

Wollongong Conservatorium of Music

WollCon is located in the beautiful surrounds of Wollongong Botanic Garden. It's an inspiring place to make music overlooked by the Escarpment to the west and sweeping lawns and views to the ocean to the east. Our vision is to bring about positive change in people's lives through music.

Our purpose is to nurture a community, whose lives are connected & enhanced through music & music education. Our requirement of a cleaning service is that it helps create a music-making environment that supports this purpose.

WollCon is inviting seeking EOIs to provide cleaning services, year round, for the Conservatorium.

Overview

Term and Break Times

We operate on a schedule very similar to school terms, and need regular daily cleaning throughout the term, with an opportunity to catch up on some less frequent jobs during the school holidays.

Equipment Provided

To date we have been providing the equipment and consumable items to carry out all the regular cleaning work. However, this does not need to be the model going forward. There may be an advantage to a contractor being able to offer the use of some infrequently-needed equipment such as a carpet cleaner.

Preferred Hours

Our preference is that cleaning should be carried out in the morning, beginning around 7-8am, so that there is overlap between the cleaners and some of the other staff onsite.

Scope of Site

The site consists of 5 buildings containing:

- 30 teaching rooms
- 10 bathrooms totaling 15 stalls
- 10 office/other rooms

Seating on Floors

5 of our rooms are used for our ChiME (early childhood) Program and child minding, and children sit on the floors, so greater and more frequent attention is required in these rooms.

Detail

Teaching Rooms – regular

- vacuum carpets
- empty bins – keep recycling separate
- dust/wipe accessible parts of desks and benchtops
- dust windowsills and skirting boards
- dust exterior of pianos

ChiME Rooms – regular

- as above with greater and more frequent (daily) attention to ensuring floors are clean

Offices and Staff Rooms - regular

- as for teaching rooms
- empty separated recycling or compost containers into appropriate bins
- usage continues into the school holiday period, so cleaning requirements continue beyond term time.

Bathrooms - daily

- clean and disinfect pans, seats, lids, urinals, taps, doors and door handles
- clean and wipe down chrome fittings, pipes, mirrors, basins and vanity units
- replenish hand paper, soap and toilet paper
- sweep and mop floors
- empty bins

Less Frequent Jobs

- clean all high-level ledges
- remove cobwebs
- clean all doors and walls
- clean mirrors in rooms
- wash blackboards
- clean door mats and under door mats

Verandas

- sweep or mop as required
- dust and cobweb as required

Grounds

- adopt a general approach of picking up litter that is encountered around the grounds
- avoid leaving further litter on the site

Other

Cleaning Store

- maintain organisation and tidiness of the items stored in the cleaning stores

Communication

- we will put you in touch with a primary contact and some alternative contact people
- we will provide you with a calendar showing the key dates for the year and outline the times at which different levels of cleaning are required
- you will report to us any issues that prevent completion of scheduled work
- you will report to us the need for replenishment of consumables and repair/replacement of faulty equipment

General

- WollCon is a non-smoking environment
- a working with children check may be required
- extra work may be added by arrangement around special events
- you will be required to work co-operatively around some other services that impact on or are impacted by a cleaning service, e.g. pest control, window cleaning, gutter cleaning, building maintenance.

To submit an EOI please contact Sara Ryan who will be happy to arrange a site visit in order that you can submit a proposal for consideration.

Email: sara.ryan@wollcon.com.au Tel: 02 4228 1122

Timeframe: please submit your proposals by Friday 22nd November 2024, as we intend to appoint our preferred cleaning suppliers by 6th December 2024.