



Mill Ford School

Motivating For Success

Cleaning

Specification of Service

Contents

Introduction and Context	4
Timetable	5
Working methods and codes of practices	5
Quality and performance standards	5
Reporting	6
Detailed Specification	7

Cleaning Staff Specification of Service

Introduction

The site staff will provide cleaning services for Mill Ford School in line with agreed standards, on Mondays to Fridays during term time. The cleaning operatives between 3pm and 6pm.

Holidays and Inset Day cleaning days and times are to be agreed with the School's Site Supervisor.

Contract is to be based on 42 weeks per annum – 39 weeks term time to include all Inset/Staff Training days, 1-week equivalent deep cleaning during the Easter break and 2 weeks equivalent deep cleaning during the summer break.

Areas to be cleaned

- Entrance areas
- Corridors
- Office Areas
- Classrooms
- Special facility rooms, including food tech, soft play, sand and splash, hydro
- Library
- Hall
- Staff Room
- Conference Room
- All Toilets

Cleaning services are detailed as follows:

- Floors to be swept / mopped / vacuumed
- Surfaces to be dusted / cleaned / polished
- External signs and all internal brass/fittings to be polished
- Kitchens to be cleaned & disinfected
- Toilet areas to be cleaned & sanitised
- Bathroom consumables to be replenished
- Dust high ledges, skirting boards, window ledges and furniture
- Waste bins to be emptied and disinfected
- Cardboard and paper to be collected and placed in recycling bins
- Rubbish to be placed in trade waste bins
- Finger marks to be removed from wall / doors etc.
- Hoists to be cleaned and polished

Reporting

An inspection walk will be undertaken by the School Business Manager and the Site Supervisor at least once a term. Feedback will be provided on performance during this inspection.

Detailed Specification

Areas to be cleaned

- Entrance areas
- Corridors
- Office Areas
- Classrooms
- Special facility rooms, including food tech, soft play, sand and splash, hydro
- Main Assembly Hall
- Staff Room
- Conference Room
- All Toilets

Daily (unless otherwise noted)

Entrance / Reception Areas

- Sweep clean, removing any items of litter.
- Vacuum all areas and damp mop clean all hard floor surface areas
- Clean and polish glass to doors, removing all smears and hand marks etc.
- Remove all finger marks etc. from light switches, walls and doors
- Remove any cobwebs seen

Corridors

- Sweep clean all hard floor surfaces and damp mop clean
- Vacuum all carpet areas
- Remove prominent marks from walls, paintwork and internal glass

Office Areas

- Vacuum all floor surfaces taking particular care in corners and under desks/tables
- Dust, clean and sanitise all accessible areas to tabletops/desks tops
- Remove finger marks etc., from glass door insets and finger plates
- Dust all accessible areas to window ledges/sills
- Dust all other items of furniture and fittings up to head height
- Empty all waste bins and replace with fresh liners

Classrooms

Please note floor surfaces of classrooms to be cleaned and sanitised daily

- Vacuum all floor surfaces and spot clean where necessary
- Clean and sanitise all desktops and tables
- Spot clean doors, walls and glass as necessary
- Dust all accessible areas to window ledges/sills
- Remove finger marks etc., from glass door insets and finger plates
- Empty all waste bins and replace with fresh liners. Wipe clean external surface to bins.
- Empty nappy bins and replace with fresh liners

- Ensure any sinks and play areas are thoroughly washed clean and sanitised
- Tiled splash backs to be washed clean and paint marks etc. removed from sink and surrounding floor surface

Special Facilities Rooms

- Sweep clean all hard floor surfaces and damp mop clean
- Clean and sanitise all worktops and tables
- Spot clean doors, walls and glass as necessary
- Empty all waste bins and replace with fresh liners. Wipe clean external surface to bins
- Remove all packing boxes and place in recycle bins

Library

- Vacuum all areas
- Empty all waste bins and replace with fresh liners
- Dust all furniture, fixtures and fittings within hand reach, removing any marks as seen
- Remove any prominent hand marks etc. from walls, doors and paintwork
- Spot clean walls, doors and glass.

Hall

- Sweep clean floor surfaces and spot mop where required

Staff room

- Vacuum all carpeted floor surfaces
- Sweep and mop hard floor surfaces
- Clean and sanitise all surfaces, i.e. sink, splash backs, tables
- Empty all waste bins and replace with fresh liners

Toilets - Boys, Girls Staff and disabled toilets

- Sweep and wash clean all vinyl floor surfaces
- Remove any obvious, visible marks from walls
- Clean and sanitise all sinks, wash clean tiled splash backs
- Clean, scour and disinfect all urinals, WCs and cisterns
- Toilet seats and lids to be disinfected and polished clean to finish. Underneath water rim, exposed bowls and waste traps are all to be cleaned and disinfected.
- Mirrors to be cleaned and polished removing any hand marks etc.
- All surfaces and items of furniture and fittings, up to and below hand height, to be dusted and cleaned accordingly
- All waste bins to be emptied and replace with fresh liners
- Empty nappy bins and replace with fresh liners
- Replenish all consumables items, i.e. Hand soap, hand towels and toilet rolls from stock

General

- Turn off all lights upon completion of area
- Close all windows
- Lock external doors

Weekly (Unless otherwise stated)

Corridors

- Damp wipe all ledges, window sills, doors, skirting and all other paint work within hand height

Office Areas

- Carry out all high and low level dusting, i.e. Shelving, bookcases, pictures, ledges, frames, cabinet tops, desks/equipment, work tops, chairs, sills, skirting, radiators, fire extinguishers and all appliances.
- All wooden furniture to be polished according to manufacturer's instructions
- Remove any finger marks etc. from walls, doors and light switches
- Clean and sanitise telephones

Classrooms

- Carry out high and low level dusting i.e. shelving, pictures, ledges, frames, cabinet tops, desks/equipment, chairs and window sills. Skirting, radiators, fire extinguishers and all appliances
- Remove all finger marks etc. from light switches, walls and doors

Hall

- Mop hall floor / spray and machine buff.
- Damp wipe all accessible surfaces to hand height, including skirting boards, radiators, fire extinguishers, window sills and ledges
- Remove any finger marks etc. from walls, doors, glass insets and finger plates.

Staff room

- Degrease and clean microwave (if applicable)
- Remove finger marks etc. from cupboards, appliances, light switches, walls and doors
- Skirting, ledges and window sills etc. including all other surfaces up to and below hand height to be dusted clean

Termly

Toilets

- Deep clean and sanitise all areas and wash clean walls and partitions, machine scrub floors

Carpets

- Shampoo or dry clean all carpets as appropriate

Summer Holiday Cleaning

Annually – In non-term time

The deep cleaning required through the summer period should include the following:-

- High and low level dusting
- High and low level wall washing will be carried out to all accessible areas

- All light fittings will be cleaned
- All furniture, fixtures and fittings will receive a thorough clean as per manufacturer's instructions
- Removal/repositioning furniture to facilitate above
- All vinyl floors to be machine scrubbed
- Clean Hall floor

IMPORTANT NOTES

- Whilst carrying out wet mopping of any floor surfaces, the cleaning operative must display the appropriate 'Hazard Warning' signs.
- The areas in which they are working must be left in a clean and tidy condition, without any unpleasant odours.
- All refuse must be removed and disposed of to the designated disposal point.
- All cleaning materials, equipment and machinery are to be returned to the cleaning cupboard, fit for next use. The cleaning cupboards must be kept in a tidy manner with all waste and rubbish removed daily. The cupboard is to be locked securely.