

Cleaning - Space Types

Space no.	Space type	Archibus primary room type	Space description
1	Lecture Theatre	202, 203, 210	A stepped floor or tiered lecture theatre used for teaching.
2	Teaching Room	204, 205, 206, 211, 215, 217, 313, 315, 316, 317, 318, 319, 323, 324, 325, 326, 327, 328, 330, 331, 334, 335, 336	Includes seminar, tutorial, collaborative teaching and class rooms, usually with a flat floor. Also includes studio spaces and rooms fitted out and equipped specifically for teaching practical work.
3	Informal Learning	406, 500, 501, 502, 504, 505, 506, 517, 612, 623	Includes reading and small group study rooms, informal and incidental learning areas usually supplied with tables and seating. Can also have computers and whiteboards. Includes waiting areas and areas housing book stacks, periodicals, newspapers, etc. as well as display areas, museum spaces and research collections. Also includes areas used for dramatic, music or film presentation.
4	Laboratory - Wet	300, 301, 303, 306, 333, 338, 339, 340, 344, 351, 401, 404, 405, 407, 409, 410, 420, 421	Typically has a high use of services (water, gas, fume cupboards, UV/biohazard hoods, positive pressure requirements, chemicals and/or biological reagents and various instrumentation) used for experimental research and teaching purposes. Often has containment ratings. Also used for animals, surgical procedures and laboratory preparation rooms.
5	Laboratory - Dry	302, 307, 308, 309, 310, 311, 345, 402, 411	Typically has minimal services (water, gas). It can house instrumentation (eg robotics, microscopes, heavy machinery, scientific collections) and may include specialist equipment such as wind tunnels, wave labs and observatories. Includes computer rooms that use computing for core teaching or experimental work (eg bioinformatics, psychology tests, physics and maths experiments, and computer modelling). Also includes observation and control rooms, and dark rooms.
6	Clinic	314, 337, 615	An area used for medical and counselling services for staff or students; a space equipped and used in the examination or treatment of people or animals for teaching students or for research work purposes; a room that simulates a pharmacy where students are trained in the dispensing of medicine.
7	Office	100 - 152, 408, 503, 508, 509, 628, 629	A room or open plan area with office furniture for use by academic, research, technical, and professional staff and postgraduate and undergraduate students. Includes reception areas, mail rooms, hot desks and informal work and break-out spaces, often equipped with computers. Includes library services and materials associated with referencing, microfilm reading, etc.
8	Meeting Room	600, 601, 602, 613, 622, 626, 639	Includes rooms used for meetings, seminars, conferences and training.
9	Resource Room	412, 417, 603	A room that is adjacent to teaching or research areas that provides support facilities. Includes rooms containing multi-function devices (printers, fax, photocopying) and stationery, etc. for use by staff.
10	Amenities	621, 624, 625, 708, 709, 818, 819, 820, 821, 822, 828, 829, 830, 832, 833, 835, 836, 837	Includes female, male, accessible and unisex toilets, showers, change rooms, lockers and baby change rooms. Also includes sick bays and first aid rooms, parenting rooms and laundries.
11	Kitchen	608, 707, 816	An area which has refreshment-making facilities, including as part of student accommodation, generally without furniture.
12	Common Room	604, 605, 606, 607, 619, 706, 817, 808, 839	A room or area for use by staff or students primarily as social and dining space. Generally includes furniture, and may include a kitchenette, microwave and fridge. Includes these areas in student accommodation and external terraces used as casual space with seating for staff and students.
13	Bedroom	701, 702, 703, 704, 705	Residential accommodation, either on-campus or off-campus, which is used by staff or visitors.
14	Store	403, 413, 414, 415, 416, 418, 419, 507, 514, 801, 807, 841	A space that is used for storage including warehousing, art works, files and records, equipment, staff or student lockers, plans, maps and drawings, vehicles, and rubbish bins. Includes workshop areas.
15	Hallway	611, 618, 805	A foyer, hallway, lobby, corridor or walkway for the movement of people or goods within a building. May contain stairs. Includes retail facility areas due to the nature of cleaning (floors only). Also includes areas for viewing art works and other exhibits.
16	Stairs	864	A shaft in a building containing a staircase, however also includes external stairs (such as fire stairs).
17	Building Externals	896, 899	An uncovered area with various functions including an external circulation area. Includes the immediate external areas of a building such as entry stairs, foyers and pathways, fixed furniture and covered building areas such as the Great Court Cloisters. Area size is approximate.
18	Car Park	802, 803, 804	A car parking facility that is either open air, free-standing, or part of a building that is used by staff or students. Refer to map <i>St Lucia street and car park sweeping</i> as well as the car park sweeping schedules for areas included in this space type.
19	Pathways and Litter	Not defined	Refer to <i>Gardens Litter & Pathway Sweeping</i> map for areas included in this space type.

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Space no.	Space type	Archibus primary room type	Space description
20	Bin Cage	Not defined	An internal or external structure that houses waste bins, usually with 1 general waste bin and 1 co-mingled (recycle) waste bin. Includes bin posts.
21	Lift	838	An area occupied by a lift. Depending upon the size of the area, the lift could have more than one car. Also includes goods lifts.
22	Street	Not defined	Refer to <i>St Lucia Street & Carpark Sweeping</i> and <i>Long Pocket Street Sweeping</i> maps, as well as the street sweeping and car park sweeping schedules for areas included in this space type.

Cleaning - Task Types

Task no.	Cleaning task type	Cleaning task description. The detail below is an indication of the minimum standard required and does not include all tasks required to achieve a satisfactory cleaning outcome.
1	Rubbish	<p><u>Indoor:</u> Remove general, co-mingled (recycle), glass, cardboard and paper waste from all areas in the schedule. Clean all bins (including 240 litre, 120 litre, kitchen, office, etc.) and replace liners, and clean all surfaces of the internal bin cages. Place 4 bin liners at the bottom of each office desk bin.</p> <p><u>Outdoor:</u> Clean all bins (including 240 litre, 120 litre, 660 litre, 1100 litre etc.) and external bin cages, including butt-out containers and ashtrays. Replace bin liners, noting that co-mingled bins must have clear (not natural nor opaque) bin liners. Present bins for servicing. Refer Waste Contractor Service Times for details of the service timing of the waste contractor. Return bins to designated areas after servicing.</p> <p>Refer Bin Cages & Posts map for location of external bins on the St Lucia campus. Refer to individual building notes for specific waste service requirements.</p>
2	Cobwebbing	Remove all accessible cobwebs leaving no residual marks. For example, the Great Court cloister ceilings would be considered a readily accessible area.
3	Horizontal surfaces	Includes dry and/or damp dusting/cleaning of all furniture, fixtures, skirtings, window ledges, horizontal surfaces (other than office equipment), common area telephones, whiteboard and blackboard ledges and tops, whiteboard and blackboard surfaces in lecture theatres and some teaching rooms, railings, fittings and ledges, tops of partitions, and all accessible window-mounted air conditioners and wall-mounted air grills. Clean internal water fountains daily.
4	Vertical surfaces	Includes dry and/or damp dusting/cleaning of all fixtures and fittings, glass walls and doors, walls and columns, door grills, lift doors and walls, and partitions.
5	Floors	Vacuum carpeted floors and stairs. Vacuum or sweep, mop and scrub hard floors and stairs, and regularly (minimum monthly) polish/buff vinyl floors and stairs. Remove spillages from amenities floors. Clean tiles and grouting, including on stair risers. Lift and vacuum fitted mats and mat wells. Remove all marks and gum from floors and stairs. Clean lift tracks. Spot clean small marks from carpets (usually up to 1/2 square metre). Report any large marks to UQ P&F. Refer scope for cleaning in areas with a physical containment (PC) rating.
6	Amenities	Clean all surfaces of toilets, pedestals and urinals using a commercial-grade disinfectant. Clean pipework, mirrors, handbasins, drain holes and benches, showers, fixtures and fittings, handles, locks, walls, partitions and doors, baby change tables, furniture, hand dryers, and consumables dispensers. Replenish consumables (soap, toilet paper and hand towel).
7	Kitchens	Clean sink and drain holes, bench tops, taps and fittings, tops and fronts of whitegoods, and outer surface of cupboards. Clean front surface of zippy boil. Clean kitchen bins and bin cabinets.
8	Furniture	Remove dust and debris, clean chair legs and stands, and present furniture to standard with chairs pushed under desks and tables when possible. Spot clean marks and gum from furniture. In lecture theatres, clean tablet arms and ensure they are returned to downward position. Ensure garden furniture is free of litter, posters, spillages and droppings.

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Task no.	Cleaning task type	Cleaning task description. The detail below is an indication of the minimum standard required and does not include all tasks required to achieve a satisfactory cleaning outcome.
9	Directional signage	<p>Clean all surfaces of directional signage using a mild detergent and damp soft cloth. Do not use harsh abrasives or solvents that could damage the surface of the signs.</p> <p>Keep signs free of cobwebs, graffiti, posters and residue.</p> <p>Refer Directional Signage map for locations and UQ St Lucia Campus External Signage Types for more information.</p> <p>Report any damage to UQ P&F.</p>
10	Graffiti, posters, stickers and residue	<p>Remove graffiti, posters, stickers and residue from all walls, doors, desks, tablet arms, furniture, directional signage, bin cages, accessible glass windows and walls, and paths and floors.</p> <p>Graffiti that requires specialist removal should be reported to UQ P&F.</p>
11	External	<p>Clean building entrances (horizontal and vertical surfaces) and refer to Cleaning Contract - Work Schedule for approximate area size included in this task type.</p> <p>Ensure pathways and external stairs are free from leaf and other litter including gum. Litter pick kerbs, adjacent gardens, traffic islands and playing fields. Clean telephones and booths, and remove posters, stickers and residue. Refer Gardens Litter & Pathway Sweeping map for area to be covered and frequency of service.</p> <p>Leaf and other litter from pathways must be collected and disposed of using the on-site waste streams. It is not to be blown into gardens, onto roads, down drains and gutters, etc.</p> <p>Ensure the two St Lucia bus stops (Buildings 0058A and 0077A) are cleaned according to Bus Shelter Cleaning Scope</p> <p>Clean all surfaces of water fountains. Refer Water Fountains and Re-Fill Stations map for locations of fountains.</p> <p>Clean external bin cages and ensure they are free from debris, cobwebs, posters, stickers, marks and residue. Refer Bin Cages & Posts for location of the external waste points.</p>
12	Street and car park sweeping	<p>Remove leaf and litter debris from roadways, gutters, kerbs, traffic island edges, pedestrian crossings and behind wheel stops, and from internal and external car parks. If access is obstructed by parked vehicles the tasks are to be completed manually.</p> <p>Remove gum from car parks, stairs, and pathways.</p> <p>Remove all debris from all sites.</p> <p>Cobweb all ceilings, stair wells, lights, walls, and signage.</p> <p>Clean hand rails, doors, fixtures and fittings, and walls.</p> <p>Refer St Lucia Street & Carpark Sweeping and Long Pocket Street Sweeping maps.</p> <p>Refer Cleaning Contract - Car Park and Street Sweeping for frequency of car park servicing and street sweeping.</p> <p>Report any obstructions to service (eg. overhanging branches) to UQ P&F.</p>

Cleaning - Scope

Space type ↓		Task type →											
		Rubbish	Cobwebbing	Horizontal surfaces	Vertical surfaces	Floors	Amenities	Kitchens	Furniture	Directional signage	Graffiti, posters, stickers and residue	External	Street and car park sweeping
Space type		1	2	3	4	5	6	7	8	9	10	11	12
1	Lecture Theatre	✓	✓	✓	✓	✓			✓	✓	✓		
2	Teaching Room	✓	✓	✓	✓	✓			✓	✓	✓		
3	Informal Learning	✓	✓	✓	✓	✓		✓	✓	✓	✓		
4	Laboratory - Wet	✓	✓	✓	✓	✓			✓	✓	✓		
5	Laboratory - Dry	✓	✓	✓	✓	✓			✓	✓	✓		
6	Clinic	✓	✓	✓	✓	✓			✓	✓	✓		
7	Office	✓	✓	✓	✓	✓		✓	✓		✓		
8	Meeting Room	✓	✓	✓	✓	✓		✓	✓		✓		
9	Resource Room	✓	✓	✓	✓	✓			✓		✓		
10	Amenities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
11	Kitchen	✓	✓	✓	✓	✓		✓	✓		✓		
12	Common Room	✓	✓	✓	✓	✓		✓	✓		✓	✓	
13	Bedroom	✓	✓	✓	✓	✓			✓		✓		
14	Store	✓	✓	✓	✓	✓					✓		
15	Hallway	✓	✓	✓	✓	✓			✓	✓	✓		
16	Stairs	✓	✓	✓	✓	✓				✓	✓	✓	
17	Building Externals	✓	✓	✓	✓	✓			✓	✓	✓	✓	
18	Car Park	✓	✓	✓	✓	✓				✓	✓	✓	✓
19	Pathways and Litter	✓	✓	✓	✓	✓			✓	✓	✓	✓	
20	Bin Cage	✓	✓	✓	✓						✓		
21	Lifts	✓	✓	✓	✓	✓					✓		
22	Street	✓	✓	✓	✓	✓				✓	✓	✓	✓

Cleaning - Bus Shelters 0058A and 0077A

Task no.	Cleaning task description. The detail below is an indication of the minimum standard required and does not include all tasks required to achieve a satisfactory cleaning outcome.	Daily	Weekly	Monthly	6 monthly
1	Gutters (road): remove all foreign debris – papers, cans, bottles, glass, gum, food matter, etc.	✓			
2	Platforms: remove all foreign debris – papers, cans, bottles, glass, gum, food matter, etc.	✓			
3	Platform floor: leaf blow / sweep and spot mop any spills and dirt.	✓			
4	Platform floor: full mechanized scrub of all platform floors.		✓		
5	Gardens: remove all foreign debris – papers, cans, bottles, glass, gum, food matter, etc.	✓			
6	Bins: empty, replace liner and wipe internal and external surfaces.	✓			
7	Furniture: clean all furniture, including seats.	✓			
8	Water fountains: clean all sides.	✓			
9	Light fittings and ceilings: cobweb and remove any insects, including around light fittings.	✓			
10	Glass: spot clean all glass (to 2m) and remove posters, stickers and residue.	✓			
11	Glass: full clean of all glass (to 2 m), including frames and fittings.		✓		
12	Glass: full clean of all glass, including frames and fittings.			✓	
13	Pathways: remove leaf litter and other debris.	✓			
14	Graffiti: remove all small amounts of graffiti. Report large or offensive graffiti to UQ P&F.	✓			
15	Ceilings and roof: wipe down all ceiling areas and remove all debris. Ensure gutters and downpipes are clear of debris.			✓	
16	Steel work: wash/clean all steel work at high level. High pressure cleaning is to be avoided on this type of work.			✓	
17	Signage, brackets and support systems: wipe down and clean all signage, brackets and support systems.				✓
18	External clean: full clean of ALL station areas to include glass, screens, tile ledges, steel work, gutters, soffits, louvres, and general building fabric.				✓
19	Metal road divider: detail clean, high pressure clean of metal road dividers.				✓

Cleaning - Physical Containment (PC) Areas

Cleaning detail below complies with AS/NZS 2243.3:2010 Safety in laboratories Part 3: Microbial safety and containment, Section 11 Cleaning. Additional UQ requirements are included.

Description
<u>Excerpt below from AS/NZS 2243.3:2010, Section 11</u>
Removal of clearly marked uncontaminated waste.
Walls shall be cleaned periodically, or when visibly dirty, by washing with a detergent solution. Unnecessary or too-vigorous cleaning is not recommended, as it may cause damage to paint surfaces and provide a surface that is difficult to decontaminate.
The various floor cleaning methods are as follows:
(a) Wet mopping with a solution having detergent properties, is the most practical method of cleaning floors. The use of two mops and two buckets with wringers is convenient, one bucket with a clean solution to treat the floor and the second bucket to collect the dirty solution from the floor.
(b) Dry mopping, if used, shall be carried out with a mop that has dustretaining properties.
(c) Vacuum cleaning shall only be used where a vacuum cleaner is fitted with a disposable bag for retention of coarse material, and a HEPA filter fitted to the exhaust. The disposable bag shall be removed and deposited directly into a plastic bag to minimize exposure of the operator to collected dust. A household-type vacuum cleaner, which produces aerosols, shall not be used in microbiological facilities.
(d) Sweeping brooms shall not be used, as they produce airborne dust that can increase contamination of work in the facility.

Additional UQ requirements. Refer Task Types and Scope for more detail.
Cleaning areas include:
All readily-accessible window mounted air conditioners and wall/door mounted grills and vents.
All exposed furniture, fixtures, skirting boards, window ledges and horizontal surfaces. Does not include office equipment, laboratory benches or laboratory sinks.
All accessible cobwebs.
Removal of general waste only, clean bin and replace liner.
All glass walls and partitions, doors, walls and columns, including legs of furniture.
Scrub and buff floors.
Disposable gloves must be worn inside the PC areas and disposed of in that same area.
UQ-supplied safety glasses must be worn whilst in a PC area.
All staff must wear fully-enclosed footwear.
UQ will supply all other PC area-specific PPE (personal protective equipment) such as lab coats, scrubs and footwear covering (booties).
External signage on each PC door specifies the PPE requirements for that area.
Only general waste bins are serviced in PC areas.
Mop heads must not be taken from one PC area to another, unless decontaminated first. This could be completed by washing in a solution which contains a product such as Viraclean.
Cleaning cloths must not be taken from one PC area to another, unless decontaminated first. This could be completed by washing in a solution which contains a product such as Viraclean.
Flat mopping using microfibre mop pads is the preferred method for cleaning hard floors.
Mop handles should be aluminium or plastic, not wood. They, and the flat mop attachment (if used), should be sprayed with a 70% ethanol solution and allowed to air dry for at least 10 minutes before removing from the PC area.
Cleaning water from each PC area must be disposed of in that area. Cleaning water must not be taken from one PC area to another.