**St Peter’s Church of England Primary School**

**Cleaning Schedule February 2025**

**Daily Routine**

* Vacuum all floor areas throughout both buildings.
* Headteacher’s office cleaned Wednesdays and Fridays.
* Toilets cleaned daily (Flash Professional All Purpose Cleaner)
* Clean all desktops, chairs, doors, door handles, light switches and accessible painted surfaces (Flash Professional All Purpose Cleaner)
* Mop all vinyl floor surfaces. (Flash Professional All Purpose Cleaner diluted to 2 caps to 5l)
* Mop the hall floor (Flash Professional All Purpose Cleaner)
* Empty all internal waste bins to the main refuse bins
* Empty vacuum bag when needed
* Close all windows, reset heating and turn off all lights
* Lock up and leave site secure

**Weekly**

* Descale all toilets (HO18 – React Toilet De-Scaler)
* Wipe down all telephones and lift doors/control buttons (Flash Professional All Purpose Cleaner)
* Wipe down stair hand rails (Flash Professional All Purpose Cleaner)

**As required**

* Order, receive and store all stock, ensuring that it is safely is maintained and storage is in accordance with appropriate health and safety practices.
* All COSSH information is kept updated.

**Holiday Cleaning**

* High level clean in each room
* Deep clean of each classroom, with furniture moved to allow access to all surfaces.
* All floors, walls, doors, shelving, window sills, skirting boards, internal window surfaces, furniture, white boards, blinds in every room, hall and corridor cleaned fully. (Flash Professional All Purpose Cleaner)
* All wooden surfaces, including piano, clock etc polished. (Pledge Natural Furniture Polish)
* Deep clean of toilets, including pipework and walls, with toilets descaled thoroughly. (Flash Professional All Purpose Cleaner/De-scaled with H018 Recat De-scaler)
* Clean staffroom microwave and fridge
* De-scale staffroom sink and taps
* Clear staffroom kitchen cupboards, clean surfaces and replace items.
* All bins internally soaked and external surfaces cleaned (Flash Professional All Purpose Cleaner diluted to 2 caps to 5L)
* Wash external paintwork, doors, fascia and panels.
* Wash and polish all glass in external doors.
* Clean all bookshelves and seating in library, dust all books

**Ground Space and Toilet Cubicles**

**Mount Pleasant Building**

|  |  |  |  |
| --- | --- | --- | --- |
| **Mount Pleasant** | **Size Sqm** | **Lodge (Ground)** | **Size Sqm** |
| Entrance Lobby | 4 | Year 1 Classroom |  |
| Disabled Toilet | 1 Cubicle | Year 1 Toilets |  |
| School Office | 17 | Year 1 Corridor |  |
| Year 4/5/6 Corridor |  | Boys Toilets |  |
| Year 6 Classroom |  | Year R Toilets |  |
| Year 5 Classroom |  | Year 2 Classroom |  |
| Year 4 Classroom |  | Year 2 Corridor |  |
| KS2 Toilets |  | Storage Corridor |  |
| Library |  | Girls Toilets |  |
| Rear Storeroom |  | Year R Classroom |  |
| Kitchen Corridor |  | Headteacher’s Office |  |
| Hall | 94 | HT Corridor |  |
| Hall Lobby Area | 4 |  |  |
| New Storeroom | 20 | **Lodge (First)** | **Size Sqm** |
|  |  |  |  |
| Year 4/5 Corridor | 14 | Staff Room |  |
| Year 4 Classroom | 36 | Staff Room Toilets | 2 Cubicles |
| Year 5 Classroom | 46 | Office Classroom |  |
| Toilet Block | 26 | Year 3 Corridor |  |
| Kitchen | 16 | Year 3 Classroom |  |
|  |  | Stairwell |  |
|  |  | Intervention Room |  |
| Total | 397 |  |  |

The later afternoon start to the cleaning programme continues as it means that the site will be clear of all children, bar those attending wrap around provision, and that support staff will also have left the site. The danger of any accident occurring as the cleaning is completed is obviously reduced with fewer people being on site.

Employing two cleaners avoids any dangers of lone working once the site is unoccupied, after 6pm. The two cleaners will begin work in the Lodge and move to Mount Pleasant subsequently. The ASC is in the MP building so leaving that cleaning until later makes it more effective. Toilets and the hall will be the last areas cleaned.

Having two cleaners has the added benefit that if one cleaner were absent due to ill health, we could have the most important cleaning tasks completed by the remaining member of staff, who would work across both buildings.

Hours of work/Rate of pay

* 4.15-6.15pm, Monday to Friday term time only
* Holiday cleaning – 3 final days of Summer holidays; 3 final days of Christmas holidays.
* Pay will be £\* per hour, equating to an annual salary of , paid pro rata at per week.
* Costs to school will be £\* annually, against current expenditure of £\*