

PROFESSIONAL EDITION · 2026 · WWC + EDUCATION ALIGNED

School Cleaning Checklist

70+ specific tasks aligned with Working with Children Check obligations, WA Department of Education conventions, and child-safe product requirements. For Perth primary, secondary, and independent schools. P&C-ready; format.

DAILY · 26 tasks	3-4 hours	After-school clean: classrooms · bathrooms · zones
WEEKLY · 16 tasks	Spread across week	Specialist zones, gym, library, lab
TERM BREAK · 14 tasks	2-5 days	Floor restoration, deep clean, full reset
QUARTERLY · 10 tasks	+4-6 hours	Air quality, governance audit, WWC verify

DAILY CLEANING · 26 TASKS 3-4 hours for typical 400-student primary school

After-school cleaning rhythm. WWC-cleared staff. Child-safe products only. Locked chemical storage. Documented logs that support school governance.

Classrooms & Learning Spaces · 7 tasks

- Student desks and chairs — clean + sanitise high-touch zones 6 min/classroom
- Teacher desk and workstation — full clean of touch surfaces 3 min
- Whiteboards visual check (no abrasive cleaning) — note marker accumulation 2 min
- Door handles, light switches, low touch points — disinfect appropriate to surface 4 min
- Floor vacuum or mop — full coverage with low-toxicity product 8 min/classroom
- Bin emptying and liner replacement — including recyclables 3 min
- End-of-day classroom reset visual check — visible hazards, equipment 2 min

Bathrooms & Amenities · 6 tasks

- Student toilet bowls, seats, hinges — full disinfection 4 min/toilet
- Hand wash basins (student height) — descale, polish, disinfect 3 min/basin
- Mirrors, partitions, dispensers — clean and check stocking 4 min
- Consumables restock — TP, soap, paper towels (sufficient for next day) 4 min
- Sanitary disposal in girls bathrooms — exterior disinfection, fill check 3 min
- Bathroom floor with disinfectant — child-safe product, dedicated equipment 6 min

Specialist Zones · 6 tasks

- Science laboratory benches — chemical-aware cleaning, MSDS reviewed 8 min/lab



- | | | |
|--------------------------|---|--------|
| <input type="checkbox"/> | Library tables, computer stations, returns area — surface clean, dust-aware | 12 min |
| <input type="checkbox"/> | Gymnasium high-touch surfaces and equipment areas — disinfected | 15 min |
| <input type="checkbox"/> | Canteen surfaces (food prep zones) — Food Standards Code aligned | 10 min |
| <input type="checkbox"/> | Performing arts / music room equipment surfaces — surface clean | 8 min |
| <input type="checkbox"/> | Specialist zone floor — appropriate to surface (gym wood, lab vinyl etc.) | 12 min |

Staff & Admin - 4 tasks

- | | | |
|--------------------------|---|-------|
| <input type="checkbox"/> | Staff room kitchen and seating — bench, sink, microwave, table surfaces | 8 min |
| <input type="checkbox"/> | Administration office desks — surface clean, document discretion | 6 min |
| <input type="checkbox"/> | Staff bathroom — full disinfection (same as student bathrooms) | 8 min |
| <input type="checkbox"/> | Admin and staff floor — vacuum or mop | 6 min |

End-of-Shift Handover - 3 tasks

- | | | |
|--------------------------|--|-------|
| <input type="checkbox"/> | Chemical storage check — locked, out of reach of students, MSDS accessible | 4 min |
| <input type="checkbox"/> | Cleaning equipment service — mops laundered, cloths replaced | 8 min |
| <input type="checkbox"/> | Daily cleaning log signed — supports school governance documentation | 3 min |



WEEKLY CLEANING · 16 TASKS

Spread across week, not concentrated

Deeper attention to specialist zones — gym Mondays, library Tuesdays, etc. Schedule across the week to avoid disrupting any single zone for too long.

Classroom Weekly · 4 tasks

- Cabinets, drawer fronts, storage shelves — full clean and dust 12 min/classroom
- Wall display surfaces and pinboards — frame clean, dust display materials carefully 8 min
- Skirting boards and door frames — accumulated dust and crayon marks 10 min
- Window sills (student height) — full clean 8 min

Specialist Zone Weekly · 5 tasks

- Gymnasium floor full sweep and detailed clean — sweat residue, equipment surrounds 25 min
- Library detailed dusting — book shelves, computer screens, reading nooks 30 min
- Science lab benches, fume hood exteriors, sinks — chemical-aware deeper clean 20 min/lab
- Canteen deep clean — Food Standards Code aligned, full kitchen reset 25 min
- Computer rooms / IT spaces — keyboards, screens, station surfaces 18 min

Bathroom Weekly Deep · 3 tasks

- Tile walls and grout in student bathrooms — discolouration spot-treatment 15 min
- Behind toilets, under sinks — areas missed in daily routine 10 min
- Extractor fan grilles — accumulated dust 8 min

Outdoor & Operational · 4 tasks

- Outdoor playground equipment — surface clean, integrity inspection 25 min
- Drinking fountains — bowl, push button, surrounds 5 min/fountain
- Outdoor eating areas (lunch zones) — tables, benches, ground litter 18 min
- Bin storage and recycling area — interior wash, deodorise 12 min



TERM BREAK CLEANING · 14 TASKS

2-5 days per term break, scheduled to academic calendar

Comprehensive deep cleaning that cant be done during operational weeks. Most Perth schools schedule 2-3 major holiday deep cleans per year plus annual summer restoration.

Floor Restoration · 4 tasks

- Hard floor strip and reseal in high-traffic zones — full restoration 240 min
- Carpet hot water extraction in classrooms — commercial extractor 60 min/classroom
- Library and admin carpet extraction — full coverage 90 min
- Gymnasium floor maintenance — wood floor restoration where applicable 120 min

Comprehensive Zone Reset · 4 tasks

- All classrooms — under, behind, between furniture — full detail clean 30 min/classroom
- All cabinetry and storage interiors — clean and reorganise 20 min/classroom
- Wall mark removal across all zones — full audit and treatment 90 min
- Door and frame restoration — including tracks and seals 60 min

Specialist Zone Deep Restoration · 4 tasks

- Science lab full chemical-aware deep clean — fume hoods, eye-wash, all surfaces 60 min/lab
- Library detailed restoration — book dusting, shelf cleaning, computer station deep 180 min
- Canteen full Food Standards Code deep clean — appliances, exhaust, cool room 120 min
- Gymnasium full restoration — equipment surrounds, change rooms, all surfaces 180 min

Outdoor & External · 2 tasks

- Playground equipment integrity inspection — splinters, sharps, structural 60 min
- Drinking fountain deep maintenance — full disassembly clean 15 min/fountain



QUARTERLY CLEANING · 10 TASKS

+4-6 hours per quarter

Air quality, high-dust zones, and the documentation that supports school governance. WWC verification, SDS audit, and inspection-readiness all sit here.

Air Quality & Ventilation · 3 tasks

- Air conditioning vent grilles in classrooms — remove, vacuum, wipe 8 min/classroom
- Bathroom and gymnasium extractor fans — dust and grease accumulation 6 min/fan
- Air filter inspection (where accessible) — for replacement schedule 5 min

High-Dust & Detail · 3 tasks

- Cornices, ceiling edges, light fixtures — extension pole microfibre 18 min/zone
- Tops of cabinets and high shelves — accumulated dust 12 min/zone
- Door tracks and frames in all zones — detail clean 10 min/zone

Documentation & Governance · 4 tasks

- Quarterly inspection report — written, photographed, delivered to business manager 60 min
- WWC verification check — all cleaning staff currency confirmed 15 min
- Chemical inventory and SDS file audit — current MSDS for every chemical 12 min
- Forward-quarter recommendations — proactive maintenance for school governance 25 min

NEXT STEPS

Use This Checklist Effectively

Three ways Perth property managers use this checklist:

1. Contractor RFP / tender scope

Use this checklist as Annex A to your cleaning contractor RFP or tender documentation. P&C; committees evaluating quotes get apples-to-apples comparison. Contractors quote against documented scope rather than vague "we do everything needed" language. Eliminates most service disputes within the first 12 months.

2. Daily log template for governance

Print and use as the basis for daily cleaning log signed off by cleaning staff. P&C; audits and Department reviews look for this documented evidence trail. Most compliance findings relate to documentation gaps, not actual cleaning failures.

3. Internal staff cleaning framework

For schools with in-house custodial staff, this checklist provides the operational framework. Build into staff induction. Senior custodian uses for shift handover. Business manager files completed logs for school governance.

School cleaning that respects academic operations.

WWC-cleared cleaners · Child-safe fragrance-free products · After-school protocols · Holiday deep-clean cycles · Documented governance logs · Free site walk-through · IICRC-Trained

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Scan to revisit this checklist online

This school cleaning checklist aligns with WWC obligations and WA Department of Education conventions. Specific school types (boarding schools, special needs schools, religious schools with additional governance) may have additional requirements. Always verify your specific cleaning compliance obligations with your school governance body and the Department.