

COVID-19 CLEANING SPECIFICATIONS



MINIMUM CLEANING
SPECIFICATIONS AT
MONASH UNIVERSITY

CLEANING PROGRAM

This cleaning program has been developed in accordance with the below Government recommendations and resources, and adapted to suit the Monash University environment.

- [Preventing infection in the workplace](#): How businesses can reduce the risk of coronavirus (COVID-19) infections in the workplace, including how best to clean and disinfect - Department of Health and Human Services
- [Information about routine environmental cleaning and disinfection in the community](#) - Australian Government Department of Health
- [General industry cleaning information](#) - Safe Work Australia

For general queries related to cleaning specifications, please contact the Buildings and Property Division Helpdesk at buildings.property@monash.edu or call 9902 0222.

CLEANING FREQUENCY

- Regular overnight scheduled cleaning of spaces continues to take place in buildings that are open and in use, in line with VC approval.
- Daytime sanitising crews wipe down high-touch surfaces during the day in line with DHHS guidelines.
- Bathrooms are serviced in full daily. An itemised list of the services can be found in the table below. Bathrooms in high-volume areas such as the Campus Centre and libraries are cleaned at least twice daily, as per the noted specifications.

MINIMUM CLEANING SPECIFICATIONS

Space type	Buildings and Property responsibility	Faculty/Department responsibility	Individual responsibility	Risk controls
Lecture theatres	Centrally timetabled – Routine daily clean. – Seat covers to block off unavailable seats. – Provision of hand sanitiser and appropriate sanitising wipes in teaching space. – Replenishment of sanitising wipes and hand sanitiser bottles to ensure they are available for use at all times.	Faculty timetabled There are no faculty timetabled lecture theatres; there is a performing arts space. Seat covers to block off unavailable seats. – Provide sanitising wipes for staff, students and visitors to wipe the spaces they are seated in and provide hand sanitiser.	Individual – Practice good hand hygiene with soap and water in bathrooms and hand sanitiser in the absence of soap and water. – Encourage students to use hand sanitiser on entry to teaching spaces. – Encourage students to use wipes to sanitise tables they sit at.	– Physical distancing plan - 1.5 metre distance. – Hand sanitiser facilities available & hand sanitiser (HS1) signage posters. – Increase fresh air make up in the building air conditioning systems and undertake the filter maintenance program. – COVID-19 Health Alert (HA1) signage. – Maximum occupancy signage. – Regular scheduled cleaning program.
Tutorial rooms	Centrally timetabled – Routine daily clean. – High touchpoint cleaning throughout the day in common areas and centrally programmed spaces. – Provision of hand sanitiser and appropriate sanitising wipes. – Replenishment of sanitising wipes and hand sanitiser bottles to ensure they are available for use at all times.	Faculty timetabled – Provide sanitising wipes for staff and students to wipe the spaces they are seated in and provide hand sanitiser.	Individual – Practice good hand hygiene with soap and water in bathrooms and hand sanitiser in the absence of soap and water. – Encourage students to use hand sanitiser on entry to teaching spaces. – Encourage students to use wipes to sanitise tables they sit at.	– Physical distancing plan in place. – Minimise equipment sharing. – Hand washing / sanitiser facilities available. – Cleaning program. – Increase fresh air make up in the building air conditioning systems and undertake the filter maintenance program. – COVID-19 Health Alert (HA1) signage. – Room occupancy signage.

Laboratories	<p>Centrally timetabled</p> <ul style="list-style-type: none"> – Routine daily clean. – High touchpoint cleaning throughout the day in common areas and centrally programmed spaces. – Provision of hand sanitiser and appropriate sanitising wipes. – Replenishment of sanitising wipes and hand sanitiser bottles to ensure they are available for use at all times. 	<p>Faculty timetabled</p> <ul style="list-style-type: none"> – Provide hand soap in wet laboratories, workshops and studios with washing facilities. – Provide hand sanitiser in dry laboratories, workshops and studios. – Provide sanitising wipes for staff and students to wipe the spaces they are seated in and provide hand sanitiser. – Instruct staff and students to wipe down shared equipment with the cleaning wipes provided. 	<p>Individual</p> <ul style="list-style-type: none"> – Practice good hand hygiene with soap and water in bathrooms and hand sanitiser in the absence of soap and water. – Encourage occupants to use hand sanitiser on entry to teaching spaces. – Encourage students to use wipes to sanitise tables they sit at. 	<ul style="list-style-type: none"> – Physical distancing. – Minimise equipment sharing. – Hand washing / sanitiser facilities available. – Cleaning program. – Increase fresh air make up in the lab air conditioning systems where appropriate for lab activities, and undertake the filter maintenance program. – COVID-19 Health Alert (HA1) signage. – Room occupancy signage. – Sanitising wipes.
Computer facilities (incl. library)	<p>Centrally managed</p> <ul style="list-style-type: none"> – Routine daily clean. – High touchpoint cleaning throughout the day in common areas and centrally programmed spaces. – Provision of hand sanitiser and appropriate sanitising wipes. – Replenishment of sanitising wipes and hand sanitiser bottles to ensure they are available for use at all times. 	<p>Locally managed</p> <ul style="list-style-type: none"> – Provide sanitising wipes for staff and students to wipe the spaces they are seated in and provide hand sanitiser. – Encourage students to use hand sanitiser on entry. – Encourage students to use wipes to sanitise tables they sit at. 	<p>Individual</p> <ul style="list-style-type: none"> – Practice good hand hygiene with soap and water in bathrooms and hand sanitiser in the absence of soap and water. – Encourage students to use hand sanitiser on entry to teaching spaces. – Encourage students to use wipes to sanitise tables they sit at. 	<ul style="list-style-type: none"> – Physical distancing signage. – Minimise equipment sharing. – Hand washing / sanitiser facilities available. – Cleaning program. – Increase fresh air make up in the building air conditioning systems and undertake the filter maintenance program. – COVID-19 Health Alert (HA1) signage. – Room occupancy signage. – Sanitising wipes.
Office spaces (incl. hot desks)	<p>Buildings and Property will coordinate:</p> <p>The nightly cleaning specification has been amended in favour of increased sanitising, in accordance with DHHS COVID-19 cleaning guidelines. The following high-touch surfaces will be cleaned in accordance with DHHS COVID-19 guidelines:</p> <ul style="list-style-type: none"> – Door handles. – Light switches. – Stair rails. – Lift buttons. – Hand sanitiser stations at all the entries to buildings, lift foyers and stair 	<p>Local area</p> <ul style="list-style-type: none"> – Faculties/portfolios provide staff with appropriate sanitising wipes, and instructions on how to regularly maintain their own spaces including kitchens, computers, desktops and meeting rooms. – Provide hand soap and dish washing detergent in lunch areas and tea points. – Provide hand sanitiser in work areas. – Instruct staff and students to wipe down work stations, equipment, computers, phones, 	<p>Individual</p> <ul style="list-style-type: none"> – Faculties will provide staff with alcohol wipes and instructions on how to regularly maintain their own spaces including kitchens, computers, desktops, etc. – Practice good hand hygiene with soap and water in bathrooms and sanitiser in the absence of soap and water. 	<ul style="list-style-type: none"> – Physical distancing plan. – Minimise equipment sharing. – Staggered return / rosters. – COVID-19 Health Alert (HA1) signage. – Room occupancy signage in tea rooms, kitchens and office spaces. – Encourage meetings and meal breaks to be taken outside. – Hand wash / sanitiser available. – Cleaning program. – Minimise shared equipment.

	landings. The stations include a hand sanitiser bottle, and the health alert (HA1) and hand sanitiser (HS1) posters.	etc. with the cleaning wipes provided.		
Meeting rooms	<p>Centrally managed</p> <p>The following high-touch surfaces will be cleaned in accordance with DHHS COVID-19 guidelines:</p> <ul style="list-style-type: none"> – Door handles. – Light switches. 	<p>Faculty managed</p> <ul style="list-style-type: none"> – Provide sanitising wipes for staff to wipe the spaces they are seated in. – Provide hand sanitiser. 	<p>Individual</p> <ul style="list-style-type: none"> – Use wipes to sanitise tables they sit at. 	<ul style="list-style-type: none"> – Physical distancing signage. – Minimise equipment sharing. – COVID-19 Health Alert (HA1) signage. – Room occupancy signage. – Encourage outdoor meetings. – Hand sanitiser available. – Cleaning program. – Increase fresh air make up in the building air conditioning systems and undertake the filter maintenance program.

Further information

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monash.edu/news/coronavirus-updates