

York High School

Cleaning schedule additions during Covid-19 pandemic

An extract of the standard routine daily cleaning is listed in Appendix 1.

The list below highlights some existing measures along with additional measures specific to the cleaning of York High school during the Covid-19 pandemic.

At all times the cleaning contractor will be following Government and industry specific guidance, for example, but not limited to;

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

The cleaning products used by the contractor are detailed in the accompanying document 'Back To Business – COVID-19 Cleaning and Disinfecting'.

- Working times to be adjusted to ensure they reflect planned use and enable cleaning of classrooms prior to, and after, each use by a group. At stage 1, on planned 1:1 days, and stage 2, on group induction days, use will be between 8.30am – 3pm. At stage 3, on planned group days, use will be 10am-1pm. Cleaning will also be required throughout the revised school day to target toilet blocks and general frequently touched surfaces.
 - Initially, classrooms designated for use by pupils will be restricted to;
Stage 1: H6, L4, H3, H1, E3 & IT3.
Stage 2 & 3: H1, H3, S6/7, IT5 & IT4. This list will be revised and expanded should needs change and communicated to the Cleaning Supervisor.
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- Specific schedule in relation to pupil induction days (stage 2) rooms H3, H1 & S6/7:

Thursday 18th June

Rooms used twice during the day

H3

Cleaned prior to 9am

Cleaned between 10am – 11.30am

Cleaned after 12.30pm

H1

Cleaned prior to 9.50am

Cleaned between 10.50am – 12.20pm

Cleaned after 1.20pm

S6/7

Cleaned prior to 10.40am

Cleaned between 11.40am – 1.10pm

Cleaned after 2.10pm

Friday 19th June

Rooms only in use once during the day

H3

Cleaned prior to 9am

Cleaned after 10am

H1

Cleaned prior to 9.50am

Cleaned after 10.50am

S6/7

Cleaned prior to 10.40am

Cleaned after 11.40am

- All toilet areas (staff & pupils) should be cleaned throughout the school day, maintaining social distancing and privacy/safeguarding arrangements.
- The cleaning of staff areas should be targeted towards those that are in use that day. This should be communicated between the Cleaning Supervisor and the Facilities Manager on a daily basis.
- All work surfaces including desks & tables in classrooms identified above cleaned down with antibacterial fluid
- Equipment used by pupils in classrooms identified above cleaned daily, e.g. plastic document wallets left on desks
- Door handles, entry pads, door plates, light switches and water dispensers cleaned down regularly (minimum twice per day in all locations)
- Bins emptied, cleaned and new plastic liners inserted daily. Used bin liners placed in refuse bags and tied before being moved to waste compound
- Hygiene areas (4 x pupil toilet blocks & 6 staff toilet areas) cleaned throughout the school day including taps, toilets, sinks and mobile hand washing units.
- Check for adequate liquid soap, paper towels & sanitiser
- Electronic devices including computers, keyboards, mouse & phones cleaned in in classrooms identified above and those staff areas as advised by the Facilities Manager on a daily basis.

Appendix 1

Routine daily cleaning

The Contractor shall undertake the routine cleaning tasks required to meet the standards defined as specified below. Cleaning tasks are to be undertaken during the Periods of Clean and Access Times.

In addition to the routine cleaning specified, routine cleaning shall also be undertaken to the Contract Standard on the day prior to the commencement of the Autumn, Spring and Summer terms and if any of those terms commences on a Monday that day shall be the previous Fridays and on those occasions on which the School is used for lettings to the extent and in the manner specified below. Contractors should note that certain areas require the contract standard to be achieved twice daily:

- (a) Prior to the start of the working day and
- (b) Prior to evening use by the general public when a letting is to take place.

The costs of this additional cleaning should be included in the core price for routine cleaning.

Routine cleaning specified shall be carried out, if necessary during school holiday periods so that the School is cleaned to the highest standards within this Specification for the start of each term and half term.

Morning Cleaning

Morning cleaning can take place between 06:30-08:30 daily Monday to Friday during term time. Areas to be cleaned in the morning are listed below. The areas to be cleaned may be subject to change and amendment in accordance with the operating requirements of the school. The school will notify the contractor of the actual rooms to subject to morning cleaning on a monthly basis. The contractor is required to make such provision as necessary to meet changes in morning cleaning as notified to them:

Rooms used for Adult Education classes. A historical schedule of these is provided below although this will be subject to change over the course of the year.

Rooms used for lettings the previous evening for which notice one week in advance will be given.

Rooms used for lettings on a Friday evening or weekends for which a clean is required prior to School starting on a Monday morning.

It is impossible to be definitive as to the bookings that will take place over the contract period and those mentioned are only intended to provide a guide for the contractor.

Evening cleaning

Evening cleaning has an access time zone of:

15:00- 18:00

Floors

The Contractor shall maintain a permanent protective/feeder layer of polish on floors, and shall repair any damage to such protective layer of polish, if necessary more frequently than the Specification demands. Floors will require a periodic strip, seal and polish to maintain a high quality appearance as detailed in the specification.

The Contractor shall not re-wax an existing waxed floor without obtaining the prior approval of the Headteacher. Under normal circumstances the Executive Headteacher will delegate their powers of approval to the Business Leader or other member of staff they may wish to nominate.

Prior to treating or cleaning any new floors, the Contractor shall obtain the approval of the Headteacher for any proposed treatment and cleaning. Unless the Headteacher agrees otherwise in writing, the Contractor shall treat and clean floors, which are still under the manufacturer's warranty only in accordance with the manufacturer's guidelines.

The Contractor shall not deviate from his proposed floor cleaning technique in the School once introduced, without the prior written approval of the Headteacher. The School will not be liable for any additional costs, howsoever arising, associated with any deviation which the Contractor proposes and the Headteacher approves.

A protective coating of seal/polish/maintainer must be maintained on all vinyl (except non-slip) wood and granwood floors to ensure that floor surfaces do not sustain damage from dirt, grit, water, chemicals and general wear and tear. This work is to be included in the core price. Products to be used should be included in the list of chemicals to be supplied but the Contractor should note that the use of solvent based wax treatments is unacceptable. Should the Contractor discover any wooden floors which the Contractor feels have been treated with solvent based wax products, the Contractor should liaise with the Headteacher to determine a suitable treatment for such floors.

Major refurbishment to wood/granwood floors only, which requires the chemical removal of solvent/polyurethane, oleoresinous, urea formaldehyde water based seals prior to resealing or a full sanding and resealing process should only be carried out on a written order from the Headteacher.

Deterioration of the condition and appearance of floor coverings which is attributable to the Contractor's negligence or other failure to maintain the Contract Standards, lack of daily or periodic maintenance or use of inappropriate procedures, methods or chemicals must be rectified at the Contractor's expense.

The stripping and repolishing of vinyl floors, scrubbing of non-slip vinyl, quarry tile, marble and terrazzo floors and the scrubbing, mesh disking, resealing and polishing of wood and granwood floors is classed as routine periodic maintenance and should be carried out as necessary to maintain the Contract Standard. The cost of this work is to be included in the core price.

Lettings

The routine cleaning service for Lettings shall be provided in accordance with the following provisions:

- (a) The Headteacher, or their representative, will vary the service required in writing, usually but not exclusively on a termly basis to reflect the variation in the number of weeks required for lettings and the variation in the volume of lettings in any term. Some rooms detailed will require cleaning prior to the letting, but will not require cleaning again the next morning, these will be detailed on the information provided to the contractor.
- (b) The Contractor shall ensure that the part of the School which is used for the Letting is cleaned to the Contract Standard so as to ensure that it has been cleaned after the Letting. The cleaning after the letting is to take place on the morning following the letting. A similar cleaning service shall be provided by

the Contractor where Lettings take place on consecutive days with no intervening normal use to ensure that the Contract Standard is maintained prior to and after the use of the School for both Lettings.

- (c) In some instances a part of the School's normal use will be followed by another use which may serve to prevent access to that part of the School for cleaning purposes. The Contractor will not be entitled to any additional payment to that in this situation where such other use is followed immediately by a Letting.

Barrier Matting

The school currently introduces additional barrier matting during periods of bad weather and new matting may be required as older matting wears out. At any time the Contractor may at his own cost introduce additional barrier matting following agreement with the School Facilities manager prior to its introduction (whether it be primary or secondary dust control matting or some other similar type) including details as to the type and number of areas of matting. In addition to cleaning and maintaining those mats installed by the School, the Contractor shall also clean and maintain the matting he installs to meet the standards identified in the service standards defined below.

- (a) The Contractor shall replace at his own cost any barrier matting previously supplied to him which is, in the opinion of the Headteacher, no longer functioning properly with such similar barrier matting as may be directed by the Headteacher and in accordance with the relevant British or other Standards.
- (b) The Contractor shall inform the Headteacher in writing whenever any matting previously supplied by the School is not functioning properly and his reasons for that view and the School shall, if the Headteacher concurs with the Contractor's view, use its best endeavours to replace such matting with such replacement matting as the Headteacher deems appropriate. The fact that any matting referred to in this subclause is no longer functioning properly shall not serve to absolve the Contractor from the proper provision of the Service to the Contract Standard.
- (c) For the avoidance of doubt it is agreed between the School and the Contractor that all barrier matting provided by the Contractor shall remain the property of the Contractor (or other person lawfully entitled to the possession of the same for whatever reason) and may either be removed by the Contractor at the end of the Contract period (or the date of termination of the Contract) or, at the discretion of the Contractor, offered for sale to the School at such price as may be agreed.

Furniture denotes:

Tables, desks, chairs, cupboards, filing cabinets, storage units, telephones, pianos, work surfaces

Computers and Audio Equipment

Computers, computer trolleys and audio equipment should be dry dusted only. Sprays, polishes and chemical solutions must not be used and such equipment should only be cleaned when it is inactive and uncovered. Equipment that is left turned on MUST NOT be touched.

Cookers and Domestic Appliances

Freestanding cookers and domestic appliances used as teaching aids should not be cleaned on a day to day basis. They should be cleaned inside and out as part of the routine periodic clean. The Contractor will be responsible for pulling out such appliances where they can be moved (ie: not plumbed in) and cleaning both vertical and horizontal surfaces exposed by the removal of the appliance.

This should be carried out in the main school holidays.

Additionally appliances used as staff facilities should be cleaned regularly, on the outside surfaces only, to meet the contract standards for furniture. They should be cleaned inside and out as part of the routine periodic clean.

Desks and Tables

Papers and items left on desks and tables should not be moved. However, dust should not be allowed to accumulate around such items. The Contractor should liaise with the Site Manager for desks and tables to be cleared at intervals to allow for full cleaning procedures to be carried out.

Displays, Projects

Displays and projects should only be cleaned by arrangement with the Site Manager. Dust should not be allowed to accumulate on accessible surfaces around displays and projects.

CDT Areas

CDT machinery, workshop equipment and work benches in CDT rooms should only be cleaned by arrangement with the Site Manager. Other areas in these rooms should meet the standards specified for Teaching Areas.

Laboratories, Art Rooms, CDT Rooms

Sinks and hand basins in these areas will be left clear and safe prior to cleaning. Should a member of the Contractor's staff judge that there may be a risk in carrying out this work they should leave it and report the incident to the Site Manager. Contractors should note the importance of Health & Safety training for staff cleaning in these areas. Other areas in these rooms should be cleaned to the contract standard for Teaching Areas.

Dining Areas

Dining rooms and other areas used as dining rooms that are specified in the breakdown of floor areas and room types should be cleaned on a daily basis to the contract standard specified for dining rooms. However, the surfaces of dining hall tables are excluded from this Contract.

Window Cleaning

The internal faces of external windows should be cleaned to the contract standard specified for internal glass up to a height of 3m.

Book Shelves

The exposed surfaces of all shelves should be cleaned to the contract standard as part of the core price. The removal, cleaning and replacement of books may be requested as part of periodic cleaning.

Stock Rooms/Store Rooms

Exposed areas of floor and shelf space should be kept free from dust, debris and stains. Full cleaning of stores and stockrooms should be carried out in liaison with the Site Manager who will ensure that rooms are emptied for cleaning purposes and that items are replaced after cleaning. This should be carried out as part of the core work cost on request.

Cleaners Cupboards/Rooms

It is the responsibility of the Contractor to ensure that such rooms are maintained in a clean, tidy, hygienic condition commensurate with the contract standard.

Removal of Waste

All waste from waste bins and other designated waste receptacles should be placed in the refuse sacks provided by the Contractor.

The Contractor is responsible for the provision of waste bin liners and the cost must be included within the Contract price.

Refuse sacks should be filled to a safe capacity, tied securely and transported to the designated waste collection areas on each site.

The Contractor may be required to segregate waste between 'clean' and 'dirty' and to keep confidential waste separate from other refuse. Instructions relating to segregated waste and its disposal will be given by the Site Manager and must be complied with.

The school operates a recycling scheme that requires the separation of waste into different types. The Site Management team will advise on these requirements and the contractor is required to comply with them.

Service standards

The Contractor will be required to provide the Service to the Contract standards shown below, which will be used by the Contractor and the Client for monitoring purposes. The Headteacher or their representative will act as the Client and Site Manager on behalf of the School and the Governing Body.

(A) Entrances, Corridors, Stairs and Lifts

Floors	<p>Free from litter, debris, dust, grit, chewing gum and other foreign matter.</p> <p>Carpeted areas and dust control matting should additionally have a bright, stain free appearance.</p> <p>Vinyl, wood and granwood floors should additionally be dry and free from spillages, stains, marks, in-ground dirt and have a uniform, glossy appearance.</p> <p>Quarry tiled, marble, terrazzo, stone and non-slip vinyl/rubber floors should additionally be dry and free from spillages, stains, marks, in-ground dirt and have a uniform clean appearance.</p>
Waste bins	Empty and dry with inner and outer surfaces free from dirt and stains which can be removed by washing
Horizontal Surfaces <i>Including window and other ledges, furniture, exposed shelving, radiator tops and below radiators</i>	<p>Free from debris, dust, cobwebs, stains and smears, and of an even streak free appearance. Silicone wax furniture polishes should not be used unless expressly requested by the Site Manager for specific items of wooden furniture.</p> <p>Fabric covered furniture should be free from dust and stains.</p>
Vertical surfaces <i>Including walls, furniture, internal glass, mirrors, skirting boards, radiators, fire appliances, electrical switches, doors, door surrounds and door furniture all under 3 metres</i>	Free from visible dust, cobwebs (particularly ceiling corners), free from smears, finger marks, stains and scuff marks.
High ledges, pipe work	Free from visible dust, cobwebs and stains
Internal glass walls over 3m	Free from visible dust, cobwebs and stains

(B) Offices, rest rooms, Faculty/staff rooms, meeting rooms

Floors	<p>Free from litter, debris, dust, grit, chewing gum and other foreign matter.</p> <p>Carpeted areas and dust control matting should additionally have a bright, stain free appearance.</p> <p>Vinyl, wood and granwood floors should additionally be dry and free from spillages, stains, marks, in-ground dirt and have a uniform, glossy appearance.</p> <p>Quarry tiled, marble, terrazzo, stone and non-slip vinyl/rubber floors should additionally be dry and free from spillages, stains, marks, in-ground dirt and have a uniform clean appearance.</p>
Waste bins	<p>Empty and dry with inner and outer surfaces free from dirt and stains which can be removed by washing</p>
Sinks/hand basins/splashes	<p>Free from dirt, dust, marks, smears, body fats, water marks and Splash Backs</p> <p>Outlets and overflows should be free from debris.</p> <p>Bright metal work should be shiny and free from marks and smears, build-up of body fats and scale, particularly around the base of taps.</p> <p>Plugs and chains should be free from grease and dirt.</p> <p>Stainless steel and ceramic fittings and tiles should be dry, of an even bright appearance.</p> <p>Plastic fittings should be dry and uniform in appearance.</p> <p>Paper towel holders should be clean and adequately stocked.</p>
Horizontal Surfaces <i>Including window and other ledges, furniture, exposed shelving, radiator tops and below radiators</i>	<p>Free from debris, dust, cobwebs, stains and smears, and of an even streak free appearance. Silicone wax furniture polishes should not be used unless expressly requested by the Site Manager for specific items of wooden furniture.</p> <p>Fabric covered furniture should be free from dust and stains.</p>
Vertical surfaces <i>Including walls, furniture, internal glass, mirrors, skirting boards, radiators, fire appliances, electrical switches, doors, door surrounds and door furniture all under 3 metres</i>	<p>Free from visible dust, cobwebs (particularly ceiling corners), free from smears, finger marks, stains and scuff marks.</p>

(C) Classrooms, libraries, teaching areas, recreation areas, medical rooms

Floors	<p>Free from litter, debris, dust, grit, chewing gum and other foreign matter.</p> <p>Carpeted areas and dust control matting should additionally have a bright, stain-free appearance.</p> <p>Vinyl, wood and granwood floors should additionally be dry and free from spillages, stains, marks, in-ground dirt and have a uniform, glossy appearance.</p> <p>Quarry tiled, marble, terrazzo, stone and non-slip vinyl/rubber floors should additionally be dry and free from spillages, stains, marks, in-ground dirt and have a uniform clean appearance.</p>
Waste bins	<p>Empty and dry with inner and outer surfaces free from dirt and stains which can be removed by washing</p>
Sinks/hand basins/splashes	<p>Free from dirt, dust, marks, smears, body fats, water marks and Splash Backs</p> <p>Outlets and overflows should be free from debris.</p> <p>Bright metal work should be shiny and free from marks and smears, build-up of body fats and scale, particularly around the base of taps.</p> <p>Plugs and chains should be free from grease and dirt.</p> <p>Stainless steel and ceramic fittings and tiles should be dry, of an even bright appearance.</p> <p>Plastic fittings should be dry and uniform in appearance.</p> <p>Paper towel holders should be clean and adequately stocked.</p>
Horizontal Surfaces <i>Including window and other ledges, furniture, exposed shelving, radiator tops and below radiators</i>	<p>Free from debris, dust, cobwebs, stains and smears, and of an even streak free appearance. Silicone wax furniture polishes should not be used unless expressly requested by the Site Manager for specific items of wooden furniture.</p> <p>Fabric covered furniture should be free from dust and stains.</p>
Vertical surfaces <i>Including walls, furniture, internal glass, mirrors, skirting boards, radiators, fire appliances, electrical switches, doors, door surrounds and door furniture all under 3 metres</i>	<p>Free from visible dust, cobwebs (particularly ceiling corners), free from smears, finger marks, stains and scuff marks.</p>
High ledges, pipe work (all over 3m)	<p>Free from visible dust, cobwebs and stains.</p>

(D) Sanitary areas, changing rooms, cloak rooms

Floors	<p>Free from litter, debris, dust, grit, chewing gum and other foreign matter.</p> <p>Carpeted areas and dust control matting should additionally have a bright, stain free appearance.</p> <p>Vinyl, wood and granwood floors should additionally be dry and free from spillages, stains, marks, and in-ground dirt and have a uniform, glossy appearance.</p> <p>Quarry tiled, marble, terrazzo, stone and non-slip vinyl/rubber floors should additionally be dry and free from spillages, stains, marks, in-ground dirt and have a uniform clean appearance.</p>
WC, Urinals and Urinal channels	<p>Internal and external surfaces should be free from dust, debris, dirt, stains,</p> <p>Limescale cleaning, chemicals build-up of dirt around seat hinges and associated pipe work.</p> <p>Ceramic fittings to be of a uniform bright appearance.</p> <p>WC seats to be dry.</p> <p>WC paper holders should be clean and adequately stocked.</p>
Showers/surrounds	<p>Free from dust, debris, dirt, stains, limescale, build-up of body fats on surfaces and around shower furniture and associated pipework.</p> <p>Bright metalwork should be shiny and free from marks and smears, build-up of body fats and scale.</p> <p>Outlets to be free from debris and dirt.</p> <p>Ceramic fittings and tiles to be of a uniform bright appearance.</p> <p>Shower heads to be free from build-up of limescale.</p>
Waste bins	<p>Empty and dry with inner and outer surfaces free from dirt and stains which can be removed by washing</p>
Sinks/hand basins/splashes	<p>Free from dirt, dust, marks, smears, body fats, water marks and Splash Backs</p> <p>Outlets and overflows should be free from debris.</p> <p>Bright metal work should be shiny and free from marks and smears, build-up of body fats and scale, particularly around the base of taps.</p> <p>Plugs and chains should be free from grease and dirt.</p> <p>Stainless steel and ceramic fittings and tiles should be dry, of an even bright appearance.</p> <p>Plastic fittings should be dry and uniform in appearance.</p> <p>Paper towel holders should be clean and adequately stocked.</p>

Sanitary areas, changing rooms, cloak rooms *Continued*

<p>Horizontal Surfaces <i>Including window and other ledges, furniture, exposed shelving, radiator tops and below radiators</i></p>	<p>Free from debris, dust, cobwebs, stains and smears, and of an even streak free appearance. Silicone wax furniture polishes should not be used unless expressly requested by the Site Manager for specific items of wooden furniture.</p> <p>Fabric covered furniture should be free from dust and stains.</p>
<p>Vertical surfaces <i>Including walls, furniture, internal glass, mirrors, skirting boards, radiators, fire appliances, electrical switches, doors, door surrounds and door furniture all under 3 metres</i></p>	<p>Free from visible dust, cobwebs (particularly ceiling corners), free from smears, finger marks, stains and scuff marks.</p>
<p>High ledges, pipe work (all over 3m)</p>	<p>Free from visible dust, cobwebs and stains.</p>

(E). Studio/ Main Hall/ Dining Room

Floors	<p>Free from litter, debris, dust, grit, chewing gum and other foreign matter.</p> <p>Carpeted areas and dust control matting should additionally have a bright, stain free appearance.</p> <p>Vinyl, wood and granwood floors should additionally be dry and free from spillages, stains, marks, inground dirt and have a uniform, glossy appearance.</p> <p>Quarry tiled, marble, terrazzo, stone and non-slip vinyl/rubber floors should additionally be dry and free from spillages, stains, marks, inground dirt and have a uniform clean appearance.</p>
Waste bins	<p>Empty and dry with inner and outer surfaces free from dirt and stains which can be removed by washing</p>
Horizontal Surfaces <i>Including window and other ledges, furniture, exposed shelving, radiator tops and below radiators</i>	<p>Free from debris, dust, cobwebs, stains and smears, and of an even streak free appearance. Silicone wax furniture polishes should not be used unless expressly requested by the Site Manager for specific items of wooden furniture.</p> <p>Fabric covered furniture should be free from dust and stains.</p>
Vertical surfaces <i>Including walls, furniture, internal glass, mirrors, skirting boards, radiators, fire appliances, electrical switches, doors, door surrounds and door furniture all under 3 metres</i>	<p>Free from visible dust, cobwebs (particularly ceiling corners), free from smears, finger marks, stains and scuff marks.</p>
High ledges, pipe work (all over 3m)	<p>Free from visible dust, cobwebs and stains</p>

(F) Art Rooms (including Pottery Area), Practical Rooms, Workshops and Laboratories

Floors	<p>Free from litter, debris, dust, grit, chewing gum and other foreign matter.</p> <p>Carpeted areas and dust control matting should additionally have a bright, stain free appearance.</p> <p>Vinyl, wood and granwood floors should additionally be dry and free from spillages, stains, marks, and in-ground dirt and have a uniform, glossy appearance.</p> <p>Quarry tiled, marble, terrazzo, stone and non-slip vinyl/rubber floors should additionally be dry and free from spillages, stains, marks, in-ground dirt and have a uniform clean appearance.</p>
Waste bins	<p>Empty and dry with inner and outer surfaces free from dirt and stains which can be removed by washing</p>
Horizontal Surfaces <i>Including window and other ledges, furniture, exposed shelving, radiator tops and below radiators</i>	<p>Free from debris, dust, cobwebs, stains and smears, and of an even streak free appearance. Silicone wax furniture polishes should not be used unless expressly requested by the Site Manager for specific items of wooden furniture.</p> <p>Fabric covered furniture should be free from dust and stains.</p>
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High ledges, pipe work (all over 3m)	<p>Free from visible dust, cobwebs and stains.</p>