

# UniSA Cleaning General Scope

The following cleaning scope is to provide an overview of deliverables by the cleaning provider.

The cleaning provider is to deliver a base cleaning of daily and periodical cleaning tasks, to compliment the proactive housekeeping tasks of the University community in their areas. Some Areas have pre-agreed specialist scopes due to the activities within the space.

## 1. General Cleaning and Waste Removal Requirements

### 1.1 Activities / Tasks

For avoidance of doubt, the Services may include, but are not limited to the following activities:

(a)	Sweeping & Dry Mop	Using an approved colour coded dust control mop.
(b)	Wet Mop	Mopping with a clean rinsed colour coded mop head, using an approved disinfecting solution which is changed in accordance with the manufacturer's recommendations.
(c)	Wipe Clean	Using an approved colour coded smear free damp cloth with detergent if required and rinsed to achieve a smear free finish.
(d)	Damp Mop	Using an approved colour coded mop that is almost dry to control dust and prevent slips.
(e)	Feather Dust	Using a feather duster to dust surfaces.
(f)	Damp Dust	Wipe clean with a clean sponge cloth, using an approved cleanser or disinfectant.
(g)	Buff	Polishing of floor surfaces using high speed machine with vacuum and filter attached, and an approved spray buffing solution.
(h)	Full Vacuum	Vacuum carpet areas using brush action type cleaner.
(i)	Spot Vacuum	Pick up obvious litter and spot vacuum areas of obvious heavy traffic and soil.
(j)	Spot Clean	Remove obvious marks by using a suitable detergent.
(k)	Wash	Full cleaning of a surface.
(l)	Scrub	To scrub with an abrasive pad or brush and mild degreasing detergent.
(m)	Strip and Seal	To remove all old polish build-up and reseal with the sealant recommended for use on the floor finish.
(m)	Non-static dusting	All computer equipment is to be dusted and cleaned with a non-static build up duster.
(n)	Disinfect	Using correct disinfect chemical for the procedure in accordance with the manufacturer's recommendation. All cleaning tools used for disinfecting procedures to comply with approved colour coding standard.
(o)	Waste removal	Litter and waste collection, sorting, disposal and reporting including facilitation of recycling and disposal services to the waste collection area.

## 1.2 Areas / Facilities

In general, the following areas and facilities will require cleaning and waste removal services:

- (a) Rooms, corridors, stairways and entrance lobbies - daily;
- (b) Floors, walls (spot), doors, partitions (spot) and ceilings (periodical);
- (c) Internal windows, window ledges, mirrors and glass – up to 2 metres – daily as required;
- (d) External windows – annually;
- (e) Staff desks / workstations – bi-monthly
- (f) Furniture, fixtures – daily spot clean;
- (g) Vents, Ceiling fans and other fittings – periodical as required;
- (h) Toilets, bathrooms, washbasins and showers, including sanitary/sharps waste management services - daily;
- (i) Paths, steps, landings, ramps and entrances, handrails, covered walkways, building crossovers and verandas - daily;
- (j) Balconies including external walls and eaves - daily;
- (k) External work areas (including patios, pergolas etc.) – daily as required;
- (l) Waste removal from internal and external rubbish and recycling receptacles, including general waste, recycling, liquid waste, bin hire and hazardous waste (upon special arrangement).

## 1.3 Hours of Operation

- (a) General
  - i) In general, cleaning and waste removal services are to be undertaken throughout the year (51 weeks per annum) and during the following hours:
    - (1) Monday to Friday: 04:00am to 08:30am
    - (2) Saturday, Sundays, public holidays, and the University shutdown period: At the direction of the University.
- (b) Day Service
  - i) Day Cleaners are required to be on site in accordance with **Appendix 4**.

## 1.4 General waste removal and recycling requirements

The Operator will be responsible for the removal of waste from the Sites as part of the Services.

Rubbish bins under desk are the responsibility of the UniSA staff member to empty.

Paper recycling boxes are the responsibility of the cleaning provider. **Note** will not be emptied if contaminated with inappropriate rubbish.

## Appendix 4

Campus	Time required	Hours per day	Days	Description
City East	7:30am – 3:30pm	8	Mon - Fri	Day Man
City East	11:00am – 2:30pm	3.5	Mon - Fri	Midday Toilet Cleaner
City East	3:15pm - 6:00pm	2.75	Mon - Fri	Late Afternoon Shift
City East	5:30am – 8.30pm	3	Sat	Weekend Clean
City East	5:30am – 8.30pm	3	Sun	Weekend Clean
City East	6:00pm - 8:30pm	2.5	Fri	Brookman Building (Fri only)
City West	5:30am - 8:30am	3	Mon - Fri	Early morning day person for outside work
City West	9:30am - 2:30pm	5	Mon - Fri	Grounds
City West	10:00am - 1:00pm	3	Mon - Fri	Hawke Building
City West	11:00am - 2:00pm	3	Mon - Fri	Toilet Run
City West	12:15pm - 3:30pm	3.25	Mon - Fri	High Profile Clean
City West	3:15pm - 8:30pm	5.25	Mon - Fri	Afternoon Clean
City West	5:30am - 10:30am	5	Sat	Weekend Clean
City West	5:30am - 10:30am	5	Sun	Weekend Clean
City West	2.00pm - 6.00pm	4	Mon - Fri	Jeffrey Smart
City West	4.00am – 10.00am	6	Sat	Jeffrey Smart
City West	4.00am – 10.00am	6	Sun	Jeffrey Smart
Mawson Lakes	7:00am – 3:30pm	8.5	Mon - Fri	Day Man
Mawson Lakes	11:00am – 2:30pm	3.5	Mon - Fri	Toilet Cleaner
Mawson Lakes	3:15pm - 6:00pm	2.75	Mon - Fri	Late Afternoon Shift
Mawson Centre	6:00am – 8:00am	2	Sat	Weekend Clean
Mawson Lakes	6:00am – 8:30am	2.5	Sat	Weekend Clean
Mawson Centre	6:00am – 8:00am	2	Sun	Weekend Clean
Mawson Lakes	8:00am – 9:00am	1	Sun	Weekend Clean
Magill	9:00am – 3:30pm	6.5	Mon - Fri	Day Man
Magill	6:00am – 8:30am	2.5	Sat	Weekend Clean
Magill	6:00am – 8:30am	2.5	Sun	Weekend Clean