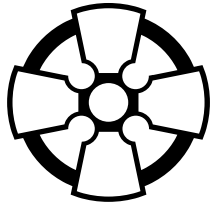


Ysgol Uwchradd Teilo Sant yr Eglwys yng Nghymru
St Teilo's Church in Wales High School

Prifathro/Headteacher: Mr I Loynd

Circle Way East, Cardiff, CF23 9PD
Ffôn/Tel: 029 20547180



Procurement Documentation *Including Specification for*

Cleaning Services at St Teilo's School

August 2020

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SPECIFICATION FOR CLEANING SERVICES INTRODUCTION

Thank you for taking interest in St. Teilo's procurement for Cleaning. St. Teilo's CIW High School is an Anglican High School based in East Cardiff with a student population of 1500, 11 to 18 year olds and a staff of 150 plus. The school attracts pupils with a breadth of ability, socio-economic background and from various districts in the Eastern half of the city. Places are awarded on a faith basis (Foundation) and community basis (Open) in line with the Admissions Policy. The current premises are a purpose built new site to which the school moved in September 2013. The premises are also let to the local community and on a commercial basis out of school hours.

In your tender, please outline clearly how you would address the following:

SECTION A: CLEANING REQUIREMENTS

Onsite Support

- onsite staffing structure; currently 2 Supervisors plus 22 cleaners.

Generic Term Time Specification Cleaning Frequencies

Please see Appendix A table of tasks on page 13 below, and frequency expected marked X. Please note the school would expect some flexibility during any WHO Pandemic e.g. COVID 19, in order to respond appropriately to its priorities for cleaning needs, so that it may ensure operational effectiveness at its required level.

Generic Recess Cleaning Frequency Specification

Please see Appendix B table of tasks on page 20 below, and frequency expected marked X.

Generic Internal Glass Cleaning Frequency Specification

Please see Appendix C table of tasks on page 23 below, and frequency expected marked X.

SECTION B: SUPPLIER REQUIREMENTS

1 Contract

Details of contract model to be used. Please provide a copy of the contract setting out your terms and conditions for all services. These should conform to TUPE requirements and the requirements of the Welsh Government regulations for the Revised Code of Practice on Workforce Matters including pensions – please see

<https://gov.wales/sites/default/files/publications/2019-09/revised-code-of-practice-on-workforce-matters.pdf> and documents listed.

2 Costs

Please outline clearly the costs that you will charge, **giving a final annual total amount for the services you would deliver**. You should give a clear itemised breakdown of how you would arrive at this calculation.

You should include

- number of cleaning staff required
- number of hours to be worked a week
- pay rates and NI and any other on-cost rates including pension rates conforming to TUPE requirements and the requirements of the Welsh Government regulations for the Revised Code of Practice on Workforce Matters including pensions – please see <https://gov.wales/transferring-public-sector-staff-tupe-code-practice> and documents listed.
- holidays
- material allowances and any VAT to be charged
- admin and insurances and any VAT to be charged
- cost of any machines or leases for machine included in price with VAT element clearly identified
- profit (optional)
- weekly charge and annual charge totals
- if fixed cost or not
- RPI converted

You should clearly state how these costs and your final price would vary of the contract were for 1 year, 2 years or 3 years (3rd year option).

If extra cleaning services were required in relation to any school events or requirements additional to the normal running of the school, explain how you would be able to furnish this and provide exact breakdown of costs involved as above, with rates per hour.

Please note that company holidays should be taken outside of term time and in school holidays.

Please note that the minimum wage to be paid at all times is the current non-London rate of the Real Living Wage as calculated by the Living Wage Foundation currently £9.30 and with further increases for 2020/21 and 2021/22 to be announced, please see:

<https://www.livingwage.org.uk/what-real-living-wage>

This is non-negotiable and must be paid at all times at its current level, with any increases to be made exactly in line with the Real Living Wage Foundation at the time that those increases come into effect. This must also be reflected in the contract and is required to be priced accordingly in any tender submitted.

3 Quality Service and Experience

Please outline your company's experience of cleaning the most modern school buildings and their requirements. Explain how you would effectively ensure high standards of cleaning services at St. Teilo's CIW High School and the most appropriate cleaning methodologies, such as using the correct chemicals for the correct surfaces including

- Hard floors – including tiles
- Soft Floors and carpets
- Surfaces such as walls, skirting boards and window sills
- Windows and glass
- Doors
- Ducts, grills and vents
- Electrical fixtures and appliances
- Furnishings and fixtures
- Toilet and shower fixtures

Please outline your method to ensure that the school remains in a pristine and immaculate condition to consistently high standards, including how you would ensure high standards of cleanliness during any WHO Pandemic, e.g. COVID 19.

4 Communication including Contract Maintenance, Effective Communication with the school and Key Performance Indicators (KPIs)

Explain how you would ensure effective communication with the school and customer satisfaction. How would you monitor and ensure that identified KPIs are met, such as minimal complaints from staff, and meeting targets for customer satisfaction including that of students, staff and governors?

Please provide details of

- Method of service delivery management for service, contractual, operational and performance management,
- Service level monitoring and monthly reporting from appropriate monitoring and tracking / audit systems
- Attendance at monthly service review meetings with school management
Use of company support line for matters raised by the school

5 Contingency Support, Business Continuity and Security

Please give details of how you would address the following:

- Support to be provided to cover illness and contingency, and where unexpected and more complex issues arise, including business provision for individual cover on site for long term individual absence (greater than 10 working days). Please prescribe the arrangements you would put in place.
- Continuity arrangements giving details of how you would ensure continuous service in the face of any event, including WHO Pandemic such as COVID 19.
- Outline remote support services to be provided in support of the cleaning services function as and when required.

6 Implementation and Mobilisation including absorption of current work force

The current workforce would be subject to TUPE including all Welsh Government requirements for employment and pension terms and conditions. We require pension rights to be transferred on same or equivalent terms as currently enjoyed in line with Welsh Government guidelines. Explain the process and manner in which you would absorb the existing workforce into your organisation, ensuring their goodwill, wellbeing and motivation, whilst upholding high standards and productivity and efficient work practices. How would you guarantee a satisfactory negotiation and agreement with the current workforce?

Describe any uniform and appropriate work wear for the workforce that you may provide.

7 Ethos

How would you build and maintain good relations with the school and its mission, its Anglican faith and the local community?

8 Safeguarding & Child Protection

You should outline the process by which you will guarantee that all members of staff working at the St. Teilo's site are vetted under the DBS, Disclosure and Barring System, to the enhanced level of disclosure, and that these records are carefully monitored and updated and any changes are communicated post haste to the school. You should outline how you would ensure all members receive initial child protection training and how you would ensure all members of staff on site can update their child protection training as required. Please specify how you would ensure all DBS details are disclosed to school.

9 Health & Safety and Environmental

Please provide the Health and Safety statement and policy as required below. You should explain how you would ensure any Health and Safety issues that would concern the school's users are communicated effectively in the school. Outline how you would ensure that key Health and Safety is complied with at all times, and that key Health and Safety information such as COSHH and other such chemicals was communicated effectively.

Explain how you would address the following:

- cross contamination prevention e.g. colour coding
- all electrical equipment is kept clean and checked before use
- all chemicals are safely dispensed and identified

Please submit Health and Safety Policy for areas of work.

With regard to training for Health and Safety explain how you would ensure that all cleaning members of staff undertake appropriate and suitable basic Health and Safety training when working around the school

State how you would ensure high standards of environmental control with regard to environmental standards, odours and waste disposal, so that the areas smell fresh

and there is no distasteful of unpleasant odours, and that waste is appropriately removed to designated disposal points for different categories of waste.

Please outline how you will provide, at all times on site, sufficient appropriately equipped first aiders for the cleaning team.

10 Equipment

List all appropriate equipment you would provide and explain how you will propose to ensure their efficient maintenance and upkeep so they remain effective when used. State how you would ensure and provide regular certification of appropriate PAT testing and the PAT testing labelling of all equipment.

In respect of an Asset Management System, please outline:

- Use of an appropriate asset management system for any items kept on school site.
- To be promptly updated with new arrivals and disposals.

11 Window Cleaning (Optional Extra)

If you would like to quote for the provision of window cleaning services for St. Teilo's, please would you do so covering the same requirements as 1 to 8 for all other cleaning services.

SECTION C: KEY DOCUMENTS

In addition to any documentation required by the Pre-Qualification Questionnaire

Please provide the following documentation in addition.

1. Health and Safety Statement and Policy
2. Method Statement
3. Copy of your Liability Statement – insurances and indemnities including Public Liability (minimum of £5million), Product Liability, Third Party Liability and Professional Indemnity
4. Risk Assessments

SECTION D: PROCESS

Restricted Process

Contact

Main point of contact at the school is Mr. A. Lewis Business Manager

Email a.lewis@stteilos.com

Telephone - +442920547180

No fax

Address: St. Teilo's CIW High School, Circle Way East, Llanedeyrn, Cardiff, CF23 9PD

Communication

All by email to contact person above unless agreed otherwise.

Procurement documentation

This will be available on the school website at: www.stteilos.com under the 'About Us' section.

The documents will comprise

A – This specification document you are reading

B – PQQ Pre-Qualification Documentation

C – Scoring Criteria for Tenders

D – Tender Template for Response

If you should require any other information, please contact Mr. A. Lewis Business Manager as above.

Pre-Qualification Questionnaire PQQ

This must be returned by email below with a Letter of Request to Participate.

Period 1 – 7th August to 7th September 2020 – Pre Qualification Information Period

Period 2 – 11th September to 12th October 2020 – Period for submission of tenders by those invited

Tender Submissions

Tenders will need to be submitted in 2 separate sections

1 – Part A: Commercial & Price (Sections B1 & 2) to be submitted to Karen Evans at K.Evans@stteilos.com in a separate email.

This part of the overall tender to be submitted separately and to be opened by the Chair of Finance Committee and Head (to be scored separately from Part B Technical Solution and Service).

2 – Part B: Technical Solution and Service (Section A and Sections B3 – 11) to be submitted to Karen Evans at K.Evans@stteilos.com in a separate email.

This part of the overall tender to be opened by the Chair of Premises Health and Safety Committee, the Business manager and the Deputy Head (to be scored separately from Part A: Commercial and Price).

Nobody who may be called upon to assess Part A Commercial and Price will take part in the assessment of Part B Technical Solution and Service, and vice versa, before completion of assessment for both Part A and Part B. No assessor during their assessment may share any information with any other assessors, before completion of all assessments in Parts A and B.

Timeline

7th August 2020: Request to Participate 30 calendar days Contract Notice in OJEU. Applicants must complete and return the PQQ along with a Letter of Request to Participate.

7th September 2020: Closure of Request to Participate 14.00 (2.00 PM).

w/c 7th September 2020 Governors Pre-Qualification Questionnaire evaluation as submitted by applicants.

11th September 2020: Parties notified of result of Request to Participate and opening of time period for submission of Tenders 30 calendar days.

15th September 2020: Visit of Tendering Parties to site (subject to current COVID 19 Health & Safety restrictions, risk assessment and advice). Time to be arranged.

12th October 2020: Closure for Tenders 12.00 pm.

12th October 2020: pm Tenders submission deadline has passed and tenders to be received and opened by procedure stated in Tender Submissions above. Individual members of Commercial and Price Panel and Technical Solution and Service Panel to receive tenders for individual scoring assessments.

Individual scoring assessments to take place before 22nd October 2020.

22nd October 2020: Panels to meet individually to identify and raise any queries.

23rd October 2020: Start of any queries being raised with Tendering Parties deadline 13th November 2020 10.00 am for response.

w/c 16th November 2020 Panels to meet individually to share individual and complete overall scoring and raise any final queries.

26th November 2020 4.00 pm: Panels to report to Premises and Finance & Staffing Committees, and committees to make final evaluations for recommendation to Full Governing Body and also for financial scrutiny and due diligence for recommendation to and reassurance for the Full Governing Body.

3rd December 2020 4.00 pm: Full Governing Body decision with regard to awarding winning tender.

4th December 2020: Award Decision notice drawn up, "Alcatel" Letter issued and period of standstill commences - 15 calendar days

21st December 2020: Contract concluded

15st April 2021: New Contract comes into place

APPENDIX A: Generic Term Time Specification Cleaning Frequencies

| ST TEILO'S CIW HIGH SCHOOL TERM TIME CLEANING SCHEDULE | | | | | |
|---|---|--------------|---------------------|---------------------------|---------------|
| | CLASSROOMS | Daily | Twice Weekly | Three Times Weekly | Weekly |
| 1. | Tables washed | x | | | |
| 2. | Graffiti to be removed from tables (1 – 2 CLASSROOMS) | x | | | |
| 3. | All litter removed and bins emptied | x | | | |
| 4. | Floor swept | x | | | |
| 5. | Floor washed | x | | | |
| 6. | Carpet hoovered | x | | | |
| 7. | Bins emptied | x | | | |
| 8. | Skirting boards washed | | | | x |
| 9. | Window sills dusted, washed if needed. No higher than eye-level. | | | | x |
| 10. | Tops of metal cabinets to be dusted/Shelving wiped (Where possible) | | | | x |
| 11. | Floor machined (Non carpet) | | | | x |
| 12. | Whites (trunking) dusted and washed | | | | x |
| 13. | Display boards/white boards dusted | | | | x |
| 14. | Skirting boards washed | | | | x |
| CHANGING ROOMS | | | | | |
| 1. | Tiles spot washed | x | | | |
| 2. | Sinks area washed | x | | | |
| 3. | Floor swept and mopped | x | | | |
| 4. | Toilets cleaned thoroughly | x | | | |

| | | | | | |
|-----|--|--------------|---------------------|---------------------------|---------------|
| 5. | Toilet cubicles wiped down and buffed | x | | | |
| 6. | Mirrors buffed | x | | | |
| 7. | Shower units washed | x | | | |
| 8. | Tiles spot washed | x | | | |
| | CHANGING ROOMS | Daily | Twice Weekly | Three Times Weekly | Weekly |
| 9. | Sinks area washed | x | | | |
| 10. | Floor swept and mopped | x | | | |
| 11. | Both Changing room floors scrubbed | | | | x |
| 12. | Grouting in tiles to be scrubbed | | | | x |
| 13. | Tiles thoroughly cleaned | | x | | |
| 14. | Edging wiped | | x | | |
| 15. | Shower grid scrubbed | | x | | |
| 16. | Edges scrubbed | | x | | |
| 17. | Doors wiped down | | x | | |
| | LARGE FLOORS (CANTEEN, SPORTS AND HALL) | | | | |
| 1. | Swept | x | | | |
| 2. | Spot mopped | x | | | |
| 3. | Door glass and kick plates | x | | | |
| 4. | Litter/bin to be disposed | x | | | |
| 5. | High level dust | | | | x |
| 6. | Machined (<u>3 times a week, canteens only</u>) | | | x | |
| 7. | Edges: Where able to; move out furniture and or other obstructions to wash and/or scrub edges. | | | | x |

| | | | | | |
|-------------------|---|--------------|---------------------|---------------------------|---------------|
| 8. | White trunking (<u>3 times a week</u>) to be dusted and cleaned | | | x | |
| 9. | Sills to be dusted and cleaned | | | | x |
| 10. | Chewing gum and/or black marks to be removed | | | | x |
| I.T. SUITE | | | | | |
| 1. | Hoovered | x | | | |
| 2. | Dusted | x | | | |
| 3. | Bin | x | | | |
| 4. | Wipe over computers with dry cloth | x | | | |
| IT SUITE | | Daily | Twice Weekly | Three Times Weekly | Weekly |
| 5. | Skirting boards washed | | | | x |
| 6. | Window sills dusted, washed if needed. No higher than eye-level. | | | | x |
| 7. | Tops of metal cabinets to be dusted/Shelving wiped (Where possible) | | | | x |
| 8. | Whites (trunking) dusted and washed | | | | x |
| 9. | Display boards/white boards dusted | | | | x |
| CORRIDORS | | | | | |
| 1. | Swept | x | | | |
| 2. | Edges washed | x | | | |
| 3. | Display boards dusted | x | | | |
| 4. | Any obvious food/drink on walls to be wiped | x | | | |
| 5. | Swept | | | | x |
| 6. | Edges scrubbed | | | | x |

| | | | | | |
|---|--|--------------|---------------------|---------------------------|---------------|
| 7. | Chewing gum removal | | | | x |
| 8. | Walls spot cleaned | | | | x |
| 9. | Lift doors and inside lift (3 times a week) | | | x | |
| 10. | Edges scrubbed | | | | x |
| LIBRARY | | | | | |
| 1. | Hoover | x | | | |
| 2. | Bins | x | | | |
| 3. | Dust shelves (Routine; alternate book units nightly) | x | | | |
| 4. | Dust and wash desk/tables | x | | | |
| 5. | Wipe over computers with dry cloth | x | | | |
| 6. | Wipe skirting | | | | x |
| 7. | Pull out and clean behind sofa's | | | | x |
| 8. | Wash and buff reception desk | | | | x |
| STAIRS | | Daily | Twice Weekly | Three Times Weekly | Weekly |
| 1. | Sweep (Top landing to bottom landing) | x | | | |
| 2. | Mop (Top landing to bottom landing) | x | | | |
| 3. | Spot wash walls | x | | | |
| 4. | Skirting to be wiped down | x | | | |
| (Through the week, dissect the stairs into sections for the following actions so that the entire stair case is deep cleaned at least once during the week) | | | | | |
| 5. | Scrub steps and white strips | | | | x |
| 6. | Wash and polish metal work | | | | x |

| | | | | | |
|-------------------------|---|--------------|---------------------|---------------------------|---------------|
| 7. | Large light to be dusted/damped wipe | | | | x |
| 8. | Wash walls | | | | x |
| 9. | Hard to reach walls and small ledges to wiped with high reach and lamb's wool | | | | x |
| DISABLED TOILETS | | | | | |
| 1. | Sweep | x | | | |
| 2. | Wash under hand dryer | x | | | |
| 3. | Wash sink and sink area | x | | | |
| 4. | Wash toilet bowel and seats | x | | | |
| 5. | Wash Floor | x | | | |
| 6. | Check walls and back of toilet | x | | | |
| 7. | Dust | x | | | |
| 8. | Clean and buff mirrors | x | | | |
| 9. | Machine Scrub Floor | | | | x |
| 10. | Clean wall tiles (Grouting too) | | | | x |
| 11. | Wipe down door and frame | | | | x |
| 12. | Wipe and buff panels | | | | x |
| 13. | Deck scrub around toilet and edges | | | | x |
| TOILETS | | Daily | Twice Weekly | Three Times Weekly | Weekly |
| 1. | Sweep | x | | | |
| 2. | Wash under hand dryer | x | | | |
| 3. | Wash sink and sink area | x | | | |
| 4. | Wash toilet bowel and seats | x | | | |

| | | | | | |
|-----|--|--------------|---------------------|---------------------------|---------------|
| 5. | Wash Floor | x | | | |
| 6. | Check walls and back of toilet | x | | | |
| 7. | Dust | x | | | |
| 8. | Clean and buff mirrors | | x | | |
| 9. | Machine Scrub Floor | | x | | |
| 10. | Clean wall tiles (Grouting too) | | x | | |
| 11. | Wipe down door and frame | | x | | |
| 12. | Wipe and buff cubicle panels | | x | | |
| 13. | Deck scrub around toilet and edges | | x | | |
| | LABORATORIES | | | | |
| 1. | Dust and clean tables | x | | | |
| 2. | Remove graffiti | x | | | |
| 3. | Remove rubbish from sink (Do not wash inside sink) | x | | | |
| 4. | Sweep and clear all rubbish | x | | | |
| 5. | Spot check walls and wipe clean | x | | | |
| 6. | Dust sills | x | | | |
| 7. | Spot mop floor | x | | | |
| 8. | Dust and clean back of the room | | x | | |
| 9. | Dust and clean whites | | x | | |
| 10. | Kick plates cleaned and buffed | | | x | |
| 11. | Door glass | | | x | |
| | LABORATORY | Daily | Twice Weekly | Three Times Weekly | Weekly |

| | | | | | |
|-----|---|---|---|--|---|
| 12. | Machine floor | | x | | |
| 13. | Wipe edges, black strips | | x | | |
| 14. | Scrub edges | | | | x |
| 15. | Wipe cupboards | | | | x |
| | ALL OFFICES (Including SLT Kitchen and Staff Room) | | | | |
| 1. | Hoovered | x | | | |
| 2. | Dusted | x | | | |
| 3. | Bin | x | | | |
| 4. | Wipe over computers with dry cloth | x | | | |
| 5. | Skirting boards washed | | | | x |
| 6. | Window sills dusted, washed if needed. No higher than eye-level. | | | | x |
| 7. | Tops of metal cabinets to be dusted/Shelving wiped (Where possible) | | | | x |
| 8. | Whites (trunking) dusted and washed | | | | x |
| 9. | Display boards/white boards dusted | | | | x |
| | INTERNAL WINDOWS | | | | |
| | Please refer to Internal Glass Schedule Below | | | | |

| |
|--|
| APPENDIX B: Generic Recess Cleaning Frequency Specification |
|--|

| ST TEILO'S CIW HIGH SCHOOL RECESS CLEANING SCHEDULE | | Spring Half Term | Summer Holiday |
|--|--|-------------------------|-----------------------|
| 1 | Clear all cobwebs and dust any high level pipes | x | x |
| 2 | Wash Walls (take into account any contractor works) | x | x |
| 3 | Dust all Pictures and Notice Boards | x | x |
| 4 | Wash all Doors | x | x |
| 5 | Wash all Door Frames | x | x |
| 6 | Clean Internal Glass (not windows on exterior on building) | x | x |
| 7 | Damp Wipe all Window Ledges – eye level | x | x |
| 8 | Damp Dust LightSwitches | x | x |
| 9 | Damp Dust Radiators using extendable feather dusters | x | x |
| 10 | Wash Desks, Tops and Frames | x | x |
| 11 | Wash all other Surfaces | x | x |
| 12 | Scour/Clean (as appropriate) and Disinfect Sinks and Surrounds | x | x |
| 13 | Scour/Clean (as appropriate)and Disinfect Drinking Water Fountains | x | x |
| 14 | Wash & Damp Dust Hand Dryers | x | x |
| 15 | Polish Metal Fittings | x | x |
| 16 | Clean Waste Bins | x | x |
| 17 | Wash Wipe all Skirting Boards | x | |
| 18 | Deep clean all Skirting Boards removing all marks and scuffs | | x |
| 19 | Deep clean all affected floors to remove Chewing Gum using removal machine | | x |
| 20 | Sweep and clean all Floors | x | x |
| 21 | Machine Polish Hall | | x |
| 22 | Vacuum Carpets | x | x |

| | | | |
|--|--|---------------------------------|---------------------------|
| 23 | Vacuum Mats and Wells | x | x |
| 24 | Clean out Mat Wells mop exterior of wells | x | x |
| 25 | Damp Dust all Banisters | x | x |
| 26 | Clean Step Protectors | x | x |
| Additional Tasks Toilets, Cloakrooms and Changing Rooms | | Spring Half Term | Summer Holiday |
| 1 | Wash walls with Germicide | x | x |
| 2 | Wash tiled walls to hand height | x | x |
| 3 | Wash Wipe Cubical Walls | x | x |
| 4 | Wash Sanitary Fittings and Pipes | x | x |
| 5 | Clean Toilet Bowls | x | x |
| 6 | Damp Wipe, Toilet Seat, Rims | x | x |
| 7 | Machine Scrub Floor with Germicide | x | x |
| Additional Tasks Showers | | Spring Half Term | Summer Holiday |
| 1 | Damp Wipe Walls with Germicide | x | x |
| 2 | Clean Shower Fitting and Pipework | x | x |
| 3 | Machine Scrub with Germicide | x | x |
| Additional Tasks including External Windows, Cladding, High Level Internal Cleaning with on-site cherry picker. | | Spring Half Term | Summer Holiday |
| 1 | External Windows : clean with reach & wash system | | x |
| 2 | Roof Clean : sweep roof & remove dirt | | x |
| 3 | External Cladding : clean with reach & wash system | | x |
| 4 | Atrium Light Wells: wash & wipe over | | x |

| | | | |
|---|--|--|---|
| 5 | Roof Gullies : sweep & remove rubbish | | x |
| 6 | Internal High Level Cleaning of Identified Walls / Windows / Sills using on site Cherry Picker with an IPAF Licenced APP UK Supervisor | | x |

APPENDIX C: Internal Glass Schedule

| INTERNAL GLASS SCHEDULE | | | | | |
|--|---------------|----------------|------------------|-----------------|---------------|
| Daily Tasks | Monday | Tuesday | Wednesday | Thursday | Friday |
| Entrance Doors | x | x | x | x | x |
| High Reach Ledges – Dust | x | x | x | x | x |
| Cobwebs – Check for cobwebs on individual route for that particular day. | x | x | x | x | x |
| | | | | | |
| Weekly Tasks | Monday | Tuesday | Wednesday | Thursday | Friday |
| C Block Stairs | x | | | | x |
| D Block Stairs | x | | | | x |
| E Block Stairs | | x | | | |
| F Block Stairs | | x | | | |
| SLT Block Stairs | | | x | | |
| A.C.E. Stairs | | | x | | |
| Sports Area and Stairs | | | | x | |
| Pupil Entrance & Cleaners Entrance Stairs | | | | x | |
| Main Entrance (Auto Doors etc) | x | | x | | x |
| C Corridor Glass | x | | | | |
| D Corridor Glass | | x | | | x |
| E Corridor Glass | | | | x | |
| F Corridor Glass | | | x | | x |