# Email One for Staff – Introducing Changes

As you know, we have been looking at ways to reduce our expenditure given the current financial climate. Our cleaning company has made some suggestions about how we can continue to work in a lovely, clean environment but save on some of the costs.

As a result, from <insert date>, we are making some changes to the cleaning specification, and I wanted to update you about what is changing. We shall be sharing these changes with our wider school community including students but wanted to let you know what has been agreed and how it will affect you. Please be reassured that we are not asking you to take on cleaning, but simply tidy up after you use our building. Small acts by us all can make a big difference to our environment and the costs of keeping it clean.

We are introducing technology that will help reduce the spread of bacteria, viruses, and germs. Protective coatings ([see attached leaflet](http://nviro.co.uk/wp-content/uploads/2022/12/Protective-Coatings-Leaflet.pdf)) are used in clinical settings and coat surfaces with a mist of germ-killing antimicrobial coatings.

On top of that coating, we are using a surface-enhancing coating which makes it faster and easier to clean. You should notice that marks are removed more easily. This means we can cut down on the time our cleaners spend on day-to-day duties. These coatings will be sprayed over a weekend when school is not being used by students and we will let you know before this happens, so that you can help us by clearing surfaces as much as possible.

We are also going to be trialling the use of robotic vacuum cleaners. To do this, we need your support in leaving rooms tidy with as little left on the floor as possible. I will be updating you more about this when the trial starts, but all these measures will help reduce the cost of our cleaning, but hopefully not leave any real difference to the standards of cleanliness which we are used to.

We are introducing a centralised bin system. This means that you must empty any classrooms bins into a central bin at the end of each day or only use a central bin. In other schools, this has reduced waste and increased recycling. It also reduces the time spent by the cleaners each day emptying bins – when they could focus on cleaning. If you consider the time to empty one bin but replicate that across every classroom every day, you can imagine the time this takes. Please support us in using the centralised bins and in encouraging students to do the same.

From <insert date>, we are reducing the number of hours spent by the cleaning team in school.

They will continue to focus on the teaching areas, but this means that some areas will be cleaned less often and that our cleaners will be using new ways of keeping us safe. Adult areas such as <insert areas for your school>

* Offices
* Meeting rooms
* The area behind the reception
* Library

will be cleaned once a week rather than daily.

Finally, we are also asking all school staff to take responsibility for placing any mugs, dishes, and cutlery in the dishwasher after each use. This means we can cut down the amount of time spent by the cleaners tidying up after us and letting them get on with cleaning in the areas where it is needed the most.

If you would like to understand more about what we are doing, please visit [www.nviro.co.uk/school-cleaning](http://www.nviro.co.uk/school-cleaning)