



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 (appendices A and B)
2. The school also has cleaning work that is done in the holidays. This is listed at Appendix C.
3. Cleaning supplies and equipment for the school are kept in the lower classroom area. 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.
4. School teachers and other staff are responsible for their cutlery and cups.
5. Rubbish is stored in wheelie bins put out for collection before 8am every Monday along with the glass or yellow top recycle bin.

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Signed: \_\_\_\_\_

Principal

*Anna Noble*

Dated: 16.3.26 Review Date: 15 / 3 / 2029



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**Appendix A Job description**  
**Cleaner – weekend cleaner**

**Areas:**

- Main School Classrooms: Octagonal Classroom, Small Yurt, Lower Classrooms and hallway, Forest Classroom
- Office
- 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.

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 the drinking fountain by the lower classroom and by the Octagonal classroom.
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, otherwise throw away used disposable gloves.
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 mop.
11. Shut all doors and windows and leave school locked with cleaning gear neatly packed away and lights off.

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

If the cleaning is split between two cleaners then one person cleans the octagonal classroom, Small Yurt, Forest Classroom, office and workshop below new classrooms. The other person cleans the school toilets, the main school classrooms and hallways.

**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.



## Appendix B Job Description for Cleaner – daily after school cleaner

### Areas:

- Main School Classrooms: Octagonal Classroom, Lower Classrooms and hallway
- School toilets and cloakrooms
- Staff / visitor toilets in kindergarten building

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 or cream 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, otherwise throw away disposable gloves.
3. Toilet floors are swept and sponge mopped with designated “toilet only” equipment, using hot water and multipurpose cleaning fluid
4. Empty paper towels from the bins in toilets into the red top bin
5. Vacuum the lower cloakroom area and corridor
6. Vacuum all floor areas in every classroom at least once in the week
7. Shut all doors and windows and leave school locked with cleaning gear neatly packed away, lights, heaters, air cleaners etc off.

The 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 – lower cloakroom area

In summary, one classroom a day is vacuumed 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 -	Octagonal classroom (on top field)
	Tuesday	Class Kea (lower classroom on Hereweka side)
	Wednesday	Class Kererū (lower class on Taiaroa Head side)
	Thursday	Class Kiokio (older lower classroom)



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## **Appendix C List of additional cleaning work for school holidays or working bees**

This work includes, but is not limited to:-

- Cleaning skirting boards,
- Wiping walls
- Cleaning fridges
- Cleaning ovens
- Window cleaning