



NEWHAVEN COLLEGE CLEANING CONTRACT

2018 - 2021

Tender Documents

Tenderers should submit the Tender in a sealed envelope marked 'TENDER FOR CLEANING CONTRACT OF NEWHAVEN COLLEGE PTY LTD' at 1770 Phillip Island Road, PHILLIP ISLAND VIC 3923 before 4:00 PM on Friday 9 March 2018 ('the Tender Closing Date').
Late submission will not be considered.

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I. PRELIMINARIES

1. Newhaven College Pty Ltd (hereinafter called 'the Manager') which operates Newhaven College, 1770 Phillip Island Road, PHILLIP ISLAND VIC 3923 (hereinafter called 'the Campus').
2. The Campus comprises multiple classrooms, offices, staff areas, computer labs, ablutions etc. A complete site plan has been attached, *Appendix A*.
3. The Manager invites professional cleaning companies (hereinafter called 'the Tenderers') to submit a tender for providing first class cleaning services for the Campus' common areas and facilities.
4. Subject to the acceptance of the Tender and any counter offer by the Manager, the successful Tenderer (hereinafter called 'the Contractor') shall under a contract, which consists of Preliminaries, Conditions, Service Schedule, Procedures, Specifications and Form of Tender, clean the common areas and facilities of the Campus.
5. The scope of the Contractor's services shall cover all common areas and facilities of the Campus. All Tenderers are advised to understand the Campus' layout carefully before submitting Tender. The Tenderers may be invited to attend an interview before a decision on selecting the Contractor can be made by the Manager.
6. The Manager is not obliged to accept the lowest or any tender submitted by the Tenderers. All tenders will be assessed via the Selection Criteria as per Schedule VI.
7. Tenderers should submit the Tender in a sealed envelope marked 'TENDER FOR CLEANING CONTRACT OF NEWHAVEN COLLEGE PTY LTD' marked to the attention of the Business Manager at 1770 Phillip Island Road, PHILLIP ISLAND VIC 3923 **before 4:00 PM on Friday 9 March 2018** ('the Tender Closing Date'). Late submission will not be considered.
8. A once-only tour of the Campus will be made available to prospective Tenderers on Saturday 3 March 2018 between 10:00am – 12:00pm.
9. The tender submission must comprise the following documents:
 - a. A completed Form of Tender,
 - b. Information to show the company's experience in providing cleaning services for good quality buildings (such as company brochure, appointment list & reference letter etc),
 - c. Quality Assurance. A quality plan which includes details of the Contractor's proposals for the management and control of quality for the contract. The quality plan shall include, but not be limited to the following;
 - a. Daily inspection plans for all areas of the contracted Services.
 - b. Non-conformance identification and action procedures
 - c. Details of quality personnel and relationships to the company.
 - d. Safety procedures and checklist.
 - e. A full description of each cleaning process, including risk assessment.
 - f. A hazards survey for each work area.

- g. An Occupational Health & Safety Checklist for each cleaning process. (NB. This must also consider those who will be in the vicinity of the cleaning process not just the person(s) performing the process,
 - d. A complete list of chemicals and consumables incorporated into the tender price. Safety Data Sheets for each chemical will also require submission.
- 9. The Tender submission shall also include the full set of tender documents which are:
 - I. Preliminaries
 - II. Conditions
 - III. Service Schedule
 - IV. General Procedures
 - V. Specifications
 - VI. Selection Criteria

II. CONDITIONS

1. DEFINITIONS

In these Conditions:

‘Contractor’ means the entity that was successful in the tender process and has taken on all the rights and responsibilities of the contract.

‘Supervisor’ means the natural person from time to time and for the time being appointed by the Contractor and who shall be deemed to be the agent of the Contractor;

‘Services’ means the services referred to in Schedule III of these Tender Documents.

2. CONTRACT TERM

- 2.1 The Contract shall be for a term of three (3) years commencing from 16 April 2018 and expiring at midnight 15 April 2021.
- 2.2 If extended, the terms and conditions of this Contract will apply to the extended term save that the Contractor's Remuneration to be paid to the Contractor from the date of any extension will be subject to agreement between the parties.
- 2.3 If at the expiration of the Contract Term this Contract has not been extended, the Manager may extend the Contract Term from month to month by notice in writing to the Contractor and in such event the terms of this Agreement will apply to the Contract Term as extended from time to time, with the necessary changes being made, or the Manager may determine to engage another Contractor.

3. SERVICES

- 3.1 The Contractor shall perform the cleaning services in a workmanlike, conscientious and expeditious manner and to the satisfaction of the Manager. The Contractor shall clean the whole of the premises and perform such other tasks (if any) as shall be agreed upon between the parties.
- 3.2 The Contractor will provide the Services, as specified in Schedule III, on the premises at the Campus during the Contract Term.
- 3.3 The Manager may from time to time request the Contractor (either verbally or in writing) to provide the Services either in respect of an area or at a frequency which is different from that specified in this Agreement. In such event the Contractor shall provide the Services in respect of such other area or at such other frequency and the amount payable to the Contractor shall be as negotiated.
- 3.4 The Contractor shall supply all plant, equipment and materials necessary for the proper performance of the Services, save and except for light, power and water, the reasonable costs of which will be borne by the Manager. All plant, equipment and materials must be fit for purpose, safe and without risk to health.
- 3.5 The Contractor shall perform the services at such times as are directed or required by the Manager. The Contractor shall not accept instructions relative to the contract other than those issued by the Manager. No instructions are to be accepted by the building users. The Contractor shall refer all building users with queries to the Manager.

- 3.6 The Contractor shall ensure that the Services are performed in such a way as to conserve electrical and water resources.
- 3.7 The Contractor shall ensure that the Services are performed so as not to affect, contaminate or disturb any staff, students, teaching materials, student projects or materials, indoor plants, aquariums or other items present in the Campus, whether with any spray, detergent or other cleaning agent or otherwise howsoever.
- 3.8 In any events of emergency or crisis, the Contractor shall provide onsite at least one (1) cleaner to carry out any necessary works. Payment shall be made in accordance with the unit rates quoted by the Contractor as per the Form of Tender.
- 3.9 The Contractor may be required to provide additional cleaner(s) to carry out extra cleaning works from time to time. Additional payments will be made by the Manager as per clause 4.5.

4. PAYMENTS.

- 4.1 The Contractor as consideration for the performance of the services shall be entitled to the annual payment set out in the Form of Tender which shall be paid by twelve (12) monthly instalments each of one twelfth of the Contractor's Remuneration paid in arrears.
- 4.2 Payment of any instalment as provide in subclause 4.1 will only be made upon receipt of a Tax invoice from the Contractor.
- 4.3 Payment will be made within fourteen (14) days of receipt of an invoice unless receipt of the invoice occurs within school holidays. In this instance payment will be made as soon as is possible.
- 4.4 Each claim shall list:
 - 4.4.1 Every item and their respective values for which payment is being claimed, and
 - 4.4.2 Details of variations with the amounts to be added or deducted, reference to variation numbers, and/or descriptions as issued by the Manager, and
 - 4.4.3 A summary of any work requested by the Manager for which payment is being claimed.
- 4.5 Any works carried out over and above the Services listed will not be considered or agreed to for payment unless prior discussion and approval has been issued by the Manager.
- 4.6 As GST has application to any supply made under this Contract, the Contractor may, in addition to any amount or consideration expressed as payable elsewhere in this Agreement, subject to issuing a valid tax invoice, recover from the Manager an additional amount for the supply by the prevailing GST rate.

'GST' means a goods and services tax or any similar tax imposed in Australia.

- 4.7 Notwithstanding any other provision in this Agreement if the imposition of a GST or any subsequent change in the GST law is accompanied by or undertaken in connection with the abolition of or reduction in any existing taxes (including income tax), duties or statutory charges ('Taxes'), the consideration (excluding any GST) payable by the Manager for any supply made under this Agreement will be reduced by the same proportion as the actual total costs of the Contractor (including any Taxes but excluding any input GST paid or payable by the Contractor) are reduced as a consequence of the abolition of or

reduction in Taxes, whether directly by way of the abolition of or reduction in Taxes paid or payable by the Contractor to its suppliers or to any government, or indirectly by way of a reduction in the prices (excluding any GST) charged by suppliers to the Contractor.

- 4.8 The contract sum is not subject to Rise and Fall. No adjustments will be made to compensate for variations in labour, material and other costs through the course of the contract period unless submitted in writing and negotiated with the Manager.

5. PERSONNEL AND NATURE OF RELATIONSHIP.

- 5.1 The Contractor will from time to time provide the Manager with the full names and addresses of all persons whom the Contractor proposes to employ in the performance of the Services. The Manager may advise the Contractor if he/she considers that any such person is in the Manager's opinion unsuitable and in such event the Contractor shall not employ such person in the performance of the Services, nor shall the Contractor permit such person to remain at the Campus.
- 5.2 The Contractor shall ensure that only persons reasonably required for the performance of the Services are on the grounds of the Campus.
- 5.3 The Contractor shall ensure that all persons employed by it for the performance of the Services are:
- (a) paid and employed in accordance with the conditions appropriate to the position of employment.
 - (b) aware of safe work practices and perform the services in accordance with the *Occupational Health and Safety Act 2004* and the regulations made thereunder.
- 5.4 The Contractor acknowledges that it is solely responsible for the payment of all wages and other remuneration to its employees and further that it is solely responsible for the deduction and payment to the appropriate authority of all payroll, group, income, fringe benefits and other taxes whatsoever and superannuation and payment of other deductions authorised by its employees.
- 5.5 The relationship between the parties is that of principal and independent contractor and nothing contained herein shall constitute between them the relationship of partners or of employer and employee or of principal and agent.
- 5.6 The Contractor shall provide clean and tidy uniforms for all employees including personal name badges. The uniform must be worn by all employees who are engaged to carry out the works under such Contract. The Contractor shall also provide all necessary protective clothing as required to safely perform the Service.
- 5.7 All cleaners should be observant, keen, alert, efficient, willing and pleasant. Adequate training for the cleaners must be provided by the Supervisor to guarantee a high cleaning standard.
- 5.8 The Contractor shall provide and ensure that all site personnel attend a site induction session before commencing work on the site for the first time. The site induction shall advise site personnel of site safety, security, chemical use, conduct and any other relevant matters.

- 5.9 All staff must undergo induction prior to commencing on site. Proof of training to be submitted to the Manager prior to commencing on site.

6. APPROVED PERSONS.

- 6.1 The Contractor shall not employ or engage any person in carrying out the work or permit any person to participate in carrying out the work:
- 6.1.1 who is not an approved person; or
 - 6.1.2 who has been convicted of an indictable offence; or
 - 6.1.3 who the Manager has previously required the Contractor not to employ or engage, or
 - 6.1.4 who has not completed a Certificate II in Cleaning Operations (or equivalent qualification), or
 - 6.1.5 who does not hold a current applicable Working With Children's Check (WWCC) card, and
 - 6.1.6 who cannot produce a valid National Police Clearance within two (2) years of the current date.
- 6.2 For the purposes of this contract an 'approved person' is one whose employment or engagement in carrying out the work IS acceptable to the Manager.

7. CONTRACTOR TO BE REPRESENTED.

- 7.1 The Contractor shall whilst work is being performed otherwise than under the personal supervision of the Contractor (being a natural person) have a Supervisor stationed at the premises to receive instructions and to represent the Contractor for all the purposes of this Contract.
- 7.2 In the immediate absence of the Supervisor, the Manager reserves the right to give working instruction directly to the Contractor's employees.
- 7.3 The Contractor, or their representative, may be required to attend and participate in meetings with the Manager and provide information as required in relation to carrying out the Service.

8. ACCESS TO PREMISES

Access to the premises shall not be deemed to give the Contractor an uninterrupted right of access thereto but merely a limited right of access sufficient to enable the Contractor to carry out the Services as agreed.

9. QUALITY OF WORK.

Any work not executed in accordance with the requirements of this Agreement shall upon written instructions to that effect being given to the Contractor be altered and amended forthwith by and at the cost of the Contractor.

10. PROHIBITION ON ASSIGNING/SUB-CONTRACTING.

The Contractor shall not without the written consent of the Manager

- 10.1 assign this Agreement in whole or in part or any interest or benefit therein;
- 10.2 subcontract the work in whole or in part;

and the Manager shall be under no obligation whatsoever to give any such consent.

11. OBLIGATIONS OF CONTRACTOR.

11.1 Accident Compensation.

To the extent that the Contractor engages or employs persons in the performance of its obligations under this Contract, it shall:

- 11.1.1 comply with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* and the *Occupational Health and Safety Act 2004*, regulations made thereunder or any Statutory modification
- 11.1.2 insure against its liability to pay compensation (whether under Statute or otherwise) to workers so employed.

11.2 Contractor's Liability

The Contractor will indemnify the Board and NEWHAVEN COLLEGE PTY LTD and will keep the Board and NEWHAVEN COLLEGE PTY LTD indemnified from and against any claim, demand, action, suit or proceeding that may be made or brought by any person against the Manager in respect of any personal injury to or the death of any person whomsoever or the loss of or any damage to any property whatsoever arising out of or as a consequence of the provision of the Services by the Contractor.

11.3 Insurance

The Contractor shall maintain the following insurance policies, keeping them current until the termination date, as per subclause 2.1, and provide evidence of their currency to the Manager within three (3) working days upon request;

- Workcover insurance
- Public Liability insurance (to a minimum value of \$20 million)
- Motor Vehicle insurance

11.4 Requirements of Law

Throughout the continuance of the Contract the Contractor shall conform at the Contractor's own cost and expense with all Acts both Federal and State and all Regulations, By-laws, Ordinances or Orders made thereunder and the lawful requirements of any Public, Municipal or other authority so far as the same may affect or apply to the Contractor, and the Contractor shall keep indemnified the Manager and NEWHAVEN COLLEGE PTY LTD from and against all actions, costs, charges, claims and demands in respect thereof.

12. TERMINATION.

12.1 If the contractor:

- 12.1.1 uses or employs materials and/or equipment in carrying out the work other than those specified or by this Agreement required or executes any part of the work otherwise than in the manner and to the standard required and fails to rectify the same; or
- 12.1.2 wholly suspends the carrying out of the work; or
- 12.1.3 fails to proceed with the work regularly and diligently; or
- 12.1.4 defaults in the performance of its obligations under this Contract and has failed to rectify such default within five (5) days of receiving written notice from the Manager specifying the default and requiring rectification thereof; or
- 12.1.5 having been given a notice, commits the same or a similar breach of the same or a similar term of the Contract; or
- 12.1.6 if the Contractor becomes bankrupt or enters into any composition or arrangement with creditors or being a company shall enter into liquidation whether voluntary or compulsory (save for the purpose of amalgamation or reconstruction);
- 12.1.7 then and in any such case it shall be lawful for the Manager by notice in writing to determine this Agreement.

12.2 Upon the service of notice referred to in 12.1.7 this Agreement shall be determined and the Contractor shall thereafter have no claim to payment in respect of the work other than such as has been properly completed prior to the giving of such notice and is unpaid for but which nevertheless shall be subject to the Manager's right to retain the same or such part thereof as the Manager shall think proper as against the Contractor's liability to the Manager hereunder and the exercise by the Manager of its rights hereunder shall for all purposes be without prejudice to any other rights consequent upon the Contractor's breach which are available by virtue of this Contract or at law or in equity to the Manager.

12.3 Notwithstanding anything to the contrary herein elsewhere contained this Contract may be determined by either party not then being in default hereunder upon the expiry of not less than 30 days' written notice of such determination given to the other party.

12.4 A termination by the Manager under sub clause 12.2 or 12.3 does not entitle the Contractor to be paid any moneys whether by way of compensation or otherwise (other than payments due for services duly performed in accordance with this Agreement prior to the date of termination).

13. SECURITY

13.1 The Contractor shall ensure that all electric lights and appliances (except computers) and all water taps are turned off immediately after use and in any event before leaving the premises unless otherwise instructed. The Contractor shall also ensure that all doors, windows, and gates are closed when leaving an area and that all external windows and doors are closed and securely locked, and that the security system has been properly activated when leaving the premises.

13.2 Any keys/swipe cards provided to the Contractor for personnel use must be exclusively retained by the Supervisor upon the completion of the daily service. Any lost/stolen keys

must be reported to the Manager immediately. The Manager shall take all reasonable steps to secure the facility. All costs associated with this will be at the Contractor's expense.

- 13.3 Any items found to be discarded by students or staff is to remain as such. Under no circumstances is any item which is perceived to be of value to another individual to be removed from the rubbish. It should be discarded as per all waste.

14. RESTRICTION UPON ENTRY.

The Contractor shall ensure that access to the premises is restricted to staff directly employed or engaged in performing the work.

15. VARIATIONS.

- 15.1 The Manager may, at any time, direct a variation of Service in writing to be approved by both parties. The Contractor shall carry out and be bound by any such variation. A variation may involve any, or all of, an increase or decrease in, omission from, or change in, the character or quality of Service, and if work is omitted, the Manager may have the omitted work carried out by others.

- 15.2 The Contractor shall only be entitled to payment in respect of any variation if it is either an increase in the works or a change in the character of the quality of the Service and then only if it has been first requested in writing by the Manager to assess the variation within seven (7) days giving notice of the impact of the variation on the contract price and has then been instructed in writing by the Manager to proceed with the variation.

16. HAZARDOUS MATERIALS

- 16.1 ALL materials, articles or substances brought onto the site by the Contractor which pose any fire, health or explosion risk must be used in accordance with all the current regulations and full details must be presented to the Manager by means of a Hazardous Materials Register.

- 16.2 The Manager shall provide safe storage and handling of all such hazardous materials in accordance with all the relevant regulations. It is the Contractor's responsibility to ensure safe segregation of chemical classes, the provision of bunding, physical security and the issue of MSDS's prior to use.

Adequate measures are to be taken to contain any potential spillage including the on-site availability of materials to contain and clean up spills.

- 16.3 The Contractor is responsible to clean up and make good any damage (both direct and consequential) from any such leaks and spills.

- 16.4 Campus grounds and storm water drains are not to be used for disposal of any hazardous waste.

- 16.5 The Contractor will properly dispose of all solid, liquid and gaseous contaminants in accordance with statutory and contractual requirements. The Contractor will handle refuse in a manner so as to confine the material completely and prevent dust emission etc.

17. STORAGE ROOM.

Space for temporary storage of items required under this contract will be provided within the site upon request. The Contractor will discuss with the Manager, for its consideration, any additional storage facility requirements which may be required. The Manager will take no responsibility for any loss or damage to stored items.

18. MANAGER.

18.1 All work under this Agreement is to be carried out to the satisfaction of the Manager. The Manager shall have the right to: -

- 18.1.1 arrange to have work in respect of which default has been made or performed by others, or
- 18.1.2 assess the fair and reasonable cost of performance of the work in respect of which default has been made and any moneys expended by the Manager under clause 18.1 .1. or assessed under this clause shall be recoverable from the Contractor and may be deducted from any moneys payable to the Contractor under this Contract, or
- 18.1.3 withhold any instalment or instalments of the Contractor's Remuneration until such time as the work on any part thereof has been carried out to the satisfaction of the Manager.

19. GOVERNING LAW

This Agreement shall be construed and take effect in accordance with the laws of the State of Victoria. Each party submits to the jurisdiction of the Courts of that State including all Courts of Appeal therefrom and this clause may be pleaded as a bar to action or suit brought in any Court in any other place in the world.

20. WAIVER.

- 20.1 A waiver of any provision of this Agreement must be in writing.
- 20.2 No waiver by one party of one breach of a term or condition contained in this Contract shall operate as a waiver of another breach of the same or of any other term or condition contained in this Contract.
- 20.3 No forbearance, delay or indulgence by one party in enforcing the provisions of this Agreement shall prejudice or restrict the rights of that party.

21. NOTICES.

21.1 Any notice or other communication to or by any party shall be:

- 21.1.1 in writing addressed to the other party at its respective address appearing in this Agreement.
- 21.1.2 signed on behalf of the sender.
- 21.1.3 deemed to be duly given or made in the case of delivery in person, when delivered, or in the case of delivery by post, on the third day after posting.

22. HOURS

- 22.1 The main contract cleaning to be done between 4:00pm to 8:30pm Monday to Friday unless there are extra-curricular activities taking place that require cleaning.
- 22.2 Term break cleaning between 7:00am to 4:00pm for the main campus. Occupied office areas to be cleaned from 4:00pm onwards.
- 22.3 All work to be carried out at times which do not impact on curriculum activities ie. classrooms to be cleaned after 4pm each day.
- 22.4 Weekend cleaning within the Campus' events calendar and through the direction of the Manager.
- 22.5 Work shall not be performed on Good Friday or Christmas day. The Manager must be informed of any intention of working on weekends or Public Holidays.
- 22.6 Any variation to normal working hours during the currency of the contract shall not be permitted, without the prior written approval of the Manager.
- 22.7 The Campus, its staff, students and the public will remain in continuous occupation or in close proximity to cleaning areas during the contract period and continue to conduct their normal business and other activities during this time.
- 22.8 There shall be no interruption or cessation of such business activities and trading hours during the contract period, unless agreed to in writing by the Manager.
- 22.9 The Contractor shall take all steps to ensure that the Campus' activities are subject to the least practicable interruption and to the utmost safety. The Contractor shall inform itself regarding the Campus' normal business trading hours and daily activities including weekends and public holidays and calendar and annual events. The Manager will discuss access to the official Newhaven College Calendar of events for the contract period, including wherever possible the schedule for after-hours events. It is the responsibility of the Contractor to ensure they check the calendar daily to organise their cleaning schedule accordingly.

23. RESTRICTIONS

- 23.1 Use of radios or similar noise producing entertainment devices are not permitted so as not to disturb school activities unless attached to personal earphones.
- 23.2 Campus equipment is for the sole use of the Campus and is not to be interfered with. The Contractor shall notify all site personnel of this requirement and will be responsible for its compliance.
- 23.3 Smoking is prohibited on the Campus grounds, within the buildings or directly outside the gates of the Campus.
- 23.4 Male cleaning staff are only to use male toilets for rest breaks and are to only access student and female toilets to perform cleaning services after 5:00pm. Appropriate signage must be evident.
- 23.5 No pets, including dogs are permitted on site.

23.6 Alcohol and illicit drugs must not be brought onto or consumed on campus. Any person affected by either will be asked to leave the site immediately and not return.

24. OCCUPATIONAL HEALTH AND SAFETY

24.1 Any accident or near miss incident sustained by an employee of the Contractor, student of the Campus, staff member of the Campus, or member of the public must be reported immediately to the Manager and the correct paperwork (ie. Incident report) to be completed. Incident reports can be obtained from the Manager.

24.2 The Campus' Occupational Health and Safety (OHS) Officers are authorised to carry out periodic inspections of all work sites on Campus premises covering all aspects of health and safety. The Contractor will be informed through the Manager of any OHS matters, hazards, defects or any other issue related to site condition.

24.3 The Contractor shall inform the Manager immediately of any provisional improvement notices or any other direction issued by a OHS Officer connected with work being undertaken for the Campus. This will also apply to any notices issued by an inspector from Worksafe Victoria.

24.4 The Contractor shall be solely responsible for the security of its plant, tools and equipment. The Manager will not accept any liability for stolen, lost or damaged property, which is the property of the Contractor, or of the Contractor's trade contractors or suppliers.

24.5 When requested, submit the complete copy of the Contractor's OHS Management System documentation which must include as a minimum:

24.5.1 Occupational Health and Safety Policy and responsibilities

24.5.2 Contractor's organisational structure and responsibilities

24.5.3 Safe Work Practices and Procedures

24.5.4 Occupational Health and Safety induction and training

24.5.5 Occupational Health and Safety audit and inspection procedures

24.5.6 Occupational Health and Safety consultation procedures

24.5.7 Occupational Health and Safety performance monitoring

25. CONFIDENTIAL INFORMATION

The Contractor shall not disclose any confidential information provided by the school in connection with the contract to any third persons, without the approval of the Manager, or unless it is required to be disclosed in accordance with the law or to perform the Service.

III. SERVICE SCHEDULE

Junior School					
DESCRIPTION OF SERVICES	DAILY	WEEK	F/NTLY	MONTH	TERM
Sweep external entrance to building	Not included				
Clean glass entrance doors - inside & out x 2 sets	<input checked="" type="checkbox"/>				
Remove Cobwebs from internal and external entrances		<input checked="" type="checkbox"/>			
Disinfect and clean ALL door handles	<input checked="" type="checkbox"/>				
Vacuum air lock (no mopping required area is carpet)	<input checked="" type="checkbox"/>				
Vacuum carpeted entrance	<input checked="" type="checkbox"/>				
Dust skirting boards, Picture frames, internal sills & ledges			<input checked="" type="checkbox"/>		
Dust & damp wipe Reception desk façade and counter	<input checked="" type="checkbox"/>				
Clean only cleared desk	<input checked="" type="checkbox"/>				
Vacuum entrance carpet	<input checked="" type="checkbox"/>				
Vacuum common areas carpet	Spot-clean MON-THU. Thorough FRI.				
Dust skirting boards, Picture frames, internal sills & ledges	<input checked="" type="checkbox"/>				
External					
Sweep undercover walkways removing all rubbish	Not included				
Pick any obvious litter found around building	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Remove Cobwebs from external windows, glass & entrances			<input checked="" type="checkbox"/>		
Clean and disinfect drinking trough, remove rubbish from drains.		<input checked="" type="checkbox"/>			
Offices & Meeting Rooms					
Clean door glass both sides removing smudges & finger prints	M/W/F				
Vacuum carpet including under desks and chairs	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Clean cleared desks only		<input checked="" type="checkbox"/>			
Dust window sills, ledges, skirting boards & ceiling vents		<input checked="" type="checkbox"/>			
Tea/Coffee Facility					
Vacuum and wet mop hard floor including under tables & chairs	<input checked="" type="checkbox"/>				
Machine scrub floor				<input checked="" type="checkbox"/>	
Damp wipe and disinfect sinks & bench tops	M/W/F				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Dust window sills & ledges		<input checked="" type="checkbox"/>			
Staff Toilets					
Sweep & wet mop; hard floors	<input checked="" type="checkbox"/>				
Clean and disinfect bowls, lids, cisterns, sink & taps	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Replenish soap, toilet paper & hand towels	<input checked="" type="checkbox"/>				
Damp wipe & disinfect cubicle walls & doors		<input checked="" type="checkbox"/>			
Clean mirror removing smudges	<input checked="" type="checkbox"/>				
Disinfect all door handles	<input checked="" type="checkbox"/>				
Dust and clean door & ceiling vents		<input checked="" type="checkbox"/>			
Common Area					
Vacuum Assembly Area including under tables, chairs, bins	Spot-clean MON-THU. Thorough FRI.				
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Clean large sliding doors including edges & ledges	<input checked="" type="checkbox"/>				
Dust high windows, sills & ledges				<input checked="" type="checkbox"/>	

Junior School (cont...)					
DESCRIPTION OF SERVICES	DAILY	WEEK	F/NTLY	MONTH	TERM
Student Toilets					
Sweep & wet mop; hard floors	<input checked="" type="checkbox"/>				
Clean and disinfect bowls, lids, cisterns, sink, toughs & taps	<input checked="" type="checkbox"/>				
Clean and descale urinals.	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Replenish soap, toiletry paper & hand towels	<input checked="" type="checkbox"/>				
Damp wipe & disinfect cubicle walls & doors		<input checked="" type="checkbox"/>			
Clean mirror removing smudges	<input checked="" type="checkbox"/>				
Disinfect all door handles	<input checked="" type="checkbox"/>				
Dust and clean door & ceiling vents	<input checked="" type="checkbox"/>				
Ten (10) Classrooms, Music Room					
Clean door glass removing finger prints & smudges	M/W/F				
Vacuum classroom/Breakout room floor including under desks, tables & chairs	Spot-clean MON-THU. Thorough FRI.				
Clean and disinfect table tops					<input checked="" type="checkbox"/>
Clean and disinfect chairs					<input checked="" type="checkbox"/>
Wet mop wet area	<input checked="" type="checkbox"/>				
Clean sink & taps including surrounds	<input checked="" type="checkbox"/>				
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Clean whiteboard/glass board of all marks					<input checked="" type="checkbox"/>
Dust window sills, ledges, skirting boards, Ceiling vents		<input checked="" type="checkbox"/>			
Three (3) Music Studios & Special Ed room					
Clean door glass removing finger prints & smudges	M/W/F				
Vacuum carpet including under chairs, desks and bins	Spot-clean MON-THU. Thorough FRI.				
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Dust window sills, ledges, skirting boards, Ceiling vents			<input checked="" type="checkbox"/>		

Middle School					
DESCRIPTION OF SERVICES	DAILY	WEEK	F/NTLY	MONTH	TERM
Sweep external entrance to building	Not included				
Clean glass entrance doors - inside & out x 2 sets	<input checked="" type="checkbox"/>				
Remove cobwebs from internal and external entrances		<input checked="" type="checkbox"/>			
Disinfect and clean ALL door handles	<input checked="" type="checkbox"/>				
Vacuum air lock (no mopping required area is carpet)	<input checked="" type="checkbox"/>				
Dust skirting boards, picture frames, internal sills & ledges			<input checked="" type="checkbox"/>		
Clean sliding reception window	<input checked="" type="checkbox"/>				
Clean windows removing finger prints & smudges		<input checked="" type="checkbox"/>			
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Dust & damp wipe Reception desk façade and counter	<input checked="" type="checkbox"/>				
Clean only cleared desk	<input checked="" type="checkbox"/>				
Vacuum entrance carpet including under desks, bench tops & chairs	<input checked="" type="checkbox"/>				
Vacuum common areas carpet	Spot-clean MON-THU. Thorough FRI.				
Dust skirting boards, picture frames, internal sills & ledges			<input checked="" type="checkbox"/>		
External					
Sweep undercover walkways removing all rubbish	Not included				
Pick any litter found around building	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Dust external window sills, door frames and ledges			<input checked="" type="checkbox"/>		
Remove cobwebs from external windows, glass & entrances		<input checked="" type="checkbox"/>			
Clean and disinfect drinking trough, remove rubbish from drains.		<input checked="" type="checkbox"/>			
Offices & Meeting Rooms					
Clean door glass both sides removing finger prints	<input checked="" type="checkbox"/>				
Vacuum carpet including under desks, chairs & bins	Spot-clean MON-THU. Thorough FRI.				
Wipe clean tables & cleared desks	Not included				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Dust window sills, ledges, skirting boards & ceiling vents			<input checked="" type="checkbox"/>		
Staff Toilets Male/Female/Disabled					
Sweep & wet mop; hard floors	<input checked="" type="checkbox"/>				
Clean and disinfect bowls, lids, cisterns, sink & taps	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Replenish soap, toiletry paper, hand towels & air freshener	<input checked="" type="checkbox"/>				
Damp wipe & disinfect cubicle walls & doors		<input checked="" type="checkbox"/>			
Clean mirror removing smudges	<input checked="" type="checkbox"/>				
Dis-infect all door handles	<input checked="" type="checkbox"/>				
Dust and clean door & ceiling vents			<input checked="" type="checkbox"/>		
Assembly Area					
Vacuum Assembly Area	Spot-clean MON-THU. Thorough FRI.				
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Clean large sliding doors including edges & ledges		<input checked="" type="checkbox"/>			
Dust high windows, sills, ledges & Monitors				<input checked="" type="checkbox"/>	
Wipe clean locker façade		<input checked="" type="checkbox"/>			

Middle School (cont...)					
DESCRIPTION OF SERVICES	DAILY	WEEK	F/NTLY	MONTH	TERM
Student Toilets					
Sweep & wet mop; hard floors	<input checked="" type="checkbox"/>				
Clean and disinfect bowls, lids, cisterns, sink, toughs & taps	<input checked="" type="checkbox"/>				
Clean and descale urinals.	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Replenish soap, toiletry paper & hand towels	<input checked="" type="checkbox"/>				
Damp wipe & disinfect cubicle walls & doors		<input checked="" type="checkbox"/>			
Clean mirror removing smudges	<input checked="" type="checkbox"/>				
Disinfect all door handles	<input checked="" type="checkbox"/>				
Dust and clean door & ceiling vents			<input checked="" type="checkbox"/>		
Eleven (11) Classrooms					
Clean door glass removing finger prints & smudges	Spot-clean MON-THU. Thorough FRI.				
Vacuum classroom including under desks, tables & chairs	Spot-clean MON-THU. Thorough FRI.				
Clean and disinfect table tops					<input checked="" type="checkbox"/>
Clean and disinfect chairs					<input checked="" type="checkbox"/>
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Dust window sills, ledges, skirting boards, Ceiling vents			<input checked="" type="checkbox"/>		
Clean whiteboard/glass board of all marks					<input checked="" type="checkbox"/>
First Aid Room					
Vacuum and wet mop hard floor including under beds & desks	<input checked="" type="checkbox"/>				
Machine scrub floor				<input checked="" type="checkbox"/>	
Replace soap, & hand towels as required	<input checked="" type="checkbox"/>				
Dust window sills & ledges		<input checked="" type="checkbox"/>			
Clean and disinfect bowls, lids, cisterns, sink, toughs & taps	<input checked="" type="checkbox"/>				
Clean & disinfect shower wall, floor, taps & shower head	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Replenish soap, toiletry paper & hand towels	<input checked="" type="checkbox"/>				
Damp wipe & disinfect cubicle walls & doors		<input checked="" type="checkbox"/>			
Clean mirror removing smudges	<input checked="" type="checkbox"/>				
Dust and clean door & ceiling vents			<input checked="" type="checkbox"/>		
Two (2) Staff rooms					
Clean door glass removing finger prints & smudges		<input checked="" type="checkbox"/>			
Vacuum carpet including under chairs, desks and bins	Spot-clean MON-THU. Thorough FRI.				
Damp wipe and disinfect sinks & bench tops	M/W/F				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Dust window sills & ledges		<input checked="" type="checkbox"/>			
Two (2) Music Rooms					
Clean door glass removing finger prints & smudges	<input checked="" type="checkbox"/>				
Vacuum carpet including under chairs, desks and bins	Spot-clean MON-THU. Thorough FRI.				
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Dust window sills, ledges, skirting boards, Ceiling vents			<input checked="" type="checkbox"/>		

Middle School (cont...)					
DESCRIPTION OF SERVICES	DAILY	WEEK	F/NTLY	MONTH	TERM
Art room					
Clean door glass removing finger prints & smudges		<input checked="" type="checkbox"/>			
Sweep including under tables, benches & stools	<input checked="" type="checkbox"/>				
Wet mop floor including under tables, benches & stools	M/W/F				
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Clean trough removing debris from drains	<input checked="" type="checkbox"/>				
Replace hand towels & soap	<input checked="" type="checkbox"/>				
Dust window sills, ledges, skirting boards, Ceiling vents			<input checked="" type="checkbox"/>		
Clean whiteboard/glass board of all marks					<input checked="" type="checkbox"/>
Science Room					
Clean door glass removing finger prints & smudges		<input checked="" type="checkbox"/>			
Sweep including under tables, benches & stools	<input checked="" type="checkbox"/>				
Wet mop floor including under tables, benches & stools	M/W/F				
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Clean and disinfect sinks & troughs removing any loose debris	<input checked="" type="checkbox"/>				
Wipe clean bench tops & table tops	<input checked="" type="checkbox"/>				
Dusts stool & chair legs		<input checked="" type="checkbox"/>			
Clean whiteboard/glass board of all marks					<input checked="" type="checkbox"/>
Science Prep Room					
Clean door glass removing finger prints & smudges		<input checked="" type="checkbox"/>			
Sweep including under tables, benches & stools	<input checked="" type="checkbox"/>				
Wet mop floor including under tables, benches & stools	M/W/F				
Empty general rubbish bin & replace liners	<input checked="" type="checkbox"/>				

Year 9					
DESCRIPTION OF SERVICES	DAILY	WEEK	F/NTLY	MONTH	TERM
Disinfect and clean ALL door handles	<input checked="" type="checkbox"/>				
Clean glass entrance doors and window surrounds removing finger prints & smudges	<input checked="" type="checkbox"/>				
Sweep/Vacuum concrete walkway including under tables & desks	<input checked="" type="checkbox"/>				Scrub
Clean reception glass & windows including sills & ledges	<input checked="" type="checkbox"/>				
Clean only cleared reception desk		<input checked="" type="checkbox"/>			
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Vacuum carpet including under desks & chairs	Spot-clean MON-THU. Thorough FRI.				
Offices					
Clean door glass removing all finger prints & smudges		<input checked="" type="checkbox"/>			
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Clean cleared desks only		<input checked="" type="checkbox"/>			
Vacuum carpet including under desks & chairs	Spot-clean MON-THU. Thorough FRI.				
Dust window sills, monitors & ledges		<input checked="" type="checkbox"/>			
Staff Office & Staff Room					
Clean door glass removing all finger prints & smudges	M/W/F				
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Clean cleared desks only		<input checked="" type="checkbox"/>			
Wipe clean & disinfect tables & bench tops (if clear)	<input checked="" type="checkbox"/>				
Vacuum carpet including under desks & chairs	Spot-clean MON-THU. Thorough FRI.				
Dust window sills, monitors & ledges		<input checked="" type="checkbox"/>			
Staff Toilets Male/Female/Disabled					
Sweep & wet mop; hard floors	<input checked="" type="checkbox"/>				
Clean and disinfect bowls, lids, cisterns, sink & taps	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Replenish soap, toiletry paper, hand towels & air freshener	<input checked="" type="checkbox"/>				
Damp wipe & disinfect cubicle walls & doors		<input checked="" type="checkbox"/>			
Clean mirror removing smudges	<input checked="" type="checkbox"/>				
Dis-infect all door handles	<input checked="" type="checkbox"/>				
Dust and clean ceiling vents			<input checked="" type="checkbox"/>		
Student Toilets					
Sweep & wet mop; hard floors	<input checked="" type="checkbox"/>				
Clean and disinfect bowls, lids, cisterns, sink, troughs & taps	<input checked="" type="checkbox"/>				
Clean and descale urinals.	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Replenish soap, toiletry paper & hand towels	<input checked="" type="checkbox"/>				
Damp wipe & disinfect cubicle walls & doors		<input checked="" type="checkbox"/>			
Clean mirror removing smudges	<input checked="" type="checkbox"/>				
Dis-infect all door handles	<input checked="" type="checkbox"/>				
Dust and clean door & ceiling vents			<input checked="" type="checkbox"/>		
Kitchenette					
Clean kitchen sink & taps, remove any loose debris in sink	Tue/Thu				
Replace soap and hand towels as required	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
External BBQ Area					
Sweep & wet mop tiled BBQ area				<input checked="" type="checkbox"/>	
Pick any litter found around building	<input checked="" type="checkbox"/>				
Remove all loose rubbish and debris		<input checked="" type="checkbox"/>			

Year 9 (cont...)					
DESCRIPTION OF SERVICES	DAILY	WEEK	F/NTLY	MONTH	TERM
Ten (10) Classrooms, Two (2) Breakout Rooms, Work Room					
Clean door glass removing finger prints & smudges	M/W/F				
Vacuum classroom/Breakout room floor including under desks, tables & chairs	Spot-clean MON-THU. Thorough FRI.				
Clean and disinfect table tops					<input checked="" type="checkbox"/>
Clean and disinfect chairs					<input checked="" type="checkbox"/>
Wet mop wet area	<input checked="" type="checkbox"/>				
Clean sink & taps including surrounds	<input checked="" type="checkbox"/>				
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Clean whiteboard/glass board of all marks					<input checked="" type="checkbox"/>
Dust window sills, ledges, skirting boards, Ceiling vents		<input checked="" type="checkbox"/>			
GENERAL CLEANING TASKS					
Remove external cobwebs from main entrances in all buildings including lights fittings			<input checked="" type="checkbox"/>		
Wipe clean accessible external window sills & ledges				<input checked="" type="checkbox"/>	
Clean and disinfect external drinking fountains including taps, removing all loose debris		<input checked="" type="checkbox"/>			
Clean professionally all external high & low glass & windows. Including fly wire removal, cleaning & replacement					<input checked="" type="checkbox"/>
Clean all low level external windows & glass					<input checked="" type="checkbox"/>
Sweep all undercover walk ways	Not included				
Wipe clean & disinfect external bins - inside & out					<input checked="" type="checkbox"/>
Machine scrub all internal tiled, non slip & concrete floors					<input checked="" type="checkbox"/>
Machine scrub all staff & student toilet floors					<input checked="" type="checkbox"/>
Steam clean all common areas carpet				6 MTHS	
Steam clean classrooms & Office carpet				6 MTHS	
Clean and dust around all internal & external EXIT signs				<input checked="" type="checkbox"/>	
Dust all door grills				<input checked="" type="checkbox"/>	
Empty staff room fridge's & freezers - defrost & disinfect - turn back on				6 MTHS	
Clean whiteboard/glass board of all marks					<input checked="" type="checkbox"/>

Pavilion					
DESCRIPTION OF SERVICES	DAILY	WEEK	F/NTLY	MONTH	TERM
External					
Clean glass entrance doors - inside & out x 2 sets		<input checked="" type="checkbox"/>			
Pick any litter found around building	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Dust external window sills, door frames and ledges		<input checked="" type="checkbox"/>			
Remove cobwebs from external windows, glass & entrances			<input checked="" type="checkbox"/>		
Sweep main corridor	<input checked="" type="checkbox"/>				
Change Rooms & Toilets					
Sweep & wet mop; hard floors	<input checked="" type="checkbox"/>				
Clean and disinfect bowls, lids, cisterns, sink & taps	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Replenish soap, toilet paper & hand towels	<input checked="" type="checkbox"/>				
Damp wipe & disinfect cubicle walls & doors		<input checked="" type="checkbox"/>			
Clean mirror removing smudges	<input checked="" type="checkbox"/>				
Disinfect all door handles	<input checked="" type="checkbox"/>				
Dust and clean door & ceiling vents		<input checked="" type="checkbox"/>			
Staff Office					
Clean door glass both sides removing smudges & finger prints	M/W/F				
Vacuum / sweep floor including under desks and chairs	Spot-clean MON-THU. Thorough FRI.				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Clean cleared desks only		<input checked="" type="checkbox"/>			
Dust window sills, ledges, skirting boards & ceiling vents		<input checked="" type="checkbox"/>			
TOP FLOOR					
Vacuum / sweep floor including under tables and chairs	<input checked="" type="checkbox"/>				
Tables cleaned by canteen staff and chairs stacked each day	NOT INCLUDED				
Machine Scrub					<input checked="" type="checkbox"/>

Admin					
DESCRIPTION OF SERVICES	DAILY	WEEK	F/NTLY	MONTH	TERM
Sweep external entrance to building	Not included				
Clean glass entrance doors - inside & out	<input checked="" type="checkbox"/>				
Remove cobwebs from internal and external entrances		<input checked="" type="checkbox"/>			
Disinfect and clean ALL door handles	<input checked="" type="checkbox"/>				
Vacuum air lock (no mopping required area is carpet)	<input checked="" type="checkbox"/>				
Clean windows removing finger prints & smudges		<input checked="" type="checkbox"/>			
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Dust & damp wipe reception desk façade and counter	<input checked="" type="checkbox"/>				
Vacuum entrance carpet including under desks, bench tops & chairs	<input checked="" type="checkbox"/>				
Vacuum common areas carpet	Spot-clean MON-THU. Thorough FRI.				
Dust skirting boards, picture frames, internal sills & ledges			<input checked="" type="checkbox"/>		
External					
Sweep undercover walkways removing all rubbish	Not included				
Pick any litter found around building	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Dust external window sills, door frames and ledges			<input checked="" type="checkbox"/>		
Remove cobwebs from external windows, glass & entrances		<input checked="" type="checkbox"/>			
Clean and disinfect drinking trough, remove rubbish from drains.		<input checked="" type="checkbox"/>			

Admin (cont...)					
DESCRIPTION OF SERVICES	DAILY	WEEK	F/NTLY	MONTH	TERM
Principal's Office					
Clean door glass both sides removing finger prints	<input checked="" type="checkbox"/>				
Vacuum carpet including under desks, chairs & bins	<input checked="" type="checkbox"/>				
Clean cleared desks only	<input checked="" type="checkbox"/>				
Dust monitor, keyboard and phone handset		<input checked="" type="checkbox"/>			
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Dust window sills, ledges, skirting boards & ceiling vents		<input checked="" type="checkbox"/>			
Board room & Kitchenette (Check daily and clean as required)					
Remove any rubbish					
Clean the bench and sink in the kitchenette					
Wipe the cupboard door fronts					
Dust window sills, ledges, skirting boards & ceiling vents					
Wipe the board room table and chairs					
Vacuuming and/or mop throughout					
Offices					
Clean door glass both sides removing finger prints	<input checked="" type="checkbox"/>				
Vacuum carpet including under desks, chairs & bins	Spot-clean MON-THU. Thorough FRI.				
Wipe clean tables & cleared desks	Not included				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Dust window sills, ledges, skirting boards & ceiling vents			<input checked="" type="checkbox"/>		
Staff Toilets Male/Female/Disabled					
Sweep & wet mop; hard floors	<input checked="" type="checkbox"/>				
Clean and disinfect bowls, lids, cisterns, sink & taps	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Replenish soap, toiletry paper, hand towels & air freshener	<input checked="" type="checkbox"/>				
Damp wipe & disinfect cubicle walls & doors		<input checked="" type="checkbox"/>			
Clean mirror removing smudges	<input checked="" type="checkbox"/>				
Disinfect all door handles	<input checked="" type="checkbox"/>				
Dust and clean door & ceiling vents			<input checked="" type="checkbox"/>		
Staff room					
Clean door glass removing finger prints & smudges		<input checked="" type="checkbox"/>			
Vacuum carpet including under chairs, desks and bins	Spot-clean MON-THU. Thorough FRI.				
Damp wipe and disinfect sinks & bench tops	M/W/F				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Dust window sills & ledges		<input checked="" type="checkbox"/>			
Library, Uniform Shop, Compactus Storeroom, IT Office, Archives					
Clean door glass removing finger prints & smudges		<input checked="" type="checkbox"/>			
Vacuum carpet (including under desks, chairs & bins)	Spot-clean MON-THU. Thorough FRI.				
Empty bins and replace liners	<input checked="" type="checkbox"/>				

Senior Learning Facility					
DESCRIPTION OF SERVICES	DAILY	WEEK	F/NTLY	MONTH	TERM
Sweep external entrance to building	Not included				
Clean glass entrance doors - inside & out x 2 sets	<input checked="" type="checkbox"/>				
Remove cobwebs from internal and external entrances		<input checked="" type="checkbox"/>			
Disinfect and clean ALL door handles	<input checked="" type="checkbox"/>				
Vacuum air lock (no mopping required area is carpet)	<input checked="" type="checkbox"/>				
Dust skirting boards, picture frames, internal sills & ledges			<input checked="" type="checkbox"/>		
Clean windows removing finger prints & smudges		<input checked="" type="checkbox"/>			
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Dust & damp wipe Reception desk façade and counter	<input checked="" type="checkbox"/>				
Clean only cleared desk	<input checked="" type="checkbox"/>				
Vacuum entrance carpet including under desks, bench tops & chairs	<input checked="" type="checkbox"/>				
Vacuum common areas carpet	Spot-clean MON-THU. Thorough FRI.				
Dust skirting boards, picture frames, internal sills & ledges			<input checked="" type="checkbox"/>		
Wipe clean locker façade		<input checked="" type="checkbox"/>			
External					
Sweep undercover walkways removing all rubbish	Not included				
Pick any litter found around building	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Dust external window sills, door frames and ledges			<input checked="" type="checkbox"/>		
Remove cobwebs from external windows, glass & entrances		<input checked="" type="checkbox"/>			
Offices & Meeting Rooms					
Clean door glass both sides removing finger prints	<input checked="" type="checkbox"/>				
Vacuum carpet including under desks, chairs & bins	Spot-clean MON-THU. Thorough FRI.				
Wipe clean tables & cleared desks	Not included				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Dust window sills, ledges, skirting boards & ceiling vents			<input checked="" type="checkbox"/>		
Toilets Male/Female/Disabled					
Sweep & wet mop; hard floors	<input checked="" type="checkbox"/>				
Clean and disinfect bowls, lids, cisterns, sink & taps	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Replenish soap, toiletry paper, hand towels & air freshener	<input checked="" type="checkbox"/>				
Damp wipe & disinfect cubicle walls & doors		<input checked="" type="checkbox"/>			
Clean mirror removing smudges	<input checked="" type="checkbox"/>				
Disinfect all door handles	<input checked="" type="checkbox"/>				
Dust and clean door & ceiling vents			<input checked="" type="checkbox"/>		
Nine (9) Classrooms					
Clean door glass removing finger prints & smudges	Spot-clean MON-THU. Thorough FRI.				
Vacuum classroom including under desks, tables & chairs	Spot-clean MON-THU. Thorough FRI.				
Clean and disinfect table tops					<input checked="" type="checkbox"/>
Clean and disinfect chairs					<input checked="" type="checkbox"/>
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Dust window sills, ledges, skirting boards, Ceiling vents			<input checked="" type="checkbox"/>		
Clean whiteboard/glass board of all marks					<input checked="" type="checkbox"/>

Senior Learning Facility					
DESCRIPTION OF SERVICES	DAILY	WEEK	F/NTLY	MONTH	TERM
Lift					
Clean door glass removing finger prints & smudges	Spot-clean MON-THU. Thorough FRI.				
Vacuum floor	Spot-clean MON-THU. Thorough FRI.				
Common Areas and Breakout Spaces					
Vacuum including under desks, tables & chairs	Spot-clean MON-THU. Thorough FRI.				
Clean and disinfect table tops					<input checked="" type="checkbox"/>
Clean and disinfect chairs					<input checked="" type="checkbox"/>
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Lecture Theatre					
Clean glass removing finger prints & smudges	Spot-clean MON-THU. Thorough FRI.				
Vacuum carpet	Spot-clean MON-THU. Thorough FRI.				

Specialist Facility					
DESCRIPTION OF SERVICES	DAILY	WEEK	F/NTLY	MONTH	TERM
Sweep external entrance to building	Not included				
Clean glass entrance doors - inside & out x 2 sets	✓				
Remove Cobwebs from internal and external entrances		✓			
Disinfect and clean ALL door handles	✓				
Vacuum air lock (no mopping required area is carpet)	✓				
Dust skirting boards, Picture frames, internal sills & ledges			✓		
Clean sliding reception window	✓				
Clean windows removing finger prints & smudges		✓			
Empty bins & replace liners	✓				
Dust & damp wipe Reception desk façade and counter	✓				
Clean only cleared desk	✓				
Vacuum entrance carpet including under desks, bench tops & chairs	✓				
Vacuum common areas carpet	Spot-clean MON-THU. Thorough FRI.				
External					
Sweep undercover walkways removing all rubbish	Not included				
Pick any litter found around building	✓				
Empty bins and replace liners	✓				
Dust external window sills, door frames and ledges			✓		
Remove cobwebs from external windows, glass & entrances		✓			
Clean and disinfect drinking trough, remove rubbish from drains.		✓			
Offices & Meeting Rooms					
Clean door glass both sides removing finger prints	✓				
Vacuum carpet including under desks, chairs & bins	Spot-clean MON-THU. Thorough FRI.				
Wipe clean tables & cleared desks	Not included				
Empty bins and replace liners	✓				
Dust window sills, ledges, skirting boards & ceiling vents			✓		
Toilets Male/Female/Disabled					
Sweep & wet mop; hard floors	✓				
Clean and disinfect bowls, lids, cisterns, sink & taps	✓				
Empty bins and replace liners	✓				
Replenish soap, toiletry paper, hand towels & air freshener	✓				
Damp wipe & disinfect cubicle walls & doors		✓			
Clean mirror removing smudges	✓				
Dis-infect all door handles	✓				
Dust and clean door & ceiling vents			✓		
Four (4) Science Labs, Media Lab					
Clean door glass removing finger prints & smudges	Spot-clean MON-THU. Thorough FRI.				
Vacuum classroom including under desks, tables & chairs	Spot-clean MON-THU. Thorough FRI.				
Clean and disinfect table tops					✓
Clean and disinfect chairs					✓
Empty bins & replace liners	✓				
Dust window sills, ledges, skirting boards, Ceiling vents			✓		
Clean whiteboard/glass board of all marks					✓

Specialist Facility					
DESCRIPTION OF SERVICES	DAILY	WEEK	F/NTLY	MONTH	TERM
Three (3) Art/Textiles Rooms, Two (2) Maker Rooms					
Clean door glass removing finger prints & smudges		<input checked="" type="checkbox"/>			
Sweep including under tables, benches & stools	<input checked="" type="checkbox"/>				
Wet mop floor including under tables, benches & stools	M/W/F				
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Clean trough removing debris from drains	<input checked="" type="checkbox"/>				
Replace hand towels & soap	<input checked="" type="checkbox"/>				
Dust window sills, ledges, skirting boards, Ceiling vents			<input checked="" type="checkbox"/>		
Clean whiteboard/glass board of all marks					<input checked="" type="checkbox"/>
Dark Room, Art & Maker Stores, Science Prep, Kiln Room					
Sweep including under tables, benches & stools	<input checked="" type="checkbox"/>				
Wet mop floor including under tables, benches & stools	M/W/F				
Empty bins & replace liners	<input checked="" type="checkbox"/>				

Trade Training Centre					
DESCRIPTION OF SERVICES	DAILY	WEEK	F/NTLY	MONTH	TERM
Sweep external entrance to building	Not included				
Clean glass entrance doors - inside & out	<input checked="" type="checkbox"/>				
Remove cobwebs from internal and external entrances		<input checked="" type="checkbox"/>			
Disinfect and clean ALL door handles	<input checked="" type="checkbox"/>				
External					
Sweep undercover walkways removing all rubbish	Not included				
Pick any litter found around building	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Dust external window sills, door frames and ledges			<input checked="" type="checkbox"/>		
Remove cobwebs from external windows, glass & entrances		<input checked="" type="checkbox"/>			
Clean and disinfect drinking trough, remove rubbish from drains.		<input checked="" type="checkbox"/>			
Staff Office					
Clean door glass both sides removing finger prints	<input checked="" type="checkbox"/>				
Vacuum carpet including under desks, chairs & bins	Spot-clean MON-THU. Thorough FRI.				
Wipe clean tables & cleared desks	Not included				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Dust window sills, ledges, skirting boards & ceiling vents			<input checked="" type="checkbox"/>		
Workshops, Stores, Machine Room					
Sweep cleared areas	Spot-clean MON-THU. Thorough FRI.				
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Dust high windows, sills, ledges & Monitors				<input checked="" type="checkbox"/>	
Theory Classroom (upstairs)					
Clean door glass removing finger prints & smudges		<input checked="" type="checkbox"/>			
Vacuum classroom including under desks, tables & chairs	Spot-clean MON-THU. Thorough FRI.				
Clean and disinfect table tops					<input checked="" type="checkbox"/>
Clean and disinfect chairs					<input checked="" type="checkbox"/>
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Dust window sills, ledges, skirting boards, Ceiling vents			<input checked="" type="checkbox"/>		
Vacuum/sweep stairs		<input checked="" type="checkbox"/>			
Clean and disinfect handrails	<input checked="" type="checkbox"/>				
Dust light fittings		<input checked="" type="checkbox"/>			

Home Economics					
DESCRIPTION OF SERVICES	DAILY	WEEK	F/NTLY	MONTH	TERM
Sweep external entrance to building	Not included				
Clean glass entrance door - inside & out	<input checked="" type="checkbox"/>				
Remove cobwebs from internal and external entrances		<input checked="" type="checkbox"/>			
Disinfect and clean ALL door handles	<input checked="" type="checkbox"/>				
Clean windows removing finger prints & smudges		<input checked="" type="checkbox"/>			
External					
Sweep undercover walkways removing all rubbish	Not included				
Pick any litter found around building	<input checked="" type="checkbox"/>				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Dust external window sills, door frames and ledges			<input checked="" type="checkbox"/>		
Remove cobwebs from external windows, glass & entrances		<input checked="" type="checkbox"/>			
Preparation					
Clean door glass both sides removing finger prints	<input checked="" type="checkbox"/>				
Wipe clean tables & cleared desks	Not included				
Empty bins and replace liners	<input checked="" type="checkbox"/>				
Dust window sills, ledges, skirting boards & ceiling vents			<input checked="" type="checkbox"/>		
Clean sink		<input checked="" type="checkbox"/>			
Sweep including under tables, benches & stools	<input checked="" type="checkbox"/>				
Wet mop floor including under tables, benches & stools	M/W/F				
Food Technology					
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Clean large sliding doors including edges & ledges		<input checked="" type="checkbox"/>			
Dust high windows, sills, ledges & Monitors				<input checked="" type="checkbox"/>	
Clean hand sinks	<input checked="" type="checkbox"/>				
Clean display mirror	<input checked="" type="checkbox"/>				
Clean vent canopies from all grease and dust		<input checked="" type="checkbox"/>			
Clean vent filters					<input checked="" type="checkbox"/>
Clean whiteboard/glass board of all marks					<input checked="" type="checkbox"/>
Sweep including under tables, benches & stools	<input checked="" type="checkbox"/>				
Wet mop floor including under tables, benches & stools	M/W/F				
Theory Classroom					
Clean door glass removing finger prints & smudges		<input checked="" type="checkbox"/>			
Sweep including under tables, benches & stools	<input checked="" type="checkbox"/>				
Wet mop floor including under tables, benches & stools	M/W/F				
Clean and disinfect table tops					<input checked="" type="checkbox"/>
Clean and disinfect chairs					<input checked="" type="checkbox"/>
Empty bins & replace liners	<input checked="" type="checkbox"/>				
Dust window sills, ledges, skirting boards, Ceiling vents			<input checked="" type="checkbox"/>		
Clean whiteboard/glass board of all marks					<input checked="" type="checkbox"/>

IV. SPECIFICATIONS

The specific methods to be employed by the Contractor for cleaning certain areas and surfaces are listed below. These methods to be employed by the Contractor are designed to ensure that regular maintenance is carried out at the highest quality.

A. Environmental Standard

Legislation: Comply with all environmental legislation of the Commonwealth of Australia in respect of controlling air pollution, water pollution, waste disposal and ozone depletion, etc. Conform to all cleanroom standards as per ISO 14644.1

Green Practices: Carry out good environmental practices in carrying out the works for conserving the global & local environment. Such practices shall include but not be limited to the conduct waste separation & recycling programs and replacing all chemical based cleaning agents by other natural/organic alternatives.

Health & Safety: Make every endeavour to protect the indoor environment with a particular attention to health and safety of the occupants, visitors and workers in the Campus.

B. Ceramic Tiles

Sweep clean off all dust — scrub with approved liquid detergent solution — wash down thoroughly with clean water — remove all excessive water from surface with squeegee or mop. An approved water emulsion polish may be applied to ceramic tile walls and dados where a highly polished finish is desirable.

N.B. — Avoid unsafe cleaners that will eat away the concrete grouting surrounding the tiles.

C. Thermo-Plastic (asphalt or Vinyl) or Linoleum

Sweep clean of all dust — wash with a weak solution of approved liquid detergent, wash down thoroughly with clean water and dry with squeegee.

D. Windows

Windows are to be professionally cleaned inside and out during a time prior to the commencement of each school term, including any high glass/windows. This shall include cobwebs around windows and sills. Sills are to be wiped and cleaned after the window has been washed. Windows that require more regular cleaning are specified in each area breakdown.

E. Stainless Steel

To maintain the original bright and clean appearance, accumulation of deposit from the atmosphere must be prevented. Frequent careful washing with soap and water or an approved detergent solution will maintain appearance indefinitely. Avoid the use of abrasives and steel wool. Accumulated dirt may be removed by the use of nylon web pad.

F. Carpet Shampooing (Dry Cleaning)

i Rotary Brush Method — Dry vacuum the area first, then shampoo carpeting carefully with a good quality appropriately diluted liquid shampoo & to comply with the manufacturer's instructions for operating the rotary machine. Use wet vacuum immediately to remove excessive water and slurry. After shampooing brush the carpet pile in the direction with a carpet pile brush and warn users not to walk on the carpet until it is completely dry. As a final operation, dry vacuum on the following day to remove any loose fluff and lint loosened by the refinishing process.

ii Dry Foam Method — Use a pile-lifting machine to run over the area first. A fully automatic dry-foam machine which converts the liquid shampoo & into a foaming fluffy solution will be operated (i) lay the fluffy solution, (ii) scrub with brushes in one pass and in one direction and (iii) immediately suck up the slurry.

iii Steam Extraction Method — Use a fully automatic steam machine to jet heated solution of appropriately mixed water and shampoo into the carpet under pressure in one pass and in one direction and remove all loosened dirt instantly by simultaneous vacuum action.

N.B. — Before cleaning carpets with any of the above methods, it is essential to clear the room of all light furniture and scrub a small area to check for colourfastness and backing wetness. Only skilled operators are allowed to carry out such carpet shampooing and great care must be taken to prevent shrinkage and over-wetting. A second pass may be necessary in heavily soiled areas.

V. GENERAL PROCEDURES

1. Any lost property is to be deposited at the respective sub-school's reception.
2. Rubbish bins, internal and external, are to be emptied daily and the liners are to be replaced at least twice per week unless otherwise required. Debris must not be stored within stairs, stairwells, passages or exits. The Contractor is required to ensure that all work areas are kept clean and tidy.
3. Dust from vacuum bags must be disposed of in a sealed bag daily.
4. Mop buckets are to be emptied via a grated drain. They are not to be emptied or washed over any paving or emptied into garden beds.
 - **RED** mop and bucket for toilets and changerooms
 - **BLUE** mop and bucket for common areas
 - **GREEN** mop and bucket for kitchens only.
5. All rubbish bags are to be disposed of into the external skip rubbish bins located in the designated waste transfer area.
6. Cobwebs to external perimeter to be cleaned monthly. Flyscreens to be removed, cleaned, and replaced quarterly.
7. All administrative areas require cleaning daily throughout the whole year with exception of Christmas to New Year close, Easter break, and public holidays.
8. The Contractor shall ensure that all necessary warning signs such as 'Wet Floors' or 'Cleaning in Progress' are displayed at all times during the cleaning service.
9. All and any maintenance issues or concerns that are found by the Contractor's staff are to be reported to the Supervisor immediately who will in turn report these to the Manager.

VI. SELECTION CRITERIA

CRITERIA	DESCRIPTION
Financial Benefit to the Manager	Overall cost of services
Reliability of the Tenderer	<ul style="list-style-type: none">• A proven ability to supply the required services within the timelines provided• Ability to respond quickly• Adequacy of resources
Business capability of the Tenderer	<ul style="list-style-type: none">• Management and technical experience/skill• Satisfactory credit report• Financial stability of the Tenderer• Demonstrated track record in the provision of this type of service or in a related area
Quality of services offered	<ul style="list-style-type: none">• Understanding of quality specific surrounding the delivery of the services required• Principles and measures that Tenderer has in place to ensure quality service provision to the Campus.• A proven ability to provide a high level of customer satisfaction to all parties involved in the process
Occupational Health & Safety	<ul style="list-style-type: none">• Extent of commitment• Programs and procedures in place• Level of ongoing staff training
Equal Employment Opportunities	<ul style="list-style-type: none">• Extent of commitment• Programs and procedures in place• Evidence of a satisfactory anti-discrimination and sexual harassment policy with a complaints resolution procedure.
Environmental Responsibility	<ul style="list-style-type: none">• Extent of commitment• Programs and procedures in place• Choice of materials applied and provided
References	<ul style="list-style-type: none">• A minimum of two (2) referees must be nominated and be able to verify that the Tenderer can meet the selection criteria.

VII. FORM OF TENDER

We, (Name of Tenderer)

of (Street Address)

(Post Office Address)

Mobile phone

Telephone

Email

ACN

ABN

Hereby offer to perform the whole of the works described as Provision of Contract Cleaning services for Newhaven College Pty Ltd.

In accordance with the Tender Conditions for the one-year (12 month) period with annual performance review, then a further 2 x one year (2 x 12 months) periods with annual performance reviews, FIXED LUMP SUM (the tender sum) exclusive GST of:

(\$ in figure)

year one/per month

(\$ in words)

year two/per month

(\$ in words)

year three/per month

Crisis cleaning (as per cl. 3.8)

\$ per hour.

OUR TENDER IS FOR THE ENTIRE WORK AND SUBJECT TO ALL CONDITIONS IN THE TENDER DOCUMENTS WITHOUT AMENDMENT UNLESS ISSUED BY THE CLIENT.

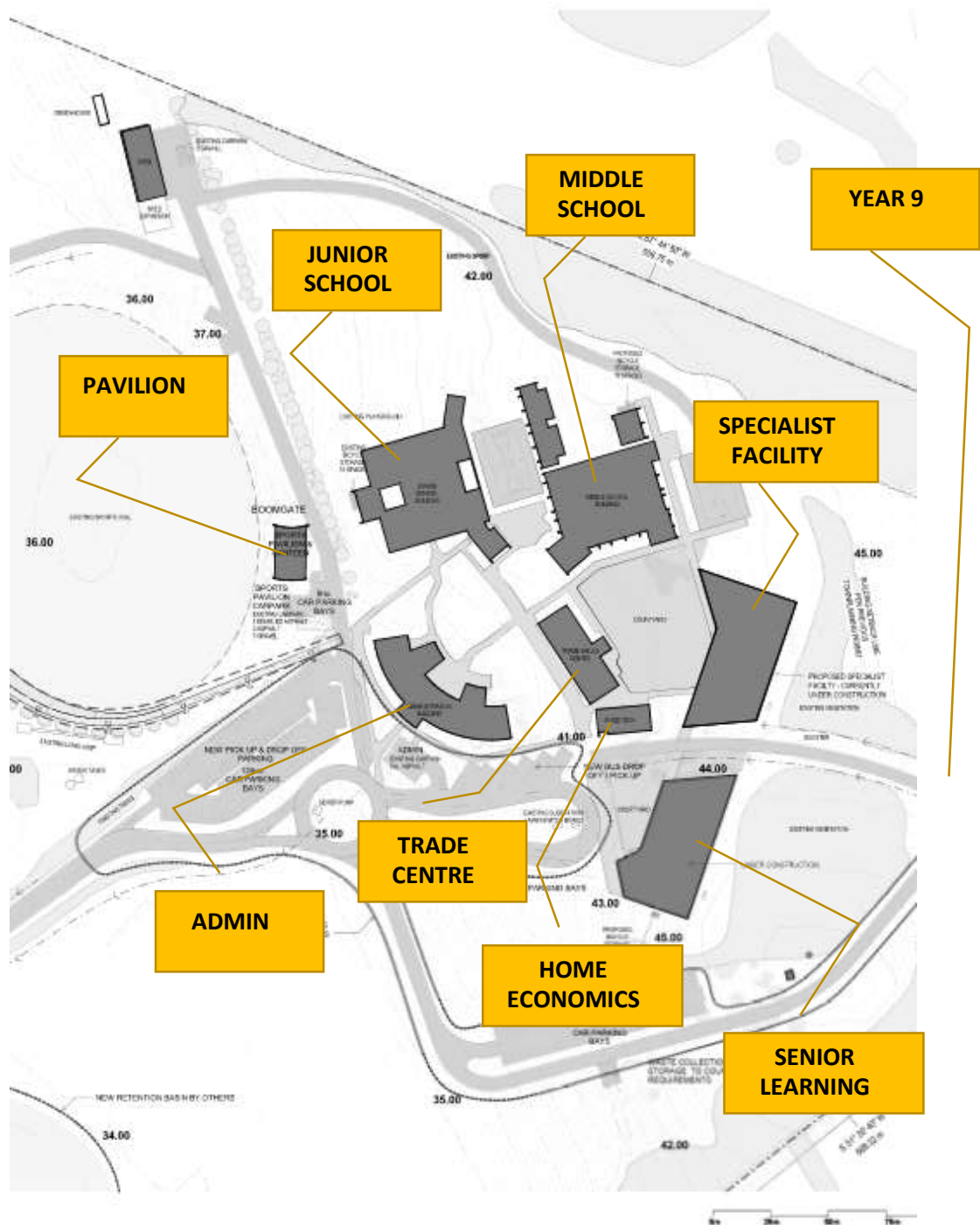
Dated this day of 2018

Director (signature)

Name (print)

APPENDIX A

SITE PLAN OF NEWHAVEN COLLEGE'S CAMPUS FACILITIES



	M	T	W	T	F	S	S
FEB	12	13	14	15	16	17	18
	19 TENDER OPENS	20	21	22	23	24	25
	26	27	28	1	2	3 TOUR OF COLLEGE	4
MAR	5	6	7	8	9 DEADLINE	10	11
	12 PROCESS.	13	14	15	16	17	18
	19 AWARD CONTRACT	20	21	22	23	24	25

APR	16 CONTRACT STARTS	17	18	19	20	21	21