



**WARATAH  
WYNYARD**  
COUNCIL

**EXPRESSIONS OF INTEREST FOR  
THE PROVISION OF CLEANING  
SERVICES FOR COUNCIL  
FACILITIES**

**JUNE 2021**

**Enclosed Schedules must be completed, signed and  
returned with any required attachments by:**

**4.00pm on Monday, 19 July 2021**

**Mr Daniel Summers  
Director Infrastructure & Development  
Waratah-Wynyard Council  
21 Saunders Street  
WYNYARD TAS 7325**

## Table of Contents

GENERAL INFORMATION .....	3
1. INTRODUCTION .....	3
2. REGISTRATION REQUIREMENTS .....	3
3. REGISTRATION SUBMISSIONS .....	4
SCHEDULE A: DETAILS AND INFORMATION .....	5
SCHEDULE B: PRICES .....	6
SCHEDULE C: DETAILS OF RECENT RELEVANT EXPERIENCE .....	8
SCHEDULE D: INSURANCES & REGISTRATIONS .....	9
SCHEDULE E: PLANT AND EQUIPMENT RATES .....	10
SCHEDULE F: PERSONNEL COMPETENCIES AND QUALIFICATIONS .....	11

# GENERAL INFORMATION

## 1. INTRODUCTION

Waratah-Wynyard Council are now seeking expressions of interest in relation to the internal cleaning of Council owned and/or operated building facilities.

This service will include 11 facilities across Somerset and Wynyard, requiring approximately 70 hours labour per week. Copies of the cleaning schedules for each facility are included in Appendix A.

Council currently provides 55.5 hrs per week of these services with in-house staff. If we progress to tender it would be on the condition that these employees would be transferred to your employment with existing Enterprise Agreement conditions for a minimum fixed term of 2 years. Waratah-Wynyard Council's current enterprise agreement can be found on the Fair Work Commission's website, as per the following link: <https://www.fwc.gov.au/document/agreement/AE428098>

Comments close at 4:00pm on Monday, 19 July 2021.

An Expression of Interest is NOT a tender and will NOT result in a specific contract.

## 2. REGISTRATION REQUIREMENTS

The attached schedules must be filled out in full and returned with accompanying information attached, including pricing details, competencies, and qualifications relevant to the nature of work undertaken. Please also attach copies of insurance certificates of currency as specified (if available).

If Council progresses to tender all contractors, sub-contractors and their employees working for or on the Council's projects and maintenance tasks shall have completed Council's business specific induction process.

Expressions of Interest may be submitted at any time; however, these will be noted as 'supplementary listings' if submitted after the close of initial registrations.

### **3. REGISTRATION SUBMISSIONS**

The Expressions of Interest form/s must be completed and enclosed in a sealed envelope **CLEARLY ENDORSED** with the words:

***EOI FOR THE PROVISION OF CLEANING OF COUNCIL FACILITIES***

It is to be lodged prior to 4:00pm on Monday, 19 July 2021 either:

- In the Tender Box at the Council Offices, 21 Saunders Street, Wynyard, or
- By mail, posted to PO Box 168, Wynyard 7325 (must be received at Council by the above date and time)
- By email to [council@warwyn.tas.gov.au](mailto:council@warwyn.tas.gov.au)

Registrations received after this time will be submitted as supplementary listings.

## SCHEDULE A: DETAILS AND INFORMATION

### SECTION 1 – COMPANY CONTACT DETAILS

Company Name:

ABN / ACN:

Company Address:

Contact Person:

Contact Phone Number:

Contact Email Address:

Company Website:

### SECTION 2 – SUPPLIER STATEMENT

I have supplied all required schedules for the selected fields of interest and certify the information provided is true and correct

Authorised Signature:

Name:

Company Name:

Date:

## SCHEDULE B: PRICES

### SECTION 1 – SCHEDULE OF PRICES

Suppliers / Sub-contractors are invited to submit a Schedule of Prices.

Contractors may attach their Schedule of Prices noting whether they are inclusive or exclusive of GST.

Note: While pricing is required across the whole schedule, these hours include the 55.5 hours currently covered by Council staff.

FACILITY	AVERAGE HOURS PER DAY	DAYS PER WEEK	TOTAL HOURS PER WEEK	COST PER WEEK \$ ex gst
Council Offices, 21 Saunders Street, Wynyard	2.00	5	10.0	
Wonders Of Wynyard, 8 Exhibition Link, Wynyard	1.60	5	8.0	
Wynyard Community Centre, 32 Jackson Street, Wynyard	1.60	5	8.0	
Railway Institute Hall, 4 Station Street, Wynyard	1.00	3	3.0	
Wynyard Squash Centre, 14 A Austin Street, Wynyard	1.00	3	3.0	
Frederick Street Reserve, 1A Frederick Street, Wynyard	1.00	3	3.0	
Wynyard Indoor Sports Centre, 14A Austin Street, Wynyard	2.50	2	5.0	
Somerset Indoor Recreation Centre, Beaufort Street, Somerset	3.00	2	6.0	
Wynyard Rec Ground New Changerooms, Austin St, Wynyard	0.75	2	1.5	
Wynyard Child Care Centre, Exhibition Link, Wynyard	3.10	5	15.5	
Council Works Depot, 69 Goldie Street, Wynyard	1.50	5	7.5	
<b>TOTAL COST PER WEEK</b>				

Suppliers / Sub-contractors are invited to submit pricing for the following additional elements. Contractors may attach their Schedule of Prices noting whether they are inclusive or exclusive of GST.

FACILITY	DETAILS	COST PER WEEK \$ ex gst
Wonders Of Wynyard, 8 Exhibition Link, Wynyard	for 13 weeks – Jan to Mar 2 hrs Sat & 2 hrs Sun each week	

## SECTION 2 – SUPPLIER AUTHORISATION

Authorised Signature:

Name:

Company Name:

Date:

## SCHEDULE C: DETAILS OF RECENT RELEVANT EXPERIENCE

### SECTION 1 – RELEVANT EXPERIENCE

List here or attach to the registration submission examples of projects where works of a comparable nature, size and value have been recently undertaken.

The Supplier / Contractor is to provide details of referees / contacts that can validate their previous experience and competency to undertake works of the nature submitted.

NO.	DESCRIPTION	CONTACT DETAILS
1.		
2.		
3.		

### SECTION 2 – SUPPLIER AUTHORISATION

Authorised Signature:

Name:

Company Name:

Date:



## SCHEDULE D: INSURANCES & REGISTRATIONS

### SECTION 1 – RELEVANT INSURANCES & REGISTRATIONS

List here all certificates of currency details for relevant insurances that are to be attached to the registration submission.

It is compulsory to attach current public liability insurance to a minimum of \$20M and any other relevant insurances. (E.G. Workers Compensation, Professional Indemnity or Vehicle/Equipment Insurances).

TYPE	DETAILS	VALUE
Public Liability		
Workers Compensation		

### SECTION 2 – SUPPLIER STATEMENT

I have listed above and also attached all relevant insurance details and understand that it is my responsibility to keep a copy of these certificates current with the Council.

Authorised Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

## SCHEDULE E: PLANT AND EQUIPMENT RATES

### SECTION 1 – PLANT AND EQUIPMENT HIRE

List here or attach to the submission, any machinery or any other hire plant that may be applicable to the cleaning of Council’s facilities.

Please specify if specific items of plant or equipment are only available with operator. Details of operator’s qualifications and/or licences are to be included in Schedule F: Personnel Competencies and Qualifications.

Please specify any other special conditions, e.g. minimum hire period, travelling time, etc.

Please include all Registration details below. Copies of certificates of currency for Vehicle and/or Equipment Insurances are to be included in Schedule D.

TYPE	DETAILS	COST

### SECTION 2 – SUPPLIER AUTHORISATION

Authorised Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

## SCHEDULE F: PERSONNEL COMPETENCIES AND QUALIFICATIONS

### SECTION 1 – COMPETENCIES AND QUALIFICATIONS

List here or attach to the registration submission, any Personnel Competencies, Accreditations and/or Qualifications relevant to the fields of operations submitted.

This Schedule may be submitted in a format of the Suppliers/Sub-contractors choice showing all details relevant to the nature of work along with supporting documentation, e.g. attach evidence of Compliance Accreditation with respect to General Safety Induction Training (White Card), Class of Driver’s Licence, First Aid, plant operator tickets, any other relevant certifications or licences where applicable.

NAME	QUALIFICATION DETAILS

### SECTION 2 – SUPPLIER AUTHORISATION

Authorised Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX A: BUILDINGS CLEANING HOURS & SCHEDULES

	No. of Days Per Week	Year Round Hours Per Day					Weekly Hours	Jan-Mar Only (13 Weeks) Hours Per Day		Jan-Mar Weekly Hours	TOTAL ANNUAL HOURS
		Mon	Tue	Wed	Thu	Fri		Sat	Sun		
Council Offices, Wynyard	5	2.00	2.00	2.00	2.00	2.00	10.00			10.00	<b>520.00</b>
Wonders of Wynyard Exhibition Centre	5-7*	1.50	1.50	1.50	1.50	2.00	8.00	2.00	2.00	12.00	<b>468.00</b>
Wynyard Community Centre	5	1.50	1.50	1.50	1.50	2.00	8.00			8.00	<b>416.00</b>
Railway Institute Hall, Wynyard	3	1.00		1.00		1.00	3.00			3.00	<b>156.00</b>
Wynyard Squash Centre	3	1.00		1.00		1.00	3.00			3.00	<b>156.00</b>
Frederick Street Sports Complex, Wynyard	3	1.00		1.00		1.00	3.00			3.00	<b>156.00</b>
Wynyard Indoor Sports Centre	2		2.50		2.50		5.00			5.00	<b>260.00</b>
Somerset Indoor Sports Centre	2	3.00		3.00			6.00			6.00	<b>312.00</b>
Wynyard Rec Ground, New Changerooms	2	0.75				0.75	1.50			1.50	<b>78.00</b>
Wynyard Child Care Centre	5	3.00	3.00	3.00	3.00	3.50	15.50			15.50	<b>806.00</b>
Wynyard Council Depot	5	1.50	1.50	1.50	1.50	1.50	7.50			7.50	<b>390.00</b>
		<b>16.3</b>	<b>12.0</b>	<b>15.5</b>	<b>12.0</b>	<b>14.8</b>	<b>70.5</b>	<b>2.0</b>	<b>2.0</b>	<b>74.5</b>	<b>3,718.00</b>

\* 7 days per week during Summer period (Jan to March), 5 days per week for remainder of the year

Wynyard Council Offices – 21 Saunders Street

Must be cleaned after 5pm each day

		MON	TUES	WED	THU	FRI	MON	TUES	WED	THU	FRI
<b>TOILETS (GROUND FLOOR &amp; UPSTAIRS)</b>											
Empty bins	Daily										
Clean, wipe down and sanitise urinals and toilet pans	Daily										
Sweep as required and mop floors	Daily										
Restock toilet paper, hand towel and soap as required	Daily										
Sanitise hand rails	Daily										
Spot clean walls	As required										
Clean mirrors	As required										
<b>FLOORS - NB: NO VACUUMING UPSTAIRS MONDAY NIGHTS</b>											
Vacuum main foyer and all main traffic areas	Daily										
Atrium and Chambers - specific vacuum after meetings (Tuesdays)	Weekly										
Wash back entrance area	Daily										
Vacuum all offices (daily on rotation)	Weekly										
Clean vacuum cleaner	Weekly										
Vacuum meeting rooms (2x downstairs, 3x upstairs)	As required										
Vacuum lift	As required										
Vacuum Mayor's Office	As required										
<b>KITCHENS - Upstairs kitchen to be cleaned AFTER 6pm</b>											
Vacuum kitchens and lunch room	Daily										
Wash kitchen floors (pink mop downstairs, marked mop upstairs)	Daily										
Clean all benches	Daily										
Wipe/sanitise outside of white goods (fridge, microwave, water dispensers)	Daily										
Clean inside microwaves	As required										

**Wynyard Council Offices – 21 Saunders Street**

**Must be cleaned after 5pm each day**

			MON	TUES	WED	THU	FRI		MON	TUES	WED	THU	FRI
Empty bins (white bin liners only in kitchen bins)	Daily												
Empty recycle bins (upstairs and downstairs) into yellow lidded wheelie bin	As required												
Upstairs - stack dishes in dishwasher <b>and turn on</b> (NO dishes done in downstairs kitchen)	As required												
Extra cleaning of upstairs kitchen on Monday evenings after meal (room available after 6pm)													
<b>MEETING ROOMS</b>													
Clean/sanitise chair handles and tables in all meeting rooms	Daily												
Clean glass in MR cabinet	Quarterly												
<b>GENERAL</b>													
Empty bins and replace liners for meeting room bins and the 2 central area "bullet" bins (upstairs/downstairs)	Daily												
Front reception area - clean glass slats and wipe down laminate panel and counter	Daily												
Check glass doors throughout building and spot clean as required	Daily												
Clean/sanitise staircase banister	Daily												
Sanitise hand rails (incl. lift)	Daily												
Clean/sanitise all door handles and light switches	Daily												
Upstairs Atrium - dust furniture and award frames	Weekly												
Empty bin from Mayor's office	Weekly												
Dust and wipe over sharps bin	As required												

**Wynyard Council Offices – 21 Saunders Street**

**Must be cleaned after 5pm each day**

		MON	TUES	WED	THU	FRI	MON	TUES	WED	THU	FRI
Glass office framework - dust ledges at bottom	Monthly										
Polish (stainless steel polish) lift	As required										
Clean and sanitise buttons inside and outside lift	Daily										

Sat & Sun additional from Jan to Mar each year

Wonders of Wynyard Exhibition Centre - 8 Exhibition Link, Wynyard

Must be cleaned after 5pm each day

			MON	TUES	WED	THU	FRI		MON	TUES	WED	THU	FRI
<b>TOILETS (25 mins)</b>													
Clean/sanitise hand basins and taps	Daily												
Clean toilet bowls and urinals	Daily												
Clean/sanitise toilet pan rim, toilet seats and around urinals and cistern	Daily												
Wipe down mirrors	Daily												
Sanitise and wipe down benches	Daily												
Wipe down bin lids	Daily												
Wipe down wall area beneath paper towel dispensers	Daily												
Check all toilet windows are closed	Daily												
Restock toilet paper, hand towel and soap as required	Daily												
Sanitise toilet door/s both sides	Daily												
Refill toilet rolls	As required												
Spot clean / sanitise cubicle walls and doors both sides	As required												
<b>MAIN PUBLIC AREA &amp; GALLERY (35 mins)</b>													
Sweep and mop hard floors	Daily												
Wash the hard floors in the public area and the exhibition area	Daily												
Vacuum front entry area	Daily												
Dust around internal glass frameworks	Daily												
Empty all bins and replace bin liners if soiled	Daily												
Wash kitchen floor and empty rubbish bin	Daily												
Rubbish to be put in bin behind gate when exiting the building for the night	Daily												



Sat & Sun additional from Jan to Mar each year

**Wonders of Wynyard Exhibition Centre - 8 Exhibition Link, Wynyard**

Must be cleaned after 5pm each day

			MON	TUES	WED	THU	FRI		MON	TUES	WED	THU	FRI
Vacuum office area	Weekly												
Thoroughly clean entrance doors inside and outside	Weekly												
Spot clean entrance doors	Daily												
<b>CAR MUSEUM (Extra 1 hour allocated)</b>													
Thoroughly vacuum car gallery	Weekly												
<b>GENERAL</b>													
Clean and sanitise all door handles, light switches and bench tops	Daily												
Empty & clean vacuum cleaner	Weekly												
Re-order stock (incl. sanitiser and regularly changing mop head) as needed from Depot - tell WOW office staff	As required												
High dust (i.e. window ledges and ledges above doors and toilet stall walls)	As required												
Clean door vents	As required												
Report any dangerous or broken equipment to staff	As required												

**Wynyard Community Centre / After School Hours Care - 32 Jacksons Street, Wynyard**

**Must be cleaned after 6pm each day**

		MON	TUES	WED	THU	FRI		MON	TUES	WED	THU	FRI
<b>AFTER SCHOOL HOURS CARE AREA</b>												
Clean/sanitise all door handles, fridge doors and light switches	Daily											
Wipe over seats	Daily											
Mop and vacuum floors (on rotation)	Daily											
Clean kitchen bench tops	Daily											
Empty used bins	Daily											
Clean toilet pans, sanitise seats and urinal	Daily											
Clean/sanitise wash basins, benches and tapware	Daily											
Spot clean toilet walls and doors	As required											
Restock toilet paper and soap as required	Daily											
Clean mirrors	As required											
<b>WYNYARD COMMUNITY CENTRE</b>												
Clean/sanitise all door handles, fridge doors and light switches	Daily											
Check and empty used bins	Daily											
Wipe bench tops and kitchen doors after use	As required											

**Railway Institute Hall - 4 Station Street, Wynyard**

**May be cleaned during the day but must work around regular usage hours**

		MON	TUES	WED	THU	FRI	MON	TUES	WED	THU	FRI
<b>FOYER</b>											
Clean mats - remove dust and debris	Daily										
<b>PORCH</b>											
Sweep porch area and dispose of litter (i.e. cigarette butts, bottles, cans)	Daily										
<b>TOILETS</b>											
Clean toilet pans, sanitise seats and urinal	Daily										
Clean/sanitise wash basins, benches and tapware	Daily										
Sweep and mop floors	Daily										
Clean toilet entrance and cubicle doors/handles both sides	Daily										
Sanitise cubicle walls and doors both sides	Daily										
Restock toilet paper and soap as required	Daily										
Wipe down mirrors	As required										
<b>GENERAL</b>											
Sweep and mop all floors	Daily										
Clean/sanitise all door handles and light switches	Daily										
Empty bins	Daily										
Take wheelie bin to kerb for collection (before 7am Monday or Sunday night)	Weekly										
Wipe over window ledges	As required										

**Wynyard Squash Centre - 14A Austin Street, Wynyard**

**May be cleaned during the day but must work around regular usage hours**

		MON	TUES	WED	THU	FRI	MON	TUES	WED	THU	FRI
<b>FOYER</b>											
Sweep and mop floor	Every 2nd Day										
Clean (remove marks) on glass inside and outside main doors	Daily										
<b>COURTS</b>											
Sweep all courts	Daily										
Mop all courts - half split (2x courts Mon; remaining 2x courts Wed)	All courts Weekly										
<b>UPSTAIRS AREA</b>											
Clean benches and handrail	Daily										
Sweep floors	Twice weekly										
<b>TOILETS</b>											
Clean toilet pans, sanitise seats and urinal	Daily										
Clean/sanitise wash basins, benches and tapware	Daily										
Sweep and mop floors	Daily										
Clean toilet entrance and cubicle doors/handles both sides	Daily										
Sanitise cubicle walls and doors both sides	Daily										
Restock toilet paper, hand towel and soap as required	Daily										
Clean showers and tapware	Twice weekly										
Wipe down mirrors	As required										
<b>GENERAL</b>											
Clean/sanitise all door handles and light switches	Daily										
Empty bins	Daily										
Wipe window ledges within reach	As required										
Water pot plants	Weekly										

**Frederick Street Reserve - 1A Frederick Street, Wynyard**

**May be cleaned during the day but must work around regular usage hours**

			MON	TUES	WED	THU	FRI		MON	TUES	WED	THU	FRI
<b>FOYER</b>													
Clean mats - remove dust and debris	Daily												
Clean (remove marks) on glass inside and outside main doors	Daily												
<b>PORCH</b>													
Sweep porch area and dispose of litter (i.e. cigarette butts, bottles, cans)	Daily												
<b>TOILETS AND CHANGEROOMS</b>													
Clean toilet pans, sanitise seats and urinal	Daily												
Clean/sanitise wash basins, benches (incl. change tables) and tapware	Daily												
Sweep and mop floors	Daily												
Clean toilet entrance and cubicle doors/handles both sides	Daily												
Restock toilet paper and soap as required	Daily												
Sanitise cubicle walls and doors both sides	Daily												
Wipe down mirrors	As required												
<b>GENERAL</b>													
Sweep and mop all floors	Daily												
Clean/sanitise all door handles and light switches	Daily												
Walk through building and note damage to be reported to Council for repairs	Daily												
Empty bins	Daily												

**Wynyard Sports Centre - 14A Austin Street, Wynyard**

**May be cleaned during the day but must work around regular usage hours**

		MON	TUES	WED	THU	FRI	MON	TUES	WED	THU	FRI
<b>STADIUM AREA</b>											
Mop stadium floors (scissor/fringe mop)	Twice weekly										
Mop all seats (hot water and strobe), particularly player sub boxes (coincide with intertown basketball)	Twice weekly										
Scrub floors with floor scrubber and Gymclean. Polish with a high speed floor burnisher as soon as sections are dry.	Twice weekly										
Remove black scuff marks with small section of pad and small amount of Gymclean	As required										
<b>CLEANERS STORE ROOM</b>											
Tidy, clean and dust store room	As required										
<b>GENERAL</b>											
Clean/sanitise door handles and light switches	Twice weekly										
Pick-up/dispose of any loose rubbish and empty bins	Twice weekly										
Machine scrub all floor surfaces	Twice p.a.										
Machine buff vinyl floor surfaces	Twice p.a.										

May be cleaned during the day but must work around regular usage hours

Somerset Indoor Recreation Centre - Beaufort Street, Somerset

		MON	TUES	WED	THU	FRI	MON	TUES	WED	THU	FRI
<b>STADIUM AREA</b>											
Mop stadium floors (scissor/fringe mop)	Twice weekly										
Mop all seats (hot water and strobe), particularly player sub boxes (coincide with intertown basketball)	Twice weekly										
Scrub floors with floor scrubber and Gymclean. Polish with a high speed floor burnisher as soon as sections are dry.	Twice weekly										
Remove black scuff marks with small section of pad and small amount of Gymclean	As required										
<b>CLEANERS STORE ROOM</b>											
Tidy, clean and dust store room	As required										
<b>GENERAL</b>											
Clean/sanitise all door handles and light switches	Twice weekly										
Pick-up/dispose of any loose rubbish and empty bins	Twice weekly										
Machine scrub all floor surfaces	Twice p.a.										
Machine buff vinyl floor surfaces	Twice p.a.										

**Wynyard Recreation Ground Change Rooms 1 & 2 & Outside Toilets - Austin Street, Wynyard**

**May be cleaned during the day but must work around regular usage hours**

			MON	TUES	WED	THU	FRI	MON	TUES	WED	THU	FRI
<b>CHANGEROOMS</b>												
Wipe seats with sanitiser	Twice Weekly											
Put large clumps of mud/grass in rubbish bins	Twice Weekly											
Vacuum floors	Twice Weekly											
Empty rubbish bins & replace liners	Twice Weekly											
Place rubbish in outside wheelie bins	Twice Weekly											
<b>CHANGEROOM TOILETS</b>												
Scrub toilet pans, sanitise seats and urinal	Twice weekly											
Wipe sinks and taps, all surfaces in toilet cubicles, the sink surrounds and the wall under hand dryers with sanitiser	Twice weekly											
Sweep floors	Twice weekly											
Surfaces - wipe all surfaces with sanitiser – toilet cubicles/sink surrounds/wall under hand dryers	Twice weekly											
Wash floors with Strobe floor cleaner – mop/bucket	Twice weekly											
Restock toilet paper, hand towel and soap	As required											
Clean mirrors	Weekly											
<b>SHOWERS</b>												
Wipe shower head and taps with sanitiser	Twice Weekly											
Wipe all walls with sanitiser removing any stains	Twice Weekly											
Wash floors with Strobe floor Cleaner – mop/bucket	Twice Weekly											
<b>MASSAGE ROOM</b>												
Wipe sinks and taps with sanitiser	Twice weekly											
Wipe entry door and handles with sanitiser	Twice weekly											
Empty rubbish bins & replace liners	Twice weekly											
Place rubbish in outside wheelie bins	Twice weekly											



**Wynyard Recreation Ground Change Rooms 1 & 2 & Outside Toilets - Austin Street, Wynyard**

**May be cleaned during the day but must work around regular usage hours**

			MON	TUES	WED	THU	FRI		MON	TUES	WED	THU	FRI
Sweep floor	Twice weekly												
Wash floors with Strobe floor cleaner – mop/bucket	Twice weekly												
<b>CLEANERS CUPBOARD</b>													
Order stock as required – Buildings Technical Officer 0418 138 541	As required												
Change vacuum cleaner bag as required	As required												
Keep cupboard clean and tidy	As required												

## Wynyard Childcare - Exhibition Link, Wynyard

Must be cleaned after 6pm each day

		MON	TUES	WED	THU	FRI		MON	TUES	WED	THU	FRI
<b>TOILETS</b>												
Clean and spray disinfectant on the toilets, cubicles and walls behind toilets and basins. Leave to air dry	Daily											
Clean/sanitise hand basins and taps	Daily											
Clean mirrors in bathrooms and main rooms	Daily											
Wipe over both sides the toilet doors in Big Room and Toddler Room	Daily											
Restock toilet paper, hand towel and soap as required	Daily											
Wash cubicles and walls in Big Room	Weekly											
<b>FLOORS</b>												
Vacuum carpets and individual mats	Daily											
Sweep and mop floors (incl. bathrooms)	Daily											
Move couches in the rooms and vacuum behind and under	Weekly											
Take cushions off the couches and vacuum seat area	Weekly											
Vacuum sleep rooms, staff room and office	Every 2nd day (5 per fortnight)											
Empty & clean vacuum cleaner	Weekly											
<b>WINDOWS</b>												
Clean windows that show obvious finger prints	Daily											
Clean viewing windows in all rooms	Weekly											
Clean windows as required with priority given to the front door and big windows in the Big Room	As required											
<b>RECEPTION AND HALLWAYS</b>												

## Wynyard Childcare - Exhibition Link, Wynyard

Must be cleaned after 6pm each day

		MON	TUES	WED	THU	FRI		MON	TUES	WED	THU	FRI
Dust and vacuum reception area e.g. benches and window ledges	Every 2nd day (5 per fortnight)											
Vacuum and wipe window ledges and lower ledges in hallway	Every 2nd day (5 per fortnight)											
Open the two front doors and vacuum the lower ledges	Weekly											
Dust the parent library bookshelf and table in hallway	Monthly											
<b>KITCHEN AREA</b>												
Wipe over kitchen cupboards and the gate divider	Weekly											
<b>GENERAL</b>												
Disinfect all door knobs, main office front counter, light switches, fridge doors, staff toilet rails and soap dispenser	Daily											
Start washing machine (for washing that hasn't been done)	Daily											
Spot clean doors and remove finger marks	Daily											
Empty bins in the staff room, adult toilet and offices	Daily											
Check stock levels in cupboards and write down required stock - leave list at front desk	Weekly											
Move dining tables and thoroughly clean against the wall	Weekly											
Clean vacuum cleaner	Weekly											
Dust ceiling fans if required	Monthly											
Clean under fridges in main dining area and glass divider cleaned	Monthly											
Sweep front path as necessary and if time permits	As required											

**Works & Services Depot - 69 Goldie Street, Wynyard**

**Must be cleaned after 4:30pm each day**

		MON	TUES	WED	THU	FRI		MON	TUES	WED	THU	FRI
<b>TOILETS AND SHOWERS</b>												
Clean toilet pans, sanitise seats and urinal	Daily											
Clean/sanitise wash basins, benches and tapware	Daily											
Clean/sanitise door locks, doors, soap dispensers, hand rails	Daily											
Sweep and mop floors	Daily											
Clean toilet entrance and cubicle doors/handles both sides	Daily											
Restock toilet paper and soap as required	Daily											
Sanitise shower tapware	Daily											
Clean showers	Weekly											
Spot clean/sanitise cubicle walls and doors both sides	As required											
Wipe down mirrors	As required											
Damp dust ceiling fans	As required											
<b>CRIB ROOM/KITCHEN</b>												
Wipe and tidy tables	Daily											
Clean and sanitise fridge doors, outside of bins, bench surfaces	Daily											
Clean and sanitise outside of microwave, sink, tapware and water dispenser	Daily											
<b>GENERAL</b>												
Empty bins and wipe outside of bins (insides only as required)	Daily											
Sweep and mop floors	Daily											
Clean and sanitise all door handles, light switches, bench tops and arm rests of office chairs	Daily											

**Works & Services Depot - 69 Goldie Street, Wynyard**

**Must be cleaned after 4:30pm each day**

		MON	TUES	WED	THU	FRI	MON	TUES	WED	THU	FRI
Clean and sanitise bench surfaces in reception area (including wipe down of window sills)	Daily										
Sweep porch area out the front of offices	Daily										
Check stock levels and record any required stock and leave list at front desk	Daily										
Spot clean windows and glass doors	As required										