

**SCHOOL NO. 4401 - KATANDRA WEST**

Policy Statement: **ENVIRONMENT**  
**600 - CLEANING**

Responsibility: Principal and Staff

This Policy was last ratified by School Council in August, 2022.

**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.

**GUIDELINES:**

- The duties of the cleaner are clearly defined by the contract.
- 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.
- The Principal and the School Council President are responsible for the day-to-day supervision of the contract cleaning staff.
- The cleaner is responsible for the security of the school in that all windows and doors are to be locked each evening.
- Cleaning supplies are a dual responsibility for the contract cleaner and the Principal and orders should be directed through Cleaning Suppliers.
- The Cleaner should report any item requiring maintenance to the Principal and OH&S.
- Special attention must be paid to the cleaning of the toilets and drinking areas to ensure that hygienic conditions prevail.
- 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.
- The Principal is responsible for ensuring that the Cleaning Contractor adheres to all required standards.
- The Principal, in consultation with School Council, may vary this Policy if circumstances require it.