



St. Anne's

Primary School

60 KNEES ROAD, PARK ORCHARDS, VICTORIA 3114

POLICY: CLEANING AND MAINTENANCE

RATIONALE:

A clean well-maintained environment encourages the children to take pride in their school, is pleasant to work in and is attractive to visitors.

AIM:

To provide a clean, safe, attractive and well-maintained environment for all students and staff.

IMPLEMENTATION:

- The Principal is responsible for the supervision of the cleaning and maintenance of the school
- The Principal will evaluate and set an annual budget for cleaning and maintenance in Term 4 of the preceding school year.
- A contract cleaner will be employed by the School. The Principal will determine the duties of the contract cleaner
- The school will encourage the use of the most environmentally friendly cleaning products, however effective cleaning agents should also be given due consideration in this process.
- Maintenance will be carried out on a weekly basis by a maintenance contractor employed by the School. A schedule of duties will be included in their role/maintenance schedule

- Staff and students are responsible for the general tidiness of the school. This includes table tops being cleaned regularly, the floor cleaned every day ready for vacuuming and general cleaning areas free of clutter for the cleaner.
- A capital levy is included in the annual school fees. Parents are therefore not asked to attend working bees during the course of the year.

EVALUATION:

Evaluation of the Cleaning and Maintenance Policy will take place every four years or when necessary.

This policy was reviewed in 2019

The next review will be in 2023