

**SCHOOL NO. 4401 - KATANDRA WEST**

Policy Statement: ENVIRONMENT - 600 - Building Services  
600 - CLEANING

Responsibility: Principal and Staff

This Policy was last ratified by School Council in 2016.

1. PURPOSE:

The cleaning of the school will maintain the cleanliness and hygiene of the school environment. The security of the school is part of the cleaning contractor's responsibility.

2. GUIDELINES:

- 2.1 The duties of the cleaner are clearly defined by the contract.
- 2.2 It is the responsibility of the Principal and School Council President to negotiate the duties, in consultation with the contract cleaner/s, and then report on the Contract to the School Council.
- 2.3 The Principal and the School Council President are responsible for the day to day supervision of the contract cleaning staff.
- 2.4 The cleaner is responsible for the security of the school in that all windows and doors are to be locked each evening.
- 2.5 Cleaning supplies are a dual responsibility for the contract cleaner and the Principal and orders should be directed through Cleaning Suppliers.
- 2.6 The Cleaner should report any item requiring maintenance to the Principal and OH&S.
- 2.7 Special attention must be paid to the cleaning of the toilets and drinking areas to ensure that hygienic conditions prevail.
- 2.8 The contract cleaning agreement is renewable with the School Council President and the Principal signing the contract, together with the cleaning contractor, for a negotiable figure.
- 2.9 The Principal is responsible for ensuring that the Cleaning Contractor adheres to all required standards.
- 2.10 The Principal, in consultation with School Council, may vary this Policy if circumstances require it.