



School

Dunedin Rudolf Steiner

Learning with head, heart and hands

School Cleaning – procedures

1. The School is cleaned thoroughly once a week, the toilets are cleaned daily and classrooms are given some mid-week cleaning. School cleaners have 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. All liquids are locked away.
3. School teachers and other staff are responsible for their cutlery and cups.
4. Rubbish is stored in wheelie bins put out for collection before 8am every Tuesday along with the glass or yellow top recycle bin.

Signed: _____ Principal

Dated: _____ Review Date: ____/____/____



School

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Job description Cleaner – weekend cleaner

Areas:

- Main School Classrooms: Octagonal Classroom, Small Yurt, Lower Classrooms, Forest Classroom and cloakroom area
- School toilets and cloakrooms

Up to 3.5 hours per week – this is to be done outside school’s normal operating hours at the end of the school 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 red top bin 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
5. Clean drinking fountains – if they are open.
6. Wearing gloves, clean all toilets with toilet paper and toilet cleaner, and with toilet brush and cleaner inside the toilet. 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 hard surfaces in classrooms and cloakroom using hot water and floor cleaning liquid with designated “cloakroom and classroom only” cleaning equipment. 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.

For payment of cleaners, the office provides each cleaner with a template for an invoice for work done. This needs to be submitted every two weeks or on a monthly basis prior to 20th.

Location of cleaning equipment

Mop and bucket for school – Lower classroom cloakroom

Cleaning fluids in locked cleaning cupboard - Lower classroom cloakroom

Vacuum cleaner for the school – octagonal classroom and lower cloakroom.

Job Description for Cleaner – daily after school cleaner

Areas:

- Main School Classrooms: Octagonal Classroom, Lower Classrooms, Forest Classroom, and staff/ visitor toilets
- School toilets and cloakrooms

6 hours per week –outside school’s normal operating hours at the end of each day – normally 1.5 hours per day on Monday – Thursday from 3.30pm. There is some flexibility in how the time each day works but the total weekly hours are 6.

1. Clean all hand basins, taps and splashbacks with multipurpose spray cleaner and cloth.
2. Wearing gloves, clean all toilets with toilet paper (or a cloth that is only used for toilets) and toilet cleaner, and with toilet brush and cleaner inside the toilet. If not using disposable gloves then disinfect gloves after use.
3. Toilet floors will be swept and sponge mopped with designated “toilet only” equipment, using hot water and cleaning fluid
4. Empty paper towels into the red top bin
5. Vacuum all floor areas in every classroom at least once in the week
6. Twice a week wet mop any hard flooring in the classrooms and cloakroom using hot water and floor cleaning liquid with designated “cloakroom and classroom only” cleaning equipment.
7. Shut all doors and windows and leave school rooms locked with cleaning gear neatly packed away and lights off.

The daily cleaner is paid through Edpay under the Caretakers, Cleaners and Canteen workers Collective Agreement. The School pays a minimum of the Living Wage rate.

.Location of cleaning equipment

- Mop and bucket for school – Lower cloakroom area
- Cleaning fluids in locked cleaning cupboard - Lower cloakroom area
- Vacuum cleaner for the school – octagonal classroom and lower cloakroom area

The cleaner should sign in and out at the office – either using the contact tracing sheets or the visitors book, depending on the Covid alert levels

In summary, one classroom a day is vacuumed, and high use surfaces, door handles etc wiped in that room. The Primary school children’s toilets and the staff toilets are cleaned daily. (In addition, the weekend cleaner cleans all classrooms and toilets).

Suggested roster –

Monday -	Class 1 and 2 (Octagonal classroom on top field)
Tuesday	Class 3 (lower classroom)
Wednesday	Class 4/5 (new class on Tairaroa Head side)
Thursday	Class 6/7 (new classroom on Hereweka side)