

Art Room

Code: ANCMF-AU-EF-AR-01 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dusting all surfaces including tables, chairs, and shelves.
- Sanitising high-touch areas such as door handles, light switches, and taps.
- Vacuuming and mopping floors to remove dust, dirt, and paint residues.
- Cleaning and sanitising sinks and surrounding areas.
- Emptying rubbish bins and replacing liners.
- Wiping down and sanitising art equipment and tools.
- Removing any visible stains or spills from surfaces.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and prevent dispersion.
2. Sanitise high-touch areas with a disinfectant solution, ensuring contact time as per manufacturer's instructions.
3. Vacuum the floor using a HEPA-filter vacuum cleaner to capture fine particles.
4. Mop the floor with a neutral pH cleaner, focusing on removing paint and other residues.
5. Clean sinks with a non-abrasive cleaner, ensuring all paint and residue are removed.
6. Empty rubbish bins, replace liners, and ensure bins are clean and odour-free.
7. Wipe down art equipment with a suitable sanitiser, ensuring no residue is left.
8. Inspect the room for any remaining stains or spills and clean as necessary.

Equipment

- Microfibre cloths
- HEPA-filter vacuum cleaner
- Mop and bucket with neutral pH cleaner
- Disinfectant solution
- Non-abrasive sink cleaner
- Rubbish bin liners
- Sanitiser for equipment

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, dirt, and stains. High-touch areas are sanitised with no residue. Floors are spotless with no paint or dirt marks. Sinks are sparkling clean. No odours present. Rubbish bins are empty and clean.
Good	Most surfaces are clean with minimal dust or dirt. High-touch areas are mostly sanitised. Floors have minor marks but are generally clean. Sinks are clean with minor water spots. No strong odours. Rubbish bins are empty but may have minor residue.
Pass	Surfaces have some dust or dirt. High-touch areas are partially sanitised. Floors have visible marks. Sinks have some residue. Mild odours present. Rubbish bins are not overflowing but have visible residue.
Fail	Surfaces are visibly dirty with dust and stains. High-touch areas are not sanitised. Floors are dirty with paint and dirt marks. Sinks are stained and dirty. Strong odours present. Rubbish bins are overflowing and dirty.