

## Cleaning and General Duties Contract

This agreement is between the \_\_\_\_\_  
\_\_\_\_\_ Kindergarten Committee and \_\_\_\_\_  
\_\_\_\_\_ as contract cleaner.

The Parties to this contract agree as follows:

1. The contract cleaner shall properly and efficiently undertake the duties described on the attached schedule.
2. The Kindergarten Committee will pay the contract cleaner during the term of this contract the sum of \$ \_\_\_\_\_ each \_\_\_\_\_.
3. The contract cleaner's duties will start on \_\_\_\_\_.
4. The contract cleaner is responsible for carrying out the duties as per the attached schedule. If they are unable to carry out these duties personally, it is their responsibility to hire someone to carry out the specified duties on their behalf. If the provisions of this clause are breached by the contract cleaner, the committee may hire another cleaner and the contract cleaner shall not be entitled to payment during the period that the specified duties are being carried out by the other cleaner.
5. This contract may be terminated by either party to the contract by giving one month's notice in writing to the other party.
6. Any difference of opinion arising out of this agreement shall be discussed by the contract cleaner, Head Teacher and Chairperson or President of the Committee.
7. The above rate of payment is a contract rate and shall be the only payment payable to the contract cleaner.
8. It is acknowledged by the parties that the cleaner is engaged on a contract basis only and that no relationship of employer/employee exists between the parties.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 200 \_\_\_\_\_

Signed \_\_\_\_\_ Contract Cleaner  
\_\_\_\_\_ Head Teacher  
\_\_\_\_\_ Committee Chairperson/ President  
\_\_\_\_\_ North Taranaki Kindergarten Association

# NORTH TARANAKI KINDERGARTEN ASSOCIATION (INC)

(Hereinafter referred to as "the Association")

## CLEANING SCHEDULE AND GENERAL SPECIFICATIONS

### FOR CONTRACT CLEANING OF VARIOUS KINDERGARTENS

<b>DAILY</b>	<ul style="list-style-type: none"><li>• Clean and disinfect all toilet pans, shower bases, hand basins, tubs and sinks (excluding kitchen sink)</li><li>• Replace paper towels</li><li>• Clean taps to hand basins, sinks and tubs (excluding kitchen)</li><li>• Plugholes must be kept clear of waste material</li><li>• Clean mirrors and spot wipe walls around hand basins, toilet pans and under hand towels</li><li>• Sweep all flooring and under mats</li><li>• Move light moveable equipment eg prams, clothes baskets etc and sweep under.</li><li>• Vacuum all carpets and mats. Shake small mats.</li><li>• Wet mop and disinfect toilet floors (separate mop/bucket)</li><li>• Wet mop all other areas</li><li>• Put down all chairs</li><li>• Empty waste bins as directed</li></ul>
<b>FINISHING</b>	<p>Check that:</p> <ul style="list-style-type: none"><li>• No taps have been left running</li><li>• All heaters are switched off</li><li>• All lights have been switched off</li><li>• Any mats that have been taken outside for shaking have been returned</li><li>• Doors and windows are secure</li><li>• Set the alarms and double check the doors have been locked properly by you</li></ul>
<b>WEEKLY</b>	<ul style="list-style-type: none"><li>• Buff all floors</li><li>• Spot clean windows in doors and observation windows for finger marks</li><li>• Wash shower walls</li><li>• Dust all furniture and fittings including desks, tables, benches, shelves, skirting boards, cabinets, lockers, radiators up to 2m.</li><li>• Damp wipe windowsills</li><li>• Cleaners are not expected to clear surfaces to wipe or dust</li></ul>
<b>TERM BREAKS</b>	<ul style="list-style-type: none"><li>• Clean all windows both sides</li><li>• Wash kitchen walls</li><li>• Wash toilet walls including partitions</li><li>• Remove and clean fluorescent light diffusers</li><li>• Strip and reseal all vinyl floors, where appropriate and apply approved new coats of sealer and polish (minimum two coats) evenly. All skirting boards and adjacent walls to be left clean on completion of work. This should be done twice per year.</li></ul> <p>NB: Stripping and/or buffing of floors will only be carried out on floors clear of equipment and floor coverings.</p>
<b>TEACHING STAFF</b>	<ul style="list-style-type: none"><li>• Ensure cleaner is not given any unnecessary work.</li></ul>

## CLEANING SCHEDULE AND GENERAL SPECIFICATIONS

### FOR CONTRACT CLEANING OF VARIOUS KINDERGARTENS

	<ul style="list-style-type: none"><li>• Clean paint splashes off walls and floors as they appear</li><li>• Sweep up spills of clay and dough</li><li>• Remove scraps of paper and put all equipment away in its proper place</li><li>• Keep office, kitchen, and storeroom clean and tidy</li><li>• Keep all tables, easels, chairs, art sink clean and tidy</li><li>• Check and clean as appropriate toilets, hand basins, and locker rooms during and after sessions</li><li>• Only non flammable materials to be put in rubbish tins</li></ul>
<b>COMMITTEE</b>	<ul style="list-style-type: none"><li>• The committee is responsible for ensuring that the cleaning contract is adhered to and is of a high standard and that all reasonable cleaning equipment and supplies required by the cleaners are available</li><li>• Committees shall also ensure that the floors are stripped and re-polished twice yearly</li><li>• Kindergarten Committees shall arrange maintenance of the grounds, ensuring the lawns are mowed regularly, rubbish removed, and the hedges trimmed</li><li>• To reduce the danger of fire, the Kindergarten Committee shall ensure that all long grass etc near to any buildings is cleared regularly</li><li>• Committees shall arrange for regular inspection and clearing of gutters, spouting and downpipes and gully traps and sumps</li></ul>
<b>COMMITTEE MEETINGS OR FUNCTIONS</b>	<ul style="list-style-type: none"><li>• Sweep floor, replace tables, chairs, and any other equipment moved</li><li>• Wash any dishes used and leave to air-dry (or use dishwasher)</li><li>• The Kindergarten should be aired and left ready for children's use</li><li>• Leave kitchen clean and tidy after use</li><li>• Remove all food scraps and other rubbish</li><li>• Make sure all heaters are off, windows and doors securely locked</li></ul>