

CONTRACT SPECIFICATION SUMMARY

Whole of Government Facilities Management (Cleaning Services Only) 1st March 2019

Schools

Contents

Item	Page No
1. Hours of Duty	2
2. Sign On Book	2
3. Communications Book	2
4. Security Of Premises	2
5. Colour Coding	3
6. Personal Protective Equipment	3
7. Safe Work Procedures	3
Specification Requirements	
• Classrooms & Libraries	4
• Offices, Hallways, Corridors & Similar	5
• Toilets, Bathrooms & Showers	6
• Food Technology, Canteens, Tea Rooms, Clinics & Sick Bays	7
• Halls & Multi Purpose Centres	8
• Wood & Metal Technology Rooms	9
• Manual Arts, Pottery & Ceramics Rooms	9
• Schools for Specific Purposes – SSP Units	10
• External Hard Surface & Grassed Areas	12
• External Eating Areas	12

CONTRACT SPECIFICATION SUMMARY

REQUIREMENTS AND FREQUENCIES

This specification is to be read in conjunction with your Safe Work Practice Book. Should you be unclear on any aspect of the specification consult your REDACTED Site Supervisor or REDACTED Manager immediately.

1. Hours of Duty

- i. 🕒 Hours of duty shall be those identified on your individual Work Schedule. The nominated hours cannot be altered without prior permission of your REDACTED Manager. Variation of your hours of duty without prior permission from your REDACTED Manager can lead to disciplinary action being taken against you.
- ii. 🕒 The frequency of cleaning shall be 5 days per week excluding weekends, public holidays and allocated leave periods, unless contract requirements specify different. Your REDACTED Manager will inform you of the frequency required for your site.

2. Sign On Book

- i. 📖 The sign on book is located in the REDACTED Site Operations Folder. On entering the work site you must ensure you enter this time as your starting time and sign on. At the end of your shift and prior to leaving the site, you must enter this time as your finishing time and sign off.
- ii. ✍️ Your sign on and sign off time should match the identified work time on your Work Schedule unless your REDACTED Manager has given permission to vary these times.

3. Communications Book

- i. The Communications Book is located in the REDACTED Site Operations Folder.
 - 📖 On entering the work site the Communications Book is to be opened and visually checked to ascertain if the Client or REDACTED Manager has made comment or recorded information that may require your attention.
- ii. ✍️ Comments in the Communication Book, which require you to perform identified tasks, **must be signed off in the right hand side column to indicate you have addressed the request.**

4. Security Of Premises

- i. 🔒 Cleaning Staff shall ensure that on leaving a room / building, windows are closed & secured & all doors used for access / egress for the performance of cleaning are closed & locked. On leaving the premises doors / gates used for access / egress for the performance of cleaning are to be closed & locked.
- ii. 🚨 Where security alarms are installed, cleaning staff are responsible for arming & disarming of the alarm system or as instructed by the Client and REDACTED Manager. Where the cleaner is unable to arm / disarm the alarm, they are to contact the nominated Security Services for their site, and their REDACTED Manager.
- iii. 🗝️ Keys are to be kept secure at all times. The loss of any keys must be immediately reported to the REDACTED Manager who shall be responsible for reporting to the Client.
 - ✓ The Cleaner is to take all reasonable steps to ensure that no thefts or unauthorised use of telephones, facsimile machines, modems, or any other equipment occurs at the Client's Site.

CONTRACT SPECIFICATION SUMMARY

5. Colour Coding of Equipment & Materials

The following colour coding system shall be used at all REDACTED contract sites & shall be maintained in all cleaning environments.

a.	Toilet & Ablution Areas: Cloths, mops, buckets & other materials shall be colour coded RED
b.	Food Preparation Areas: Cloths, mops, buckets & other materials shall be colour coded GREEN
c.	Clinics & Medical Areas: All cloths, mops, buckets & other materials shall be colour coded WHITE
d.	Infectious Materials/Areas: All cloths, mops, buckets & other materials shall be colour coded YELLOW
e.	Other General Areas: All cloths, mops, buckets & other materials shall be colour coded BLUE

Note: → Green colour coded equipment & materials are not required for small Kitchenette/Tearoom areas – Blue colour coded equipment is to be used for these areas.

→ White colour coding is for specific medical procedure areas.

→ Different colour coded equipment & materials must not be mixed together or come into contact with each other, either during transport or storage.

6. Personal Protective Equipment (PPE)




PPE is provided by REDACTED to assist in safely performing specific cleaning tasks. PPE may include multi-purpose rubber gloves, P2 dust / mist respirator, splash proof goggles, earmuffs, protective clothing and other such items.

Task specific PPE is identified in your Safe Work Practices book.

- ▶ Ensure these items are worn to perform any task requiring such equipment.
- ▶ Refer to your Safe Work Practices book to identify required PPE for each task.
- ▶ Replacement PPE is available by placing a written order with your REDACTED Manager.

7. Safe Work Procedures

- i.  A Safe Work Practices book is issued to each site to identify safe work routines to be followed when performing a specific work task.
- ii. This book can be used as a reference point to refresh your know-how and skills in performing a specific cleaning task. Should you be unclear on the safe work practice required for a specific task, contact your REDACTED Manager immediately.

CONTRACT SPECIFICATION SUMMARY

CLASSROOMS and LIBRARIES <i>(excludes SSP Units – refer to page 11)</i>			
Task	Frequency	PPE	Colour Coding
REGULAR			
▶ Collect all loose surface litter from floor	Regular	✓	
▶ Empty waste paper bins, spot clean & replace liner if required	Regular	✓	
▶ Dust using micro-fibre cloths computer housings and screens, fax machines, and printers	Regular	✓	
▶ Dust behind readily movable furniture	Regular	✓	
▶ Dust clean all open surfaces below 3 metres	Regular	✓	
▶ Remove all cobwebs	Regular	✓	
▶ Damp wipe desk & bench tops where clear of obstructions	Regular	✓	
▶ Damp clean soft furnishings i.e. vinyl/leather seating	Regular	✓	
▶ Damp clean/scrub sinks, science lab runnels & drinking fountains	Regular	✓	
▶ Damp clean telephones, cabinets, lockers etc	Regular	✓	
▶ Damp clean door & window frames, push plates & air vents	Regular	✓	
▶ Damp clean light switches, door jambs, wall surfaces below 3 metres	Regular	✓	
▶ Damp clean all internal glass partitions	Regular	✓	
▶ Damp clean display cabinet glass & tops of notice boards	Regular	✓	
▶ Damp clean mirrors & glass door panels	Regular	✓	
▶ Damp clean skirting boards, partitions, doors & light fittings	Regular	✓	
▶ Remove easily removable graffiti & wall markings	Regular	✓	
▶ Sweep using dust control mop all open hard floor surfaces	Regular	✓	
▶ Remove scuff marking from hard floor surfaces	Regular	✓	
▶ Damp mop any spillages on hard floor surfaces	Regular	✓	
▶ Machine buff all sealed floor surfaces to an even luster	Regular	✓	
▶ Spot clean stains & marking on carpeted surfaces	Regular	✓	
▶ Detail vacuum carpet & including edges, corners, under/behind easily movable furniture	Regular	✓	
PERIODIC			
▶ Dust clean venetian blinds below 3 metres	Periodic	✓	
▶ Damp clean all ceiling & wall fans	Periodic	✓	
▶ Dust all surfaces above 3 metres including air conditioning ducting, ledges etc	Periodic	✓	
▶ Wet scrub or strip sealed floors where required & recoat sealed surfaces with appropriate sealer (except low maintenance vinyl)	Periodic	✓	
▶ Clean all internal & external glass windows & louvres	Periodic	✓	
▶ Clean all carpeted surfaces using water extraction or other suitable method	Periodic	✓	
End of Specification for Classrooms & Libraries			

CONTRACT SPECIFICATION SUMMARY

OFFICES, HALLWAYS, CORRIDORS & OTHER SIMILAR AREAS (excludes SSP Units – refer to page 11)

Task	Frequency	PPE	Colour Coding
REGULAR			
▶ Collect all loose surface litter from floor	Regular	✓	
▶ Empty waste paper bins, spot clean & replace liner if required	Regular	✓	
▶ Dust using micro-fibre cloths computer housings and screen, fax machines and printers	Regular	✓	
▶ Dust behind readily movable furniture	Regular	✓	
▶ Dust clean all open surfaces below 3 metres	Regular	✓	
▶ Remove all cobwebs	Regular	✓	
▶ Damp wipe desk & bench tops where clear of obstructions	Regular	✓	
▶ Damp clean soft furnishings i.e. vinyl/leather seating	Regular	✓	
▶ Damp clean/scrub sinks, science lab runnels & drinking fountains	Regular	✓	
▶ Damp clean telephones, cabinets, lockers etc	Regular	✓	
▶ Damp clean door & window frames, push plates & air vents	Regular	✓	
▶ Damp clean light switches, door jambs, wall surfaces below 3 metres	Regular	✓	
▶ Damp clean all internal glass partitions	Regular	✓	
▶ Damp clean display cabinet glass & tops of notice boards	Regular	✓	
▶ Damp clean mirrors & glass door panels	Regular	✓	
▶ Damp clean skirting boards, partitions, doors & light fittings	Regular	✓	
▶ Remove easily removable graffiti & wall markings	Regular	✓	
▶ Sweep using dust control mop all open hard floor surfaces	Regular	✓	
▶ Remove scuff marking from hard floor surfaces	Regular	✓	
▶ Damp mop any spillages on hard floor surfaces	Regular	✓	
▶ Machine buff all sealed floor surfaces to an even luster	Regular	✓	
▶ Spot clean stains & marking on carpeted surfaces	Regular	✓	
▶ Detail vacuum carpet & including edges, corners, under/behind easily movable furniture	Regular	✓	
PERIODIC			
▶ Dust clean venetian blinds below 3 metres	Periodic	✓	
▶ Damp clean all ceiling & wall fans	Periodic	✓	
▶ Dust all surfaces above 3 metres including air conditioning ducting, ledges etc	Periodic	✓	
▶ Wet scrub or strip sealed floors where required & recoat sealed surfaces with appropriate sealer (except low maintenance vinyl)	Periodic	✓	
▶ Clean all internal & external glass windows & louvres	Periodic	✓	
▶ Clean all carpeted surfaces using water extraction or other suitable method	Periodic	✓	
End of Specification for Offices, Hallways, Corridors & Similar Areas			

CONTRACT SPECIFICATION SUMMARY

TOILETS, BATHROOM & SHOWER AREAS (Includes SSP Units)

Task	Frequency	PPE	Colour Coding
REGULAR			
▶ Collect all loose surface litter from floor	Regular	✓	
▶ Collect syringes, needles or similar & place in a sharps container	Regular	✓	
▶ Empty waste paper bins, spot clean & replace liner if required	Regular	✓	
▶ Dust clean all open surfaces below 3 metres	Regular	✓	
▶ Remove all cobwebs	Regular	✓	
▶ Damp clean drinking fountains & fittings, removing staining	Regular	✓	
▶ Damp clean vanity tables/benches, mirrors & other fixtures	Regular	✓	
▶ Damp/scrub clean sinks, taps, shower roses, soap holders etc	Regular	✓	
▶ Damp clean light switches, door jambs, wall surfaces below 3 metres	Regular	✓	
▶ Damp clean door & window frames, push plates & air vents	Regular	✓	
▶ Damp clean partitions, skirting boards, doors, light fittings & tiled wall surfaces in toilets, showers & bathrooms	Regular	✓	
▶ Damp clean then disinfectant, toilet pans, seats, cisterns, pipes & fittings	Regular	✓	
▶ Brush/scrub toilet bowls & urinal surfaces with chemical & flush clean	Regular	✓	
▶ Urinal roses to be removed scrubbed clean & replaced	Regular	✓	
▶ Sweep using straw broom all open hard floor surfaces	Regular	✓	
▶ Damp mop with chemical toilet floor surfaces including urinal step	Regular	✓	
▶ Damp mop bathroom & shower floor surfaces	Regular	✓	
▶ Paper towels, soap & toilet tissue replenished from client's stock	Regular	✓	
▶ Remove easily removable graffiti & wall marking	Regular	✓	
PERIODIC			
▶ Dust clean top of furniture above 3 metres	Periodic	✓	
▶ Wet scrub all hard floor surfaces & mop clean	Periodic	✓	
▶ Clean all internal & external glass windows & louvres	Periodic	✓	
End of Specification for Toilets, Bathroom & Shower Areas			

CONTRACT SPECIFICATION SUMMARY

FOOD TECHNOLOGY, CANTEENS, TEA ROOMS, CLINICS & SICK BAYS (excludes SSP Units – refer to page 11)

Task	Frequency	PPE	Colour Coding
REGULAR			
▶ Collect all loose surface litter from floor	Regular	✓	
▶ Empty waste paper bin, spot clean & replace liner if required	Regular	✓	
▶ Collect syringes, needles or similar & place in a sharps container	Regular	✓	
▶ Dust behind readily movable furniture	Regular	✓	
▶ Remove all cobwebs		✓	
▶ Dust all open surfaces below 3 metres	Regular	✓	
▶ Damp clean soft furnishings i.e. vinyl/leather seating	Regular	✓	
▶ Damp wipe sinks, benches, desks, external surface of refrigerators, walls, furniture where clear of obstructions	Regular	✓	
▶ Damp clean telephones, cabinets & lockers	Regular	✓	
▶ Damp clean door & window frames, push plates & air vents	Regular	✓	
▶ Damp clean light switches, door jambs, wall surfaces below 3 metres	Regular	✓	
▶ Damp clean mirrors, glass door/display panels & glass partitions	Regular	✓	
▶ Damp clean walls, partitions, skirting boards, doors, light fittings	Regular	✓	
▶ Remove easily removable graffiti & wall markings	Regular	✓	
▶ Spot clean stains & marking on carpeted surfaces	Regular	✓	
▶ Detail vacuum carpeted surfaces	Regular	✓	
▶ Sweep using dust control mop all open hard floor surfaces	Regular	✓	
▶ Damp mop hard floor surfaces	Regular	✓	
▶ Machine buff sealed floors to an even luster	Regular	✓	
PERIODIC			
▶ Damp clean all horizontal surfaces over 3 metres	Periodic	✓	
▶ Dust clean venetian blinds below 3 metres	Periodic	✓	
▶ Damp clean wall & ceiling fans	Periodic	✓	
▶ Wet scrub or strip sealed floors where required & recoat sealed surfaces with appropriate sealer (except low maintenance vinyl)	Periodic	✓	
▶ Safety floors to be machine scrubbed to maintain cleanliness	Periodic	✓	
▶ Clean all internal & external glass windows & louvres	Periodic	✓	
▶ Clean all carpeted surfaces using water extraction method	Periodic	✓	
Note: Colour coding for cleaning equipment & materials in DET Sick Bays & Tea Rooms is <u>Blue</u>.			
End of Specification for Food Technology, Canteens, Clinics & Sick Bays			

CONTRACT SPECIFICATION SUMMARY

HALLS & MULTI PURPOSE CENTRES			
Task	Frequency	PPE	Colour Coding
REGULAR			
▶ Collect all loose surface litter from floor	Regular	✓	
▶ Collect syringes, needles or similar & place in a sharps container	Regular	✓	
▶ Empty waste paper bins, spot clean & replace liner if required	Regular	✓	
▶ Dust behind readily movable furniture	Regular	✓	
▶ Dust clean all open surfaces below 3 metres	Regular	✓	
▶ Remove all cobwebs	Regular	✓	
▶ Damp wipe desk & bench tops where clear of obstructions	Regular	✓	
▶ Damp clean soft furnishings i.e. vinyl/leather seating	Regular	✓	
▶ Damp clean/scrub sinks & drinking fountains	Regular	✓	
▶ Damp clean telephones, cabinets, lockers etc	Regular	✓	
▶ Damp clean door & window frames, push plates & air vents	Regular	✓	
▶ Damp clean light switches, door jambs, wall surfaces below 3 metres	Regular	✓	
▶ Damp clean all internal glass partitions	Regular	✓	
▶ Damp clean glass display cabinet & tops of notice board	Regular	✓	
▶ Damp clean mirrors & glass door panels	Regular	✓	
▶ Damp clean skirting boards, partitions, doors & light fittings	Regular	✓	
▶ Remove easily removable graffiti & wall markings	Regular	✓	
▶ Sweep using dust control mop all open hard floor surfaces	Regular	✓	
▶ Remove scuff marking from hard floor surfaces	Regular	✓	
▶ Damp mop any spillages on hard floor surfaces	Regular	✓	
▶ Machine buff all sealed floor surfaces to an even luster	Regular	✓	
▶ Spot clean stains & marking on carpeted surfaces	Regular	✓	
▶ Detail vacuum carpet & including edges, corners, under/behind easily movable furniture	Regular	✓	
PERIODIC			
▶ Damp clean all ceiling & wall fans	Periodic	✓	
▶ Dust all surfaces above 3 metres including air conditioning ducting, ledges etc	Periodic	✓	
▶ Wet scrub or strip sealed floors where required & recoat sealed surfaces with appropriate sealer (except low maintenance vinyl)	Periodic	✓	
End Halls & Multi-Purpose Centre Specification			

CONTRACT SPECIFICATION SUMMARY

WOOD & METAL TECHNOLOGY ROOMS			
Task	Frequency	PPE	Colour Coding
REGULAR			
▶ Collect all loose surface litter from floor – School staff are responsible for the removal of bulk materials from the floor	Regular	✓	
▶ Empty waste paper bins, spot clean & replace liner if required	Regular	✓	
▶ Dust/sweep clean desk & bench tops where clear of obstructions	Regular	✓	
▶ Workshop machinery & equipment is not included in cleaner's duties	Regular	✓	
▶ Dust clean all open surfaces below 3 metres	Regular	✓	
▶ Dust using micro-fibre cloth computer housings and screen	Regular	✓	
▶ Remove all cobwebs & dust behind readily movable furniture	Regular	✓	
▶ Damp clean soft furnishings i.e. vinyl/leather seating	Regular	✓	
▶ Damp clean/scrub sinks & drinking fountains	Regular	✓	
▶ Damp clean telephones, cabinets, lockers etc	Regular	✓	
▶ Damp clean light switches, door jambs, wall surfaces below 3 metres	Regular	✓	
▶ Damp clean door & window frames, push plates & air vents	Regular	✓	
▶ Damp clean glass display cabinet & door panel	Regular	✓	
▶ Remove easily removable graffiti & wall markings	Regular	✓	
▶ Damp clean all internal glass partitions	Regular	✓	
▶ Wood Technology room floors to be thoroughly vacuumed	Tues/ Thurs	✓	
▶ Damp clean skirting boards, architraves, partitions, doors & light fittings	Regular	✓	
▶ Detail clean floor edges, corners, under/behind easily movable furniture	Regular	✓	
▶ Sweep using dust control mop for wood technology & a fibre broom for metal technology rooms, all open hard floor surfaces	Regular	✓	
▶ Damp mop hard floor surfaces	Regular	✓	
PERIODIC			
▶ Dust clean top of furniture above 3 metres	Periodic	✓	
▶ Damp clean all ceiling & wall fans	Periodic	✓	
▶ Dust all surfaces above 3 metres including air conditioning ducting, ledges etc	Periodic	✓	
▶ Wet scrub or strip sealed floors where required & recoat sealed surfaces with appropriate sealer (except low maintenance vinyl) Discuss sealing with your REDACTED Manager	Periodic	✓	
▶ Clean all internal & external glass windows & louvres	Periodic	✓	
▶ Clean all carpeted surfaces using water extraction method	Periodic	✓	
End Wood & Metal Technology Rooms Specification			

CONTRACT SPECIFICATION SUMMARY

MANUAL ART, POTTERY & CERAMICS ROOMS			
Task	Frequency	PPE	Colour Coding
REGULAR			
▶ Collect all loose surface litter from floor	Regular	✓	
▶ Empty waste paper bins, spot clean & replace liner if required	Regular	✓	
▶ Dust using micro-fibre cloth computer housings and screen	Regular	✓	
▶ Dust behind readily movable furniture	Regular	✓	
▶ Dust clean all open surfaces below 3 metres	Regular	✓	
▶ Remove all cobwebs	Regular	✓	
▶ Damp wipe desk & bench tops where clear of obstructions	Regular	✓	
▶ Damp clean soft furnishings i.e. vinyl/leather seating	Regular	✓	
▶ Damp clean/scrub sinks, & drinking fountains	Regular	✓	
▶ Damp clean telephones, printers, cabinets, lockers etc	Regular	✓	
▶ Damp clean door & window frames, push plates & air vents	Regular	✓	
▶ Damp clean light switches, door jambs, wall surfaces below 3 metres	Regular	✓	
▶ Damp clean all internal glass partitions	Regular	✓	
▶ Damp clean display cabinet glass & tops of notice boards	Regular	✓	
▶ Damp clean mirrors & glass door panels	Regular	✓	
▶ Damp clean skirting boards, partitions, doors & light fittings	Regular	✓	
▶ Remove easily removable graffiti & wall markings	Regular	✓	
▶ Remove scuff marking from hard floor surfaces	Regular	✓	
▶ Damp mop sealed floor surfaces	Regular	✓	
▶ Detail vacuum carpet & including edges, corners, under/behind easily movable furniture	Regular	✓	
PERIODIC			
▶ Damp clean all ceiling & wall fans	Periodic	✓	
▶ Dust all surfaces above 3 metres including air conditioning ducting, ledges etc	Periodic	✓	
▶ Wet scrub or strip sealed floors where required & recoat sealed surfaces with appropriate sealer (except low maintenance vinyl) Discuss sealing with your REDACTED Manager	Periodic	✓	
End Manual Arts, Pottery & Ceramics Rooms Specification			

CONTRACT SPECIFICATION SUMMARY

SCHOOLS FOR SPECIFIC PURPOSES (SSP UNITS) – IO, IS, P. (for all SSP areas except toilets – for toilets refer to page 6)

Task	Frequency	PPE	Colour Coding
REGULAR			
▶ Collect all loose surface litter from floor	Regular	✓	
▶ Collect any syringes, needles or similar & place in sharps container	Regular	✓	
▶ Empty waste paper bins, spot clean & replace liner if required	Regular	✓	
▶ Remove all cobwebs		✓	
▶ Damp wipe with disinfectant cleaner all furniture & horizontal surfaces including bathrooms & drink fountains	Regular	✓	
▶ Damp wipe with disinfectant, telephones, cabinets, lockers etc	Regular	✓	
▶ Dust using micro-fibre cloth computer housings and screen	Regular	✓	
▶ Damp clean soft furnishings i.e. vinyl/leather seating	Regular	✓	
▶ Damp clean light switches, door jambs, wall surfaces below 3 metres	Regular	✓	
▶ Damp clean door & window frames, push plates & air vents	Regular	✓	
▶ Damp clean partitions, skirting boards, doors, light fittings etc	Regular	✓	
▶ Remove easily removable graffiti & wall markings	Regular	✓	
▶ Spot clean stains & marking on carpeted surfaces	Regular	✓	
▶ Vacuum carpeted surfaces	Regular	✓	
▶ Sweep using a dust control mop all open hard floor surfaces	Regular	✓	
▶ Damp mop hard floor surfaces using a hospital grade disinfectant	Regular	✓	
▶ Machine buff all sealed floor surfaces to an even luster	Regular	✓	
PERIODIC			
▶ Damp clean all horizontal surfaces over 3 metres including walls, fans & top of furniture	Periodic	✓	
▶ Wet scrub or strip sealed floors where required & recoat sealed surfaces with appropriate sealer (except low maintenance vinyl) Discuss sealing with your REDACTED Manager	Periodic	✓	
▶ Clean all carpeted surfaces using water extraction method	Periodic	✓	
▶ Clean all internal & external glass windows & louvres	Periodic	✓	
End of Specification for SSP Units			

CONTRACT SPECIFICATION SUMMARY

EXTERNAL HARD SURFACES & GRASSED AREAS			
Task	Frequency	PPE	Colour Coding
▶ Using PPE & the correct Safe Work Practice, collect syringes, needles & other sharps & place in site sharps container	Regular	✓	
▶ Collect all loose surface litter from paved & ground surfaces, including garden areas	Regular	✓	
▶ Empty waste bins & remove to nominated bulk waste disposal area. Clean bin surfaces & replace bin liner if required	Regular	✓	
▶ Remove spillages, stains & bird droppings from paved areas	Regular	✓	
▶ Remove easily removable graffiti	Regular	✓	
▶ Sweep all paved surfaces or hose as required NB: Hosing is not to be used in drought declared or water restricted areas. Consult your REDACTED Manager for this information	Regular	✓	
▶ Clean shallow open and/or grated drains free of leaves & litter	Regular	✓	
End of Specification for External Hard Surfaces, Drains & Grassed Areas			

EXTERNAL EATING AREAS Includes Canteen Serveries & extends 1 metre around outdoor tables & seating.			
Task	Frequency	PPE	Colour Coding
▶ Using PPE & the correct Safe Work Practice, collect syringes, needles & other sharps & place in site sharps container	Regular	✓	
▶ Collect all loose surface litter from paved & ground surfaces, including garden areas	Regular	✓	
▶ Empty waste bins & remove to nominated bulk waste disposal area. Clean bin surfaces & replace bin liner if required	Regular	✓	
▶ Remove spillages, stains & bird droppings from paved areas. Attention to be paid to Canteen serveries areas, tables & seating	Regular	✓	
▶ Wipe clean all tables, benches & seating	Regular	✓	
▶ Remove easily removable graffiti	Regular	✓	
▶ Sweep all paved surfaces or hose as required NB: Hosing is not to be used in drought declared or water restricted areas. Consult your REDACTED Manager for this information	Regular	✓	
▶ Clean cobwebs and bird nests from all covered structures including eaves, window frames and play equipment	Regular	✓	
▶ Clean shallow "dish" and/or grated drains	Regular	✓	
End of Specification for External Eating Areas			