

Cleaning & Maintenance Policy



Love, Learn and Shine together with Jesus.

Written: November 2021

Reviewed: September 2024

Leader: Mrs Sime

Aims and Objectives

This policy is designed to manage the cleaning of St. Matthew's Catholic Primary School. It should be used in conjunction with the school's Health & Safety Policy.

Mission and Vision

Love, Learn and Shine together with Jesus.

To achieve this, we will seek to show pride and respect in our school. We will promote a clean and calm working atmosphere. We will ensure that our school is a safe place where everyone feels secure.

Key Roles and Responsibilities

1. The Head Teacher has overall responsibility for the implementation of the cleaning of St. Matthew's school.
2. The School Business Manager and Site Manager will be responsible for the day-to-day implementation of the cleaning policy. In the absence of these staff members a member of the SLT will ensure the daily implementation of the policy.
3. The Site Manager will be responsible for overseeing the day-to-day cleaning and for organising a scheduled deep clean annually. In the absence of these staff members a member of the SLT will ensure the daily implementation of the policy.
4. The cleaning staff are line managed by the Site Manager, School Business Manager to line manage all site staff. In the absence of these members of staff the HT or DHT will line manage all site staff.
5. The Site Manager will be responsible for any and all equipment used in the cleaning of the school premises. In the absence of this member of staff the senior admin Mrs Tippey will be responsible for this.

Maintenance

The Site Manager will be responsible for the maintenance and upkeep of the school premises.

1. The Site Manager will be responsible for ensuring that all maintenance/health & safety inspections are carried out regularly and recorded thoroughly.
2. Reported faults will be recorded via the issues logging system.
3. Ladders and other equipment designed for working at height must be checked prior to use and regularly maintained.
4. Outside contractors must have their own insurance to work on the premises.

In the absence of the site manager, the SLT will carry out weekly checks and ensure all aspects of maintenance are addressed.

Cleaning

1. The school's Cleaning Risk Assessment will be reviewed annually.
2. If instructions on cleaning chemicals state eye protection should be worn, this must be done.
3. Products must be diluted as directed.
4. Cleaning products must not be mixed.
5. Bodily fluids, blood and vomit must be cleaned as soon as possible after they are discovered to prevent the spread of communicable diseases.
6. To avoid cross-contamination different cloths/mops must be used for different areas.

Colour	Cloths	Mops
Red	Toilets	Toilet floors
White	Toilet sinks only	
Blue	Tables, chairs & other furniture	Hall, corridors and classrooms (wet)
Green	Classroom sinks, taps & door handles	Dry all areas
Yellow	Vomit	Vomit

7. The school will be cleaned according to the attached cleaning schedules.
8. During outbreaks of infectious disease, the Chair of the Governing Body has the authority to close the school and mandate a deep clean.
9. Ladders should only be used if necessary and the correct ladder for the job must be used as per working at height training.
10. Cleaners will refer to COSHH (Control of Substances Hazardous to Health) regulations for further guidance on cleaning chemicals.
11. Cleaning / check sheets must be completed for all areas of the school (see appendix 1a / 1b)

Cleaners in school work hours noted in contracts – 3.30 – 6pm Monday to Friday after the end of the school day. Changes to hours can only be made with the agreement of the HT.

A review of cleaning in school took place in 2023 and it was noted and agreed that school should be split into 4 areas with a different cleaner working in each area. Areas have been agreed to ensure shared workload. If a cleaner completed their zone ahead of another cleaner, they are expected to support in other areas. (See appendix 2 areas in school) Areas will be rotated monthly / half termly. Cleaners' zones will be noted in the staffroom to avoid any confusion and aid with clarity (see appendix 3)

Cleaners' holidays will be agreed by SLT. At the start of the academic year in September please see details below

In the event of a 6-week summer break

- 1 week in school
- 3 weeks close down
- 2 weeks in school.

In the event of a 5-week summer break

- 1 week in school
- 2 week close down
- 2 weeks in school

In addition, please note the following:

- cleaners should agree their working hours with the HT or a member of SLT before a holiday, the priority remains ensuring school is clean and ready for reopening after a holiday.
- 1 cleaner is allowed on holiday at one time outside of the school close down to avoid lone working and ensure all cleaning jobs can be completed effectively
- Holidays outside of the close down must be spilt, 5 days is the maximum number of days holiday that can be taken as a block in term time. This will only be agreed in exceptional circumstances.

(Appendix 4 cleaners holidays form)

Roles and zones will be reviewed during periods of holiday to ensure all areas are covered and cleaners should work together to ensure all areas are fully cleaned according to the cleaning schedule.



St. Matthew's Catholic Primary School School Cleaning Schedule

Location	Frequency	Action
Entrances, hallways & corridors.	Daily	Dust furniture / wipe clean furniture in Sweep, Vacuum, Mop Clean entrance door glass
	Weekly	Dust top of cabinets and window sills Clean interior door glass Spot clean finger marks from surfaces including seating Buff floors in non-carpeted areas
	Half Termly	Dust vents, lights, pipes, window blinds and door frames High dusting of areas above 5 feet Vacuum upholstered furniture.
Classrooms, intervention rooms	Daily	Empty bins Damp clean desks, chairs and table tops Clean whiteboards if requested by teacher Sweep, Vacuum, Mop Spot clean soiled areas of carpet Clean interior door glass Wipe down sink areas, surrounds and door handles with disinfectant wipe/solution
	Weekly	Dust top of cabinets and window sills Spot clean finger marks from surfaces including seating Clean door surfaces

Location	Frequency	Action
Classrooms, intervention rooms	Fortnightly	Buff floors in non-carpeted areas – equipment to be purchased Dust vents, lights, pipes, window blinds and door frames High dusting of areas above 5 feet Vacuum upholstered furniture.
Offices, lift area	Daily	Empty bins Vacuum & spot clean soiled areas of carpet Wet & dry mop vinyl floors Clean interior door glass
	Weekly	Dust top of cabinets and window sills Polish desks and table tops Clean door surfaces
	fortnightly	Dust vents, lights, pipes, window blinds and door frames High dusting of areas above 5 feet Vacuum upholstered furniture.
Toilets and shower	Through-out the day and a deep cleaned daily	Mopped and clean/ floor / toilets etc checked for spills or waste – identified and times and cleaner signs daily records. If any spills or waste is reported at any point in the day they are dealt with immediately by appropriate member of staff Empty bins Thoroughly clean and disinfect toilets and urinals. Thoroughly clean and disinfect shower room. Restock dispensers Clean mirrors Clean sinks Polish stainless steel and chrome surfaces Spot wash walls and partitions

		Dry mop floors Wet mop floors with disinfectant Wipe door handles with disinfectant wipe/solution
--	--	---

Location	Frequency	Action
Toilets and shower	Daily or at least weekly	Damp clean and wipe cubicle partitions thoroughly Clean doors and wall tiles Sort lost property and on a Friday – any items left in the room to be thrown away or organised for donation
		Descal fixtures Deep scrub of the floor
Staff Room	Daily	Empty bins Disinfect table tops Wet & Dry mop floors Vacuum floor Clean sinks Clean interior door glass Wipe down sink areas and surrounds with disinfectant wipe/solution Wipe door handles with disinfectant wipe/solution Put away items and nothing left out
	Weekly	Spot clean walls Clean doors and wall tiles Dust furniture and fire extinguishers All rubbish left on surfaces to be thrown at end of week
	Half Termly	Thoroughly clean furniture Dust vents, lights, pipes, window blinds and door frames High dusting of areas above 5 feet Vacuum upholstered furniture.

Location	Frequency	Action
Hall	Daily	Empty bins Brush and mop floor Spot clean walls and remove any marks Clean interior door glass Throw away rubbish left of surfaces – scrap paper/ pens etc
	Weekly	Spot clean walls Clean doors surfaces Buff floor
	Half Termly	Dust vents, lights, pipes, window blinds and door frames High dusting of areas above 5 feet
All areas	Weekly	Site manager to use fogging machine to fog/mist all areas on rota once a week or when there is a Covid outbreak / number known cases of a stomach bug



St. Matthew's Catholic Primary School
Deep Cleaning Schedule

Area	Action
Dry Rooms (Once per year or as school directed by line manager when needed and time available)	
Preparation of classes by class-based staff	Remove artwork, bulletins and paperwork from notice boards, doors, windows and glass panels Remove all detritus from table tops and desks Temporarily store books and folders from book cases and cupboards Temporarily store all stationery
Furniture (Cleaners)	Scrape gum from all furniture Remove tape, glue, paint and dirt from tops, sides, bottoms and insides of all furniture Report any broken or damaged furniture to Site Manager Vacuum upholstered chairs and curtains Vacuum tops of tall fixtures Clean fire extinguishers
Floors (Cleaners)	Remove all furniture not fixed to the ground Remove all excessive chemical build up from floor Thoroughly scrub and disinfect floor Vacuum carpets, rugs and mats

Area	Action
Surfaces (Cleaners)	Wash all painted surfaces Clean all tiled areas including grout (Site Manager to re-grout if necessary) Clean all interior glass Report anything e.g. paint that can't be removed to Site Manager
Windows (External Provider)	Wash windows inside and out
Wet Rooms (Three per year – Christmas, Easter and Summer or as school directed by line manager when needed and time available)	
Toilets and showers (Cleaners)	Scrub and disinfect all fixtures, surfaces, partitions, doors and door handles Remove smudges, fingerprints and graffiti from dispensers Empty and disinfect all bins Remove mould and disinfect tiled areas Clean all tiled areas including grout (Site Manager to re-grout if necessary) Clean, disinfect and polish chrome and metal work Vacuum vents and tops of tall fixtures Eliminate unpleasant odours Report anything e.g. paint that can't be removed to Site Manager Report and broken or damaged furniture or fixtures to Site Manager

Area	Action
Staff Room (Cleaners)	Dismantle and thoroughly clean all kitchen appliances Unplug all electrical equipment and check for damage Cover all sockets with waterproof tape Wash all walls and painted surfaces Disinfect all food preparation areas Check ceiling for dust, debris and grease build up Remove residue from cleaning materials Clean fire extinguishers Clean cooker hoods and replace filters Clean all interior glass Report any broken/damaged furniture/fixtures to Site Manager
Floors (Cleaners)	Remove all furniture not fixed to the ground Remove all excessive chemical build up from floor Thoroughly scrub and disinfect floor
External Providers	
Whole School	Wet vacuum carpets and rugs Clean windows inside and out.

Description of Cleaning Standard

The following standards are to be achieved as output at St Matthews and will be used as the description of standard to be achieved during audit walks by the nominated 'auditor' and on occasion with cleaning operatives.

Requirements for all public access areas, classrooms, halls, offices. To be cleaned on a daily basis:

- Floors and Furniture, Low Level Surfaces, Fixtures and Fittings, Bins and Horizontal surfaces must be free from dust, debris, smears and graffiti and should have a uniform appearance. Phones and bins to be sanitized daily. Dispose of all debris in appropriate skip.

Requirements for areas not in automatic daily use including conference/meeting rooms.

To be cleaned on an 'as required basis':

- Floors and Furniture, Low Level Surfaces, Fixtures and Fittings, Bins and Horizontal surfaces must be free from dust, debris, smears and graffiti and should have a uniform appearance. Phones and bins to be sanitized. Dispose of all debris in appropriate skip.

Requirements for corridors, lobby's, stairs, lifts and resource areas)

To be cleaned on a daily basis:

- Floors and Furniture, Vertical Surfaces, Fixtures and Fittings, Bins and Horizontal surfaces must be visibly clean and free from dust, debris, smears and graffiti and should have a uniform finish. Phones and bins to be sanitized daily. Dispose of all debris in appropriate skip.

Requirements for all WC's, toilet areas and wet classroom areas

To be cleaned on a daily basis:

- Dispose of all debris in appropriate skips.
- Floor areas must be clean and disinfected.
- All low-level surfaces fixtures and fittings, horizontal surfaces must be clean, disinfected and free from smears.

- The area is to be free of waste materials.
- A continuous supply of soaps, toilet tissues, bin bags and other consumable items is to be provided.
- Specifically, toilet bowls, sinks, urinals, shower trays and showerheads to be free of scale, removable stains, body fats and fluids and verdigris.
- Specifically, all areas to be odour free.

Appendix 1b Cleaning Zones – Weekly overview

Zone Number:

Name of Cleaner:

Once completed to be returned to senior admin at the end of the week

DATE		ACTIONS/NEEDS	CLEANERS INITIALS	TIME / COMPLETED	NEXT STEPS
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Appendix 2

Zones	Areas with in zone
1	Front office foyer SLT office Staff room front staircase, Staff toilet upstairs, Upstairs boys toilets, intervention rooms, ppa room Year 5 and year 6 classrooms Corridor from outside 4Ash to staff toilet
2	SBM office HT office Disabled toilet Back office Back stairs, Girls toilets upstairs Year 3 and year 4 classrooms Corridor from fire down to year 3
3	Year 2 classrooms Year 1 classrooms Staff toilets down stairs Lift area Down stairs corridor Hall Care takers room
4	Reception class including toilets and outside areas Girls and boys toilets downstairs Half of the hall Sensory room Corridor from boys toilets past SBM office round to hall

Appendix 3 – Cleaning zones – yearly overview

Zone	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
1						
2						
3						
4						

Total					
-------	--	--	--	--	--