



## Tenders are invited for the St Mary's Primary School Mooroopna Cleaning Contract

Please see attached Cleaning Schedule for a detailed description of daily, weekly and annual cleaning tasks.

Tenders are invited to submit an average monthly cost that would cover all tasks on the Cleaning Schedule over 12 months.

The successful contractor and workers will be required to have the following:

- Full Covid-19 Vaccinations
- Working With Children Checks
- Agree to abide with the VRQA Child Safe Standards

Enquiries Welcome

Tenders, including the names of two referees, to be addressed to the Principal:

Mr Anthony Butts  
St Mary's Primary School  
Ph: 03 5825 2858

[principal@smmooroopna.catholic.edu.au](mailto:principal@smmooroopna.catholic.edu.au)

Tenders close Wednesday 24th November



# ST. MARY'S SCHOOL

McLennan Street, Mooroopna. 3629. Phone: (03) 5825 2858. Fax: (03) 5825 4026  
P.O. Box 259, Mooroopna 3629

*“Let your light shine”*

## **School Cleaning Schedule**

The school year comprises of 41 weeks less approximately 10 days for pupil free days and public holidays.

Our current cleaners (2 people) take approximately 2 1/2 - 3 hours to complete regular daily tasks.

Cleaning is required to be completed outside of regular schools hours 8am - 5pm weekdays.

### **Daily Tasks**

Vacuum main school foyer.

Clean Junior Boys Toilets (5 cubicles + urinal)

Clean Junior Girls Toilets (5 cubicles)

Clean Senior Boys Toilets. (2 cubicles + urinal)

Clean Senior Girls Toilets. (2 cubicles)

Cleaning toilets includes mopping the floor, cleaning all individual toilets, cleaning all basins & splashbacks, wiping any blemishes from walls, cleaning all urinals and ensuring soap dispensers are full.

### **Twice a week:**

Clean staff toilets (4 cubicles & 4 basins).

### **Weekly Tasks**

Marian Centre (**School/Parish Hall**) (52 weeks per year to be completed on either Sunday or Monday):

Vacuum entire carpeted area (inc meeting room).

Clean glass doors in entrances, doors and windows beside doors.

Clean toilets.

Replace toilet paper.

Mop all vinyl floors.

Clean stage.

Clean all benches, tabletops and fridges (exterior) in kitchen, foyer and meeting room.

Remove any cobwebs from lights in meeting room, foyer and kitchen.

### **Main Office Areas:**

Vacuum floor.

Clean glass doors and windows beside doors at both entrances.

Clean all windowsills.

Clean glass doors of cabinet.

Wipe down door handles.

Wipe down benches.

**Sick Bay:**

Mop floor.

Clean sink, splashback and bench.

**Staff Room:**

Vacuum floor.

Clean sink and splashback.

Wipe down benches and tabletops.

Wipe down door handles.

Dust and remove cobwebs from lights

Mop vinyl floor space.

**Principal's Office, Deputy Principal's Office, Leadership Office and Meeting Room:**

Vacuum floor.

Wipe down benches and tabletops.

Wipe down door handles.

Dust and remove cobwebs from lights

**Classrooms (14 General Classrooms, Library, Art Room and small meeting rooms):**

Vacuum floor.

Mop wet areas.

Wipe down sinks & splashbacks.

Wipe down visible spaces on tabletops and benches.

Wipe down door handles.

Clean windowsills.

Clean internal windows and glass doors (as needed).

**Other:**

Clean drinking troughs (X 4)

**END OF TERM**

Dust/Clean all blinds in staff room and office area (inc sick bay)

Clean front of main office counter.

Dust air conditioning ducts in staff room and office.

Dust and remove cobwebs from lights in staff room and office.

Clean main foyer couch.

Clean verandah and steps in front of Marian Centre toilets.

Wipe out bag lockers.

Clean Exhaust fans in toilets.

**ONGOING**

Any major spills around the school.

Minor incidents of graffiti.

In the event of an emergency (flooded rooms, break ins, broken windows etc) the school will need the area to be cleaned as soon as possible (if deemed reasonable by both cleaner and school).

**Optional:**

Steam Cleaning of carpets annually. (Currently sub contracted)

Window cleaning whole school annually. (Currently sub contracted)

**Tenders are invited to submit an average monthly cost that would cover all above mentioned tasks over 12 months.**