

**School Cleaning – procedures**

1. The School is cleaned thoroughly once a week and the toilets are cleaned daily. School cleaners have a clear job descriptions (appendix A)
2. Cleaning supplies and equipment for the school are kept in the lower classroom. The equipment used for cleaning toilets is used only for the toilets and equipment used for floors is used only on floors.
3. School teachers and other staff are responsible for their cutlery and cups.
4. Rubbish is stored in covered bins that are inaccessible to children and animals and bagged up and put out to be collected by the D.C.C. by 8am every Tuesday along with the glass or yellow top recycle bin.
5. School classrooms are cleaned midweek by a parent volunteer roster that is set out in the newsletter

Signed: Principal

Dated: / / Review Date: / /

Dunedin Rudolf Steiner School

Job Description

Cleaner

**Areas:**

* Main School Classrooms: Octagonal Classroom, Small Yurt, Lower Classroom, Forest Classroom and cloakroom area
* School toilets and cloakrooms
* The kindergarten and office are cleaned by the kindergarten cleaner.

3.5 hours per week – this is to be done outside school’s normal operating hours at the end of the school week (plus ½ hour a day at the end of Monday - Thursday to ensure the toilets are cleaned – this is separate work). Total hours are 5.5 per week. In addition the cleaner will work an extra hour each month to focus on specific tasks such as cleaning skirting boards, wiping walls etc

1. Dust and wipe shelves and surfaces in the class rooms; monthly wipe walls and dust skirtings etc in an extra hour paid each month..
2. Empty all rubbish bins into DCC black bag which is put by letterbox before collection day. Put recycling into recycling bins as appropriate. Clean and disinfect the rubbish bins as necessary.
3. Empty ashes from fires into a lidded metal ash bucket, sweep and clean with a wet cloth around the fire
4. Clean all hand basins, taps and splashbacks with multipurpose spray cleaner and scrubbing sponge.
5. Clean drinking fountains.
6. Wearing gloves, clean all toilets with toilet paper and toilet cleaner, and with toilet brush and cleaner inside the toilet. Clean out urinal. If not using disposable gloves then disinfect gloves after use.
7. Toilet floors will be swept and sponge mopped with designated “toilet only” equipment, using hot water and cleaning fluid
8. Vacuum all floor areas in every classroom
9. Wet mop classrooms and cloakroom using hot water and floor cleaning liquid with designated “cloakroom and classroom only” cleaning equipment. This includes the concrete floors of the yurt. Soak mop in mild bleach solution in bucket to clean and disinfect while putting out rubbish. Leave mop clean and squeezed out.
10. Toilet floors will be cleaned with a separate cloth
11. Shut all doors and windows and leave school rooms locked with cleaning gear neatly packed away and lights off.

There is also a daily toilet clean at the school done each evening or before school

For payment of cleaners, the office provides each cleaner with a template for an invoice for work done. This needs to be completed every two weeks or on a monthly basis so that payment can be made.

Location of cleaning equipment

* Mop and bucket for school – Lower classroom
* Cleaning fluids in cleaning cupboard - Lower classroom
* Vacuum cleaner for the school – octagonal classroom