are required to be emptied outside these times should be left in the corridor for emptying.

Monthly

1. Remove all cobwebs.
2. Spot clean doors including glass panels, handles and light-switches.
3. Clean door surfaces.

Quarterly

1. Clean internal glass partitions and panels.

Annually

1. Strip polish off vinyl floors and relay polish, if required as per manufacturers specifications.
2. Dust Venetian blinds with feather duster.

Cleaning Schedule 3 Staff Lounges, Boardrooms, Meeting Rooms and Tearooms

FOR THE PERIOD: All Year

Daily

1. Full vacuum/sweep (alternative days) of all floors.
2. Damp mop hard floor surfaces, including vinyl, tiles, slate-crete.
3. Empty and clean all waste paper containers and replace bin liners as necessary.
4. Damp wipe marks from desks, tables and furniture. Remove graffiti.
5. Spot clean doors including glass panels, handles and light-switches
6. Spot clean internal glass panels and partitions.

Tearooms and Kitchens Only

1. Clean and wipe dry bench tops, sinks, and surrounds, placing unwashed crockery, etc, to one side. (Crockery, cutlery etc is to be cleaned by users except for boardrooms/Exec Seminar Suite -Wgtn).
2. Spot clean wall surfaces.
3. Clean exteriors of appliances and fittings such as refrigerators, stoves, microwaves (interiors are to be cleaned by users).

Weekly

1. Damp wipe all horizontal surfaces to a height of 2 metres above the floor.
2. Damp wipe all furniture, including desks, chairs, tables and white/chalkboard ledges.
3. Clean door surfaces, Jambs and light-switches.
4. Dry dust electronic equipment such as computer terminals, DVD players, TVs, copiers, facsimiles with feather duster.
5. Vacuum chairs as required.
6. Dust light fittings below 2.4 metres.
7. Remove cobwebs.
8. Clean internal glass partitions and panels.

Monthly

1. TEAROOMS AND KITCHENS ONLY: Clean and disinfect drains.

Annually

1. Strip polish off vinyl floors and relay polish, if required as per manufacturers specifications.
2. Full clean whiteboards with appropriate cleaner. Full clean blackboards with water only, removing all marks and streaks. **DO NOT remove any writing from the whiteboards, ONLY clean clear areas.**
3. Dust Venetian blinds with feather duster.
4. Clean all ventilation / heating system grills.
5. Clean wall surfaces, including areas behind appliances.
6. Clean floor surfaces under appliances.

Full chair cleaning in these areas would be considered a special clean and looked at on an individual basis.

Cleaning Schedule 4 Toilets, Changing Areas, Showers

FOR THE PERIOD: All Year

Toilets Defined: For the purposes of this schedule all items from the entry door from the hallway inwards are included under the definition of toilet.

Daily

1. Sweep all floors including corners and edges.
2. Steam mop floors using disinfectant solutions.
3. Empty and clean all waste paper containers and replace bin liners as necessary.
4. Clean and disinfect all urinals and toilet bowls inside and outside surfaces, including channels, pipes, cisterns, and both sides of seats and lids.
5. Clean inside and outside of hand-basins, and taps and wastes.
6. Spot clean doors including latches and handles.
7. Spot clean walls with particular attention to around fittings, switches and doors.
8. Spot clean mirrors.
9. Clean exterior surfaces of toilet paper dispensers, towel dispensers, towel cabinets, hand dryers, soap dispensers where installed.
10. Damp wipe all horizontal wall surfaces or ledges.
11. Clean shower bases and walls if they have been used.
12. Check and replenish toilet paper, paper hand towels, roller towels, and liquid soap dispensers to ensure adequate supplies until next service.

Weekly

1. Clean and polish all pipes and fittings.
2. Fill waste traps in floor and waste traps in shower bases with water, to prevent odours.
3. Clean and disinfect waste paper containers.
4. Clean mirrors.

Monthly

1. Check and clean urinal strainers and waste pipes.
2. Full clean all wall surfaces.
3. Dry dust all horizontal surfaces
4. Dry buff vinyl floor surfaces as per manufacturer specifications.
5. Remove cobwebs.

Quarterly

1. Clean internal glass partitions and panels.
2. Clean all heating/ventilation system grilles.

Annually

1. Strip polish off vinyl floors and relay polish, if required as per manufacturers specifications.
2. Urinal Deep Clean.

Cleaning Schedule 5

Reception Areas, Corridors, Foyers, Waiting Rooms, Lifts, Stairs and Entrances

Some areas on this schedule may require additional cleaning - refer to individual site specifications for details.

FOR THE PERIOD: All Year

Daily

1. Full vacuum/sweep (alternative days) of all floors.
2. Damp mop hard floor surfaces, including vinyl, tiles, slate-crete, removing all marks.
3. Empty and clean all waste paper containers and replace bin liners as necessary.
4. Damp wipe marks from desks, tables and furniture. Remove graffiti.
5. Spot clean doors including glass panels, handles and light-switches.
6. Spot clean internal glass panels and partitions.
7. Sweep external entrances, steps, wooden decks.
8. Maintain hard floors by buffing twice weekly.
9. Damp dust all ledges, skirtings, banisters and supports

Lifts

1. Vacuum or damp mop and buff floors.
2. Damp wipe handrails and walls using disinfectant detergent solution.
3. Clean out door tracks.

Weekly

1. Full vacuum sweep all floors including edges, corners and skirtings.
2. Damp wipe all horizontal surfaces to height of 2 metres above floor.
3. Damp wipe all furniture, including desks, chairs.
4. Clean door surfaces.
5. Remove cobwebs, including around the exterior of entrances to buildings.
6. Spot clean wall surfaces with particular attention to around light switches and door jambs.
7. Full clean of entrance doors and glass both sides, including glass panels adjacent to doors.
8. Dry dust electronic equipment such as computer terminals, VCRs, TVs, copiers, facsimiles with feather duster.
9. Vacuum doormats outside exterior doors.
10. Spot vacuum chairs.
11. Dust suspended light fittings below 2.4 metres.
12. Clean and polish all painted and metal surfaces associated with lifts, entrances and foyers.

Monthly

1. Damp wipe interior and exterior of suspended light fittings.
2. Dry buff vinyl floor areas.

Quarterly

1. Clean internal glass partitions and panels.
2. Dry dust all horizontal surfaces.
3. Clean all heating/ventilation system grilles.

Annually

1. Strip polish off vinyl floors and relay polish, if required as per manufacturers specifications.
2. Dust Venetian blinds with feather duster.
3. Dust suspended light fittings
4. Clean all ventilation/heating system grills.

Cleaning Schedule 6 PC1 and PC2 Science Laboratories and Isolation Areas

FOR THE PERIOD: All Year

Monday and Thursday

1. Full vacuum, scrub and buff all floors (hard surface only).

Daily

1. Empty and clean all waste paper containers and replace bin liners as necessary.
2. Clean hand basins and taps.
3. Clean light switches.
4. Look for cobwebs and report to Laboratory Manager.

DO NOT empty glass rubbish or chemical waste.

Twice Weekly

1. Damp wipe all ledges and cabinet tops.
2. Damp wipe all furniture, tables, etc.

Fortnightly

1. Clean glass panels.

Monthly

1. Wet wipe skirtings and tops of notice boards.
2. Dust Venetian blinds.

Quarterly

1. Damp wipe Venetian blinds.

Annually

1. Strip polish off vinyl floors and relay polish, if required as per manufacturers specifications.

These areas are high level containment areas and will require a daily check-off sheet to be completed by the cleaner servicing these areas which will in turn be signed of by the Lab Manager or other such authorised person daily.

Cleaning Schedule 7 Treatment Rooms, Science and Research Laboratories

FOR THE PERIOD: All Year

Daily

1. Full vacuum or flat mop all floors (soft and hard surface).
2. Empty and clean all waste paper containers and replace bin liners as necessary.
3. Clean hand basins and taps.
4. Clean light switches.
5. Damp wipe all ledges and cabinet tops.
6. Damp wipe all furniture, tables, etc.

DO NOT empty glass rubbish or chemical waste.

Weekly

1. Remove cobwebs.
2. Buff hard floors (twice weekly).

Fortnightly

1. Clean glass panels.

Monthly

1. Wet wipe skirtings and tops of notice boards.

Quarterly

1. Damp wipe Venetian blinds.

Annually

1. Strip polish off vinyl floors and relay polish, if required as per manufacturers specifications.

Cleaning Schedule 8 Library

FOR THE PERIOD: All Year

This requires seven (7) day a week cleaning for semester one and two periods. Cleaning requirements reduce to five (5) days a week during summer periods operating reduced opening hours. Opening hours may vary between sites. Refer to individual sites for confirmation of cleaning frequency during a week.

Daily

1. Full vacuum all floors throughout study year only. Remove spots. Damp mop hard floors.
2. Empty rubbish containers and clean as required.
3. Vacuum lifts & wipe doors as required.
4. Damp dust all ledges, excluding shelving.
5. Damp wipe marks from desks, tables and furniture. Remove graffiti.
6. Remove finger marks from glass panels.

DAILY

Toilets require cleaning as per cleaning schedule 4, this is to done in the am and pm (morning and afternoon) and during exam periods removal of rubbish will be required am and pm.

Weekly

1. Dust skirtings, remove cobwebs.
2. Wet wipe doors, handles, door jambs and light-switches.
3. Full clean whiteboards with appropriate cleaner. Full clean blackboards with water only, removing all marks and streaks. **DO NOT remove any writing from the whiteboards or blackboards ONLY clean clear areas.**
4. Maintain hard floors as per manufacturers specifications.
5. Spot clean wall surfaces with particular attention to light fittings and door frames.

Monthly

1. Dry dust all horizontal surfaces.
2. Dust any Venetian blinds.

Quarterly

1. Dust suspended light fittings.
2. Clean all heating/ventilation system grills.

Annually

1. Strip polish off vinyl floors and relay polish, if required as per manufacturers specifications.