MANAGEMENT

CLEANING

GENERAL STATEMENT
All members of the school community including students, staff and visitors, have the right to work in a safe, clean and attractive learning environment.

BROAD GUIDELINES
- Concord School Council has the responsibility to maintain and improve both buildings and grounds.
- The DEECD determines the allocation of school cleaning hours, based on the SAMS (School Asset Management System) plan, detailing eligible floor space including high and low use areas.
- Concord School Council is responsible for the employment of a contractor to implement the cleaning guidelines under a specific Concord School Job Description.
- Remuneration will be as agreed in the contract and based on SAMS measurements together with specified funding in the school’s Student Resource Package.
- The contracted school cleaner has responsibility to provide all equipment and cleaning materials needed to ensure the effective and efficient cleaning of the school as per the tender documents.
- Concord School has responsibility for the provision of all necessary toilet paper, soap and garbage bags utilised by staff and students.
- The terms of the cleaning contract will be negotiated between Concord School and the Contractor towards the end of the agreement.
- The new cleaning contract will be endorsed by the Concord School Council.

IMPLEMENTATION
- A Contract Cleaners Panel is maintained by the DEECD. The Panel is composed of approved cleaning contractors with the technical expertise, business skills and management knowledge to provide cleaning services to Victorian Government Schools. The Panel is administered by the DEECD’s Contract Cleaners Assessment Committee (“CCAC”). Only cleaners with Panel status who meet the necessary key assessment criteria may be employed to clean Concord School.
- The Principal is responsible for liaising with the contract cleaner and monitoring their performance.
- All duties are set in the contract and additional duties will be negotiated through the Principal.
- Where performance is deemed unsatisfactory, processes as determined in the contract will be followed.
- The contract cleaner is responsible for the opening and closing of the school unless otherwise advised by the Principal or another designated person.
- The contract cleaner will accept responsibility for the cleaning of all windows in the school.
- Concord School Council, through the Principal, will arrange for carpets to be steam cleaned and this is stipulated in the cleaning contract. This will be done during school vacation.

REFERENCES
1. DEECD Website

EVALUATION
This policy will be reviewed as part of the school’s three-year review cycle.