

**UNIVERSITY OF WA
CLEANING SPECIFICATIONS – DETAILED TASKS**

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CLEANING SPECIFICATIONS – DETAILED TASKS

TOILET & SHOWERS

Daily

- (a) Empty all waste paper receptacles, check bins, spot clean if soiled and replace liners weekly or sooner if soiled.
- (b) Clean and sanitise fixtures, mirrors, counters; polish chrome; mop floors; empty rubbish.
- (c) Clean urinals and drain grates and flush recommended disinfectant through drains.
- (d) Clean hand basins, fittings (includes pipes underneath) and back splash. Clean and disinfect all tap fittings.
- (e) Remove graffiti from all surfaces where applicable using approved cleaning solution.
- (f) Replenish hand towels and soap.
- (g) Clean and polish all bright metal work.
- (h) Fully clean all showers. Scrub wall and floor tiles and disinfectant cleaning solution, paying attention to the grouting to eliminate the build-up of mould, scale and body fats.
- (i) Clean floor grates and flush recommended disinfectant through floor drains.
- (j) Wash/Scrub tiled floor area using approved cleaning solution.

Weekly

- (a) Clean both sides of all toilet doors.
- (b) Spot clean all toilet partitions on both sides with a disinfectant cleaning solution.
- (c) Descale urinal drains using a drain brush and approved chemical treatment.

TEA & STAFF COMMON ROOMS

Daily

- (a) Empty all kitchen rubbish containers.
- (b) Wash all rubbish containers inside and out to remove any soiling. Replace liners.
- (c) Spot clean all horizontal and vertical surfaces including light switches, walls and doors, removing fingerprints, smudges and stains.
- (d) Clean and sanitise all sinks and bench tops and wipe dry.
- (e) Clean exterior or microwave oven.
- (f) Wipe and sanitise all lunchroom tables
- (g) Damp mop entire hard surface area specified in daily work schedule.

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- (h) Using push broom sweep all (vinyl, wood, terrazzo, rubber, concrete) floor areas specified.
- (i) Wash cups and cutlery. (Note: Any additional washing of crockery etc., to be negotiated with the Head of Department and billed directly to the department.)
- (j) Clean fridge exterior and door seals.

4 Days a week

Spot vacuum, using an approved vacuum system to remove all visible soil.

Weekly

- (a) Fully vacuum all carpets from wall to wall using approved vacuum system. Ensure mobile furniture and chairs are returned to their original position.
- (b) Dust ledges, windowsills and whiteboard ledges.
- (c) Spot clean both sides of doors and internal window glass.
- (d) Dust/clean louvres/Door vents
- (e) Dust high and low areas (eg. Pictures, clocks, partition tops, etc.)
- (f) Dry buff all hard floor surfaces specified (vinyl, wood, terrazzo, rubber) using a polyvac or similar floor buffing machine.
- (g) Clean cobwebs from all eaves, awnings, ceilings and light fittings.

LIFTS CAB – CARPET

Daily

Completely clean and vacuum carpeted elevator.

Weekly

Clean and polish metal elevator threshold plates.

CORRIDORS/LOBBIES – CARPET

Daily

- (a) Spot clean all horizontal and vertical surfaces including light switches, walls and doors, removing fingerprints, smudges and stains.
- (b) Using approved spotting solution, spot clean carpeted area.
- (c) Spot clean all office partition glass, including doors.
- (d) Damp mop entire hard surface area specified in daily work schedule, including stairs.

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CLEANING SPECIFICATIONS – DETAILED TASKS

Twice Weekly

Dry buff all hard floor surfaces specified (vinyl, wood, terrazzo, rubber) using a polyvac or similar floor buffing machine.

4 Days a Week

Spot vacuum, using an approved vacuum system to remove all visible soil.

Weekly

- (a) Clean all water coolers/drinking fountains. Polish bright metal on fountains. On water coolers empty drip trays, then clean and sterilise trays and grates.
- (b) Fully vacuum all carpets from wall to wall using approved vacuum systems. Ensure mobile furniture and chairs are returned to their original position.
- (c) Clean all scuffmarks from skirting boards.
- (d) Dust Ledges, windowsills and whiteboard ledges.

Monthly

Dust/clean louvres/door vents

LECTURE THEATRES/SEMINAR ROOMS

Daily

- (a) Empty all waste paper receptacles, check bins, spot clean if soiled and replace liners weekly or sooner if soiled.
- (b) Spot clean all horizontal and vertical surfaces including light switches, walls and doors, removing fingerprints, smudges and stains.
- (c) Using approved spotting solution, spot clean carpeted area.
- (d) Clean blackboards or both sides of whiteboards, including frames and trays.
- (e) Clean transparency sheet/rolls on overhead projectors, leaving them free of all ink and pen marks and residual cleaning solution.

4 Days a Week

Spot vacuum, using approved vacuum systems to remove all visible soil.

Weekly

- (a) Fully vacuum all carpets from wall to wall using approved vacuum systems. Ensure mobile furniture and chairs are returned to their original position.
- (b) Dust high/low areas (eg. pictures, clocks, partition tops, etc.)
- (c) Dust/clean louvres/door vents.
- (d) Dust ledges, windowsills and whiteboard ledges.
- (e) Clean all scuffmarks from skirting boards.

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Monthly

- (a) Spot clean telephones and sanitise receivers.
- (b) Vacuum all fabric office furniture including chairs and couches using an approved vacuum system.

CONFERENCE ROOMS

Daily

- (a) Empty all waste paper receptacles, check bins, spot clean if soiled and replace liners weekly or sooner if soiled.
- (b) Spot clean all horizontal and vertical surfaces including light switches, walls and doors, removing fingerprints, smudges and stains.
- (c) Spot clean all office partition glass, including doors.
- (d) Using approved spotting solution, spot clean carpeted area.
- (e) Clean blackboards or both sides of whiteboards, including frames and trays.
- (f) Close All Windows

4 Days a week

Spot vacuum, using an approved vacuum system to remove all visible soil.

Weekly

- (a) Fully vacuum all carpets from wall to wall using approved vacuum systems. Ensure mobile furniture and chairs are returned to their original position.
- (b) Dust high and low areas (eg. pictures, clocks, partition tops, etc.)
- (c) Dust/clean louvres/door vents.
- (d) Dust ledges, windowsills and whiteboard ledges.
- (e) Clean all scuffmarks from skirting boards.
- (f) Vacuum all fabric office furniture including chairs and couches using an approved vacuum system.
- (g) Spot clean telephones and sanitise receivers.

LABORATORIES

Daily

- (a) Empty all waste paper receptacles, check bins, spot clean if soiled and replace liners weekly or sooner if soiled.
- (b) Dust all furniture, fixtures, equipment and accessories including desk tops and computer equipment. (Do not use any cleaning fluids)
- (c) Spot clean all horizontal and vertical surfaces including light switches, walls and doors, removing fingerprints, smudges and stains (including whiteboard sills)
- (d) Damp mop entire hard surface area specified in daily work schedule.

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- (e) Dry buff all hard floor surfaces specified (vinyl, wood, terrazzo, rubber) using a polyvac or similar floor buffing machine.

Weekly

- (a) Dust high and low areas
- (b) Dust/Clean louvres/door vents.
- (c) Dust ledges, windowsills and blackboards (if clean, or lab equipment)
- (d) Clean all scuffmarks from skirting boards/door and kick plates.
- (e) Clean all cleared bench tops (If approved by Head of Department)

OFFICE AREAS

Daily

- (a) Empty all waste paper receptacles, check bins, spot clean if soiled and replace liners weekly or sooner if soiled.
- (b) Remove all collected rubbish for recycling to designated areas.
- (c) Spot clean all office partition glass, including doors.
- (d) Polish all wood furniture surfaces with approved polish.
- (e) Dust ledges, windowsills and whiteboard ledges.
- (f) Dust all furniture, fixtures, equipment and accessories including desk tops and computer equipment.
- (g) Spot clean all horizontal and vertical surfaces including light switches, walls and doors, removing fingerprints, smudges and stains.
- (h) Dust high and low areas (eg, pictures, clocks, partition tops, etc)

4 Days a week

Spot vacuum, using an approved vacuum system to remove all visible soil.

Weekly

- (a) Fully vacuum all carpets from wall to wall using approved vacuum system. Ensure mobile furniture and chairs are returned to their original position.
- (b) Vacuum all fabric furniture.
- (c) Clean all scuffmarks from skirting boards.
- (d) Dust/clean louvres/door vents.
- (e) Dust all vertical/venetian blinds

Monthly

Spot clean telephones and sanitise receivers

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CLEANING SPECIFICATIONS – DETAILED TASKS

BALCONY AREAS

Daily

- (a) Spot clean both sides of entry door glass and side glass.
- (b) Spot clean all horizontal and vertical surfaces including light switches, walls and doors, removing fingerprints, smudges and stains.

Weekly

- (a) Using push broom sweep all (tiled/concrete/paved) floor areas specified.
- (b) Damp mop tiled area specified in work schedule, including steps.
- (c) Clean exterior paned glass.

STAIRWELLS – HARD SURFACES

Daily

- (a) Spot clean all vertical surfaces including light switches, walls and doors, removing fingerprints, smudges and stains.
- (b) Sweep Stairs

Twice Weekly

Wipe clean all handrails using a disinfectant cleaning solution.

Weekly

Damp mop stairs.

EXTERIOR ENTRANCES/PAVING

Daily

- (a) Spot clean all horizontal and vertical surfaces including light switches, walls and doors, removing fingerprints, smudges and stains.
- (b) Clean and polish all bright metal door frames lettering and other metal accessories.
- (c) Vacuum and or sweep paving/hard surface.
- (d) Remove gum from hard surface floor and walkway areas.
- (e) Empty all combination, ashtrays and rubbish containers, damp wipe ashtrays and replace bin liners as necessary.

Weekly

- (a) Hose down building exterior entrance paving and walkways.
- (b) Clean entry way awnings, removing all soil, dust, dirt and cobwebs.

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CLEANING SPECIFICATIONS – DETAILED TASKS

Monthly

Dust around lights removing dust from inner walls of fixture and light bulbs

LIBRARY - TOILETS

Twice Daily

- (a) Empty all waste paper receptacles, check bins, spot clean if soiled and replace liners weekly or sooner if soiled.
- (b) Clean and sanitise fixtures, mirrors, counters; polish chrome; mop floors; empty rubbish.
- (c) Clean hand basins, fittings (includes pipes underneath) and back splash.
- (d) Clean urinals and drain grates and flush recommended disinfectant through drains.
- (e) Clean and disinfect all tap fittings.
- (f) Clean and polish all bright metal work.
- (g) Wash/Scrub tiled floor area using approved cleaning solution.
- (h) Replenish soap and hand towels.
- (i) Remove graffiti from all surfaces where applicable using approved cleaning solution.

Daily – Weekends & Vacations Only

- (a) Empty all waste paper receptacles, check bins, spot clean if soiled and replace liners weekly or sooner if soiled.
- (b) Clean and sanitise fixtures, mirrors, counters; polish chrome; mop floors; empty rubbish.
- (c) Clean hand basins, fittings (includes pipes underneath) and back splash.
- (d) Clean urinals and drain grates and flush recommended disinfectant through drains.
- (e) Clean and polish all bright metal work.
- (f) Clean and disinfect all tap fittings.
- (g) Wash/Scrub tiled floor area using approved cleaning solution.
- (h) Replenish soap and hand towels.
- (i) Remove graffiti from all surfaces where applicable using approved cleaning solution.

Weekly

- (d) Clean both sides of all toilet doors.
- (e) Spot clean all toilet partitions on both sides with a disinfectant cleaning solution.
- (f) Descale urinal drains using a drain brush and approved chemical treatment.

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CLEANING SPECIFICATIONS – DETAILED TASKS

LIBRARY – GENERAL AREAS

Daily

- (a) Spot clean all horizontal and vertical surfaces including light switches, walls and doors, removing fingerprints, smudges and stains (including whiteboard sills)
- (b) Using approved spotting solution, spot clean carpeted area.
- (c) Spot clean all office partition glass, including doors.
- (d) Vacuum stairwells
- (e) Damp mop entire hard surface area specified in daily work schedule, including stairs.

4 Days a week

Spot vacuum, using an approved vacuum system to remove all visible soil.

Weekly

- (a) Empty all waste paper receptacles, check bins, spot clean if soiled and replace liners weekly or sooner if soiled.
- (b) Clean all water coolers/drinking fountains. Polish bright metal on fountains. On water coolers empty drip trays, then clean and sterilise trays and grates.
- (c) Fully vacuum all carpets from wall to wall using approved vacuum systems. Ensure mobile furniture and chairs are returned to their original position.
- (d) Clean all scuffmarks from skirting boards.
- (e) Dust Ledges, windowsills and whiteboard ledges and study carrels.
- (f) Remove dust from book stacks
- (g) Vacuum all fabric office furniture including chairs and couches using an approved vacuum system.
- (h) Dust/clean louvres/door vents.
- (i) Dust high and low areas (eg. Pictures, clocks, partition tops, etc.)

Twice Weekly

Dry buff all hard floor surfaces specified (vinyl, wood, terrazzo, rubber) using a polyvac or similar floor buffing machine.

Monthly

- (a) Dust/clean louvres/door vents.
- (b) Dust high and low areas, removing any cobwebs.