# UTAS cleaning schedule

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# (Type 1) Office spaces (offices or workstations)

(May include fixtures such as basins, sinks etc. in some buildings)

Desks will not be cleaned unless items on or around are cleared.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Daily** | **Three times per week** | **Weekly** | **Monthly** |
| Remove litter, dust, stains, soil, foreign matter, and spillages and other marks from floors, door tracks, bins, ledges, skirtings, furniture, horizontal and vertical surfaces etc. |  |  |  |  |
| Clean all floors. |  |  |  |  |
| Buff hard floors. |  |  |  |  |
| Remove cardboard, empty and clean waste or co-mingle bins. |  |  |  |  |
| Remove dust and cobwebs from ledges, window sills, skirting boards, edges, corners and horizontal surfaces. |  |  |  |  |
| Clean and dust desks, tables, benches, counters, shelving, cupboards, cabinets and other horizontal surfaces. |  |  |  |  |
| Clean and Polish metal surfaces (Kick plates etc.) |  |  |  |  |
| Remove dust and clean dust picture frames, tvs, clocks, speakers etc. |  |  |  |  |
| Clean white/blackboard surfaces including trays and ledges. |  |  |  |  |
| Clean venetian blinds. |  |  |  |  |
| Clean door frames/rebates, window/glass frames, tracks, and all room vents, grills etc. |  |  |  |  |
| Clean all glass mirrors, entrance doors and surrounds, reception, cabinet, partitions and viewing glass. |  |  |  |  |
| Remove litter, dust, lint, dirt and cobwebs from equipment and accessories. |  |  |  |  |
| Remove dust, grit, lint and cobwebs from light covers and diffusers. |  |  |  |  |

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# (Type 2) Public spaces

(Typically includes, lounge areas, lifts, atriums, stairwells, corridors, foyer, entrances and lobbies etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Daily** | **Three times per week** | **Weekly** | **Monthly** |
| Remove dust, foreign matter, non-approved posters, notices and stickers and other marks from floors, door tracks, bins, ledges, skirtings, furniture, horizontal and vertical surfaces etc. |  |  |  |  |
| Remove litter, stains, soil, and spillages from floors, door tracks, furniture, horizontal and vertical surfaces etc. |  |  |  |  |
| Clean all floors. |  |  |  |  |
| Buff hard floors. |  |  |  |  |
| Remove cardboard, empty and clean waste and co-mingle bins. |  |  |  |  |
| Remove dust and cobwebs from ledges, window sills, skirting boards, edges, corners and horizontal surfaces. |  |  |  |  |
| Clean and dust desks, tables, benches, counters, shelving, cupboards, cabinets and other horizontal surfaces. |  |  |  |  |
| Clean and Polish metal surfaces (Kick plates, door surrounds, doors etc.) |  |  |  |  |
| Remove dust and clean picture frames, TVs, clocks, speakers etc. |  |  |  |  |
| Clean venetian blinds. |  |  |  |  |
| Clean door frames/rebates, window/glass frames, tracks, and all room vents, grills etc. |  |  |  |  |
| Clean all glass, mirrors, cabinets, partitions, entrance and lobby, doors including panels and surrounds. |  |  |  |  |
| Remove dust, grit, lint and cobwebs from light covers and diffusers. |  |  |  |  |
| Clean railings. |  |  |  |  |
| Clean drinking fountains. |  |  |  |  |
| Replenish hand sanitiser units. Replace batteries as required. |  |  |  |  |

# (Type 3) Resource spaces (photocopy, file, resource and mail rooms)

(May include other similar areas)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Daily** | **Three times per week** | **Weekly** | **Monthly** |
| Remove dust, foreign matter, non-approved posters, notices and stickers and other marks from floors, door tracks, bins, ledges, skirtings, furniture, horizontal and vertical surfaces etc. |  |  |  |  |
| Remove litter, stains, soil, and spillages from floors, door tracks, furniture, horizontal and vertical surfaces etc. |  |  |  |  |
| Clean all floors. |  |  |  |  |
| Remove cardboard, empty and clean waste bins. |  |  |  |  |
| Remove dust and cobwebs from ledges, window sills, skirting boards, edges, corners and horizontal surfaces. |  |  |  |  |
| Clean and dust desks, tables, benches, counters, shelving, cupboards, cabinets and other horizontal surfaces. |  |  |  |  |
| Clean and Polish metal surfaces (Kick plates etc.) |  |  |  |  |
| Clean white/blackboard surfaces including trays and ledges. |  |  |  |  |
| Clean door frames/rebates, window/glass frames, tracks, and all room vents, grills etc. |  |  |  |  |
| Remove litter, dust, lint, dirt and cobwebs from equipment and accessories. |  |  |  |  |
| Remove dust, grit, lint and cobwebs from light covers and diffusers. |  |  |  |  |

# (Type 4) Meeting spaces (conference and meeting rooms)

(May include video conference, board and interview rooms etc. in some buildings)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Daily** | **Three times per week** | **Weekly** | **Monthly** |
| Remove dust, foreign matter, non-approved posters, notices and stickers and other marks from floors, door tracks, bins, ledges, skirtings, furniture, horizontal and vertical surfaces etc. |  |  |  |  |
| Remove litter, stains, soil and spillages from floors, door tracks, furniture, horizontal and vertical surfaces etc. |  |  |  |  |
| Clean all floors. |  |  |  |  |
| Buff hard floors. |  |  |  |  |
| Remove cardboard, empty and clean waste bins. |  |  |  |  |
| Remove dust and cobwebs from ledges, window sills, skirting boards, edges, corners and horizontal surfaces. |  |  |  |  |
| Clean and polish desks, tables, benches, counters, shelving, cupboards, cabinets and other horizontal surfaces. |  |  |  |  |
| Clean and Polish metal surfaces (Kick plates etc.) |  |  |  |  |
| Remove dust and clean picture frames, TVs, clocks, speakers etc. |  |  |  |  |
| Clean white/blackboard surfaces including trays and ledges. |  |  |  |  |
| Clean venetian blinds. |  |  |  |  |
| Clean door frames/rebates, window/glass frames, tracks, and all room vents, grills etc. |  |  |  |  |
| Clean all glass mirrors, entrance doors and surrounds, reception, cabinet, partitions and viewing glass. |  |  |  |  |
| Remove litter, dust, lint, dirt and cobwebs from equipment and accessories. |  |  |  |  |
| Remove dust, grit, lint and cobwebs from light covers and diffusers. |  |  |  |  |

# (Type 5) Ablution spaces (toilets, change rooms and showers)

(Typically includes, first aid, sick and parenting rooms, laundries, ablution and wash rooms)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Daily** | **Three times per week** | **Weekly** | **Monthly** |
| Remove litter, dust, stains, soil, foreign matter and spillages and other marks from floors, door tracks, bins, ledges, skirtings, furniture, horizontal and vertical surfaces etc. |  |  |  |  |
| Clean all floors. |  |  |  |  |
| Buff hard floors. |  |  |  |  |
| Empty and clean waste bins. |  |  |  |  |
| Remove dust and cobwebs from ledges, window sills, skirting boards, edges, corners and horizontal surfaces. |  |  |  |  |
| Clean and dust, tables, benches, counters, shelving, cupboards, cabinets and other horizontal surfaces. |  |  |  |  |
| Clean and Polish metal surfaces (Kick plates, piping etc.) |  |  |  |  |
| Clean door frames/rebates, window/glass frames, tracks, and all room vents, grills etc. |  |  |  |  |
| Clean all glass mirrors, entrance doors and surrounds, reception, cabinet, partitions and viewing glass. |  |  |  |  |
| Remove dust, grit, lint and cobwebs from light covers and diffusers. |  |  |  |  |
| Remove stains and spillage from toilet fixtures. |  |  |  |  |
| Clean toilets (including seats) and urinals (including strainers and grates). |  |  |  |  |
| Clean basins, sinks, drinking fountains and taps, piping. |  |  |  |  |
| Clean showers and baths. |  |  |  |  |
| Clean equipment, dispensers and driers. |  |  |  |  |
| Replenish soap, sanitiser, toilet seat sanitiser, urinal discs, paper towelling and toilet paper. Replace batteries as required. |  |  |  |  |

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# (Type 6) Amenity spaces (tea rooms, kitchens and staff common rooms)

(Typically includes, kitchenettes, canteens, dinning and food preparation areas etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Daily** | **Three times per week** | **Weekly** | **Monthly** |
| Remove litter, dust, stains, soil, foreign matter and spillages and other marks from floors, door tracks, bins, ledges, skirtings, furniture, horizontal and vertical surfaces etc. |  |  |  |  |
| Clean all floors. |  |  |  |  |
| Buff hard floors. |  |  |  |  |
| Remove cardboard, empty and clean waste, organic and co-mingle bins. |  |  |  |  |
| Remove dust and cobwebs from ledges, window sills, skirting boards, edges, corners and horizontal surfaces. |  |  |  |  |
| Clean and dust, tables, benches, counters, shelving, cupboards (internal and external including cupboards and drawers), cabinets and other horizontal surfaces. |  |  |  |  |
| Clean door frames/rebates, window/glass frames, tracks, and all room vents, grills etc. |  |  |  |  |
| Remove dust, grit, lint and cobwebs from light covers and diffusers. |  |  |  |  |
| Clean external surfaces of refrigerators, dishwashers, urns, coffee machines, metal rails, grilles, microwave ovens, cook tops etc. |  |  |  |  |
| Clean internal surfaces to ovens and microwave ovens. |  |  |  |  |
| Clean external surfaces to extraction hoods. |  |  |  |  |
| Clean basins, sinks, strainers, drinking fountains and taps, piping and bench tops. |  |  |  |  |
| Clean and polish piping and metal surfaces. |  |  |  |  |
| Replenish paper towelling. |  |  |  |  |
| Replenish tea towels. |  |  |  |  |

# (Type 7) Teaching spaces (lecture theatres, tutorial rooms, libraries and computing laboratories)

(Typically includes auditoriums, study areas and observation rooms etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Daily** | **Three times per week** | **Weekly** | **Monthly** |
| Remove dust, foreign matter, non-approved posters, notices and stickers and other marks from floors, door tracks, bins, ledges, skirtings, furniture, horizontal and vertical surfaces etc. |  |  |  |  |
| Remove litter, stains, soil, and spillages from floors, door tracks, benches, tables, desks, furniture, horizontal and vertical surfaces etc. |  |  |  |  |
| Clean all floors. |  |  |  |  |
| Buff hard floors. |  |  |  |  |
| Remove cardboard, empty and clean waste and co-mingle bins. |  |  |  |  |
| Remove dust and cobwebs from ledges, window sills, skirting boards, edges, corners and horizontal surfaces. |  |  |  |  |
| Clean and dust desks, carrels, lecterns, tables, benches, counters, shelving, cupboards, cabinets and other horizontal surfaces. |  |  |  |  |
| Clean and Polish metal surfaces (Kick plates etc.) |  |  |  |  |
| Remove dust and clean picture frames, TVs, clocks, speakers etc. |  |  |  |  |
| Clean white/blackboard surfaces including trays and ledges. |  |  |  |  |
| Clean venetian blinds. |  |  |  |  |
| Clean door frames/rebates, window/glass frames, tracks, and all room vents, grills etc. |  |  |  |  |
| Clean all glass mirrors, entrance doors and surrounds, reception, cabinet, partitions and viewing glass. |  |  |  |  |
| Remove litter, dust, lint, dirt and cobwebs from equipment and accessories. |  |  |  |  |
| Clean basins and sinks. |  |  |  |  |
| Remove dust, grit, lint and cobwebs from light covers and diffusers. |  |  |  |  |
| Replenish paper towelling. |  |  |  |  |
| Replenish hand sanitiser units. Replace batteries as required. |  |  |  |  |
| Collect and place books, documents, folders, lecture pads/notes into designated container/s or onto lectern/table at the front of the facility for collection by Lecturers and or Students. |  |  |  |  |
| Remove and dispose of documents, lecture pads and notes from designated container or lectern/table. |  |  |  |  |

# (Type 8) Workshop and lab spaces (workshops and laboratories)

(Typically includes teaching, research laboratories machine shops, work bench areas etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Daily** | **Three times per week** | **Weekly** | **Monthly** |
| Remove dust, foreign matter, non-approved posters, notices and stickers and other marks from floors, door tracks, bins, ledges, skirtings, furniture, horizontal and vertical surfaces etc. |  |  |  |  |
| Remove litter, stains, soil, and spillages from floors, door tracks, benches, tables, desks, furniture, horizontal and vertical surfaces etc. |  |  |  |  |
| Clean all floors. |  |  |  |  |
| Buff hard floors. |  |  |  |  |
| Remove cardboard, empty and clean waste bins. |  |  |  |  |
| Remove dust and cobwebs from ledges, window sills, skirting boards, edges, corners and horizontal surfaces. |  |  |  |  |
| Clean and dust desks, tables, benches, counters, shelving, cupboards, cabinets and other horizontal surfaces. |  |  |  |  |
| Clean and Polish metal surfaces (Kick plates etc.) |  |  |  |  |
| Clean white/blackboard surfaces including trays and ledges. |  |  |  |  |
| Clean door frames/rebates, window/glass frames, tracks, and all room vents, grills etc. |  |  |  |  |
| Clean all glass mirrors, entrance doors and surrounds, reception, cabinet, partitions and viewing glass. |  |  |  |  |
| Remove litter, dust, lint, dirt and cobwebs from equipment and accessories. |  |  |  |  |
| Remove dust, grit, lint and cobwebs from light covers and diffusers. |  |  |  |  |
| Clean basins and sinks. |  |  |  |  |
| Replenish paper towelling. |  |  |  |  |
| Clean emergency showers. |  |  |  |  |

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# (Type 9) Commercial spaces

(Typically includes retail, banks, surgery, cafeterias, kiosks etc.)

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| --- | --- | --- | --- | --- |
| **Activity** | **Daily** | **Three times per week** | **Weekly** | **Monthly** |
| Remove litter, dust, stains, soil, foreign matter and spillages and other marks from floors, door tracks, bins, ledges, skirtings, furniture, horizontal and vertical surfaces etc. |  |  |  |  |
| Clean all floors. |  |  |  |  |
| Buff hard floors. |  |  |  |  |
| Remove cardboard, empty and clean waste, organic and co-mingle bins. |  |  |  |  |
| Remove dust and cobwebs from ledges, window sills, skirting boards, edges, corners and horizontal surfaces. |  |  |  |  |
| Clean and dust desks, tables, benches, counters, shelving, cupboards (internal and external including drawers), cabinets and other horizontal surfaces. |  |  |  |  |
| Clean and Polish metal surfaces (Kick plates etc.) |  |  |  |  |
| Remove dust and clean picture frames, TVs, clocks, speakers etc. |  |  |  |  |
| Clean white/blackboard surfaces including trays and ledges. |  |  |  |  |
| Clean venetian blinds. |  |  |  |  |
| Clean door frames/rebates, window/glass frames, tracks, and all room vents, grills etc. |  |  |  |  |
| Clean all glass mirrors, entrance doors and surrounds, reception, cabinet, partitions and viewing glass. |  |  |  |  |
| Clean external surfaces to extraction hoods. |  |  |  |  |
| Clean external surfaces of refrigerators, microwave ovens, dishwashers, urns, cook tops etc. |  |  |  |  |
| Clean internal surfaces to ovens and microwave ovens. |  |  |  |  |
| Clean basins, sinks, drinking fountains and taps, piping. |  |  |  |  |
| Remove litter, dust, lint, dirt and cobwebs from equipment and accessories. |  |  |  |  |
| Replenish paper towelling. |  |  |  |  |
| Remove dust, grit, lint and cobwebs from light covers and diffusers. |  |  |  |  |

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# (Type 10) External spaces

(Typically includes loading bays, balconies, courtyards, sundecks, arcades, scheduled courtyards, veranda’s, covered walk-ways and areas within a 3-metre zone around buildings and door entrances etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Daily** | **Three times per week** | **Weekly** | **Monthly** |
| Remove litter, debris, stains, soil, and spillages and other marks from ground surfaces. |  |  |  |  |
| Remove litter, debris, stains, soil, and spillages and other marks from ground surfaces |  |  |  |  |
| Clean all floors. |  |  |  |  |
| Cobwebs, grit, debris and leaves removed from External Walls, Covered Walk Ways and Building Envelope. |  |  |  |  |
| Empty and clean waste bins. |  |  |  |  |
| Clean tables, benches, fixed seating, furniture etc. |  |  |  |  |
| Clean and Polish metal surfaces (Kick plates etc.) |  |  |  |  |
| Clean railings, handrails and balustrades etc. |  |  |  |  |
| Clean door frames/rebates, window/glass frames, tracks, and all room vents, grills etc. |  |  |  |  |
| Clean entrance matting. |  |  |  |  |
| Clean drinking fountains. |  |  |  |  |

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